

# **MINUTES**

**July 20, 2022**

## **COMPLIANCE REVIEW AND RETENTION SUBCOMMITTEE**

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### **DEPARTMENT OF LABOR & INDUSTRIES**

**Joel Sacks  
Director**

**Location: Olympia Hotel at Capitol Lake  
2300 Evergreen Park Drive  
Olympia, WA 98502**

**10:00 A.M.**

**Celeste Monahan  
Secretary of the Council**

**THEY WHO SERVE APPRENTICESHIP  
SERVE OUR NATION**

# COMPLIANCE REVIEW AND RETENTION SUBCOMMITTEE

July 20, 2022

10:00 AM

## MINUTES

**MEETING CALLED TO ORDER @ 10:00am** by Chair D'Hondt

**ROLL CALL: Present:** Dave D'Hondt, Jesse Cote, Karen Dove, Kenna May, Mark Riker, Kenny Branson, Halene Sigmund **Absent:** Jeremy Clevenger,

### REPORTS:

**Joint Retention and Recruitment Committee,** Jason Petrait gave his report.

#### **Compliance Specialist's Report** (*Halene Sigmund Recused Herself*)

Brittany Craighead provided her report. **M/S/C** to approve and attach to the minutes of this meeting. **M/S/C** to close Corrective Action Plans for UA Sprinkler Fitter Local 669 Joint Apprenticeship and Training Committee, Western States Boilermakers Apprenticeship Committee, Weyerhaeuser Company Apprenticeship Committee, Construction Industry Training Council of Washington – Plumber, Construction Industry Training Council of Washington – Sheet Metal Worker, be closed by the CRRS.

**UNFINISHED BUSINESS: NONE**

**ITEMS FROM THE DEPARTMENT: NONE**

### **JULY 2022 CRRS AGENDA ITEMS:**

#### **NEW STANDARDS: (Permanent Registration)**

##### **Region 1a**

1. Brinderson LLC. - Industrial Maintenance Mechanic - Petroleum Refinery
  - Out of compliance for administrative procedures for the Provisional year.
  - Recommended to Rescind Provisional Status.
  - **M/S/C** to approve.
  
2. Matrix Service Inc.
  - Insufficient data to determine administrative compliance.
  - Program to remain provisional through the first full training cycle.
  - **M/S/C** to approve.

### **Region 2b**

3. Construction Industry Training Council of Washington - Scaffold Erector (*Halene Sigmund*)
  - In compliance for administrative procedures for the Provisional year.
  - Recommend program to receive Permanent Registration status.
  - M/S/C to approve.

### **Region 4**

4. Skamania P.U.D. NO.1 Apprenticeship Committee
  - In compliance for administrative procedures for the Provisional year.
  - Recommend program to receive permanent registration status.
  - M/S/C to approve.

### **Region 6b**

5. CHAS Health
  - In compliance for administrative procedures for the Provisional year.
  - Recommend program to receive Permanent registration status.
  - M/S/C to approve.

## **NEW BUSINESS:**

### **Region 2a**

6. Seattle - Puget Sound Meatcutters Apprenticeship Committee
  - In Compliance for minority participation by good faith effort for 2021.
  - In compliance for female participation by good faith effort for 2021.
  - In compliance for administrative procedures for 2021.
  - M/S/C to approve.

### **Region 3b**

7. Pierce County Roofers Apprenticeship Committee
  - In compliance for minority participation by numbers for 2021.
  - Out of compliance for female participation for 2021.
  - In compliance for administrative procedures for 2021.
  - M/S/C to approve.
8. Independent Technicians Automotive Committee (ITAC)
  - In compliance for minority participation by numbers for 2021.
  - Out of compliance for female participation for 2021.
  - Out of compliance for administrative procedures for 2021.
  - Program to work with the assigned Apprenticeship Consultant to create and implement a detailed Administrative Corrective Action Plan (CAP) to address the administrative deficiencies as outlined in the Program manager's report.

- Program to submit the CAP to the Department within 60 calendar days from the date of the CRRS findings letter as issued by the Department.
- Program to submit quarterly progress reports detailing their CAP activities and progress. Reports are due to the Department 15 days prior to the quarterly CRRS meetings.
- M/S/C to approve.

**Region 4**

9. Alta Forest Products LLC

- In compliance for minority participation by good faith effort for 2021.
- Out of compliance for female participation for 2021.
- In compliance for administrative procedures for 2021.
- M/S/C to approve.

10. Pacific Power & LU 125 JATC

- Out of compliance for minority participation for 2021.
- In compliance for female participation by good faith effort for 2021.
- In compliance for administrative procedures for 2021.
- M/S/C to approve.

**Region 6a**

11. Johnson Controls Fire Protection Apprenticeship Committee

- Out of compliance for minority participation for 2021.
- Out of compliance for female participation for 2021.
- In compliance for administrative procedures for 2021.
- M/S/C to approve.

12. J.R. Simplot Co. (Moses Lake Plant) - Industrial Maintenance Mechanic

- In compliance for minority participation by numbers for 2021.
- Out of compliance for female participation for 2021.
- In compliance for administrative procedures for 2021.
- M/S/C to approve.

**JULY 2022 ADMINISTRATIVE REVIEWS:**

M/S/C to approve items 13 through 23, all are found to be in administrative compliance for the review year.

**In Compliance:**

13. Atarashii Apprentice Program

14. City of Ellensburg -- Gas

15. City of Tacoma - Public Works Traffic Engineering Signal and Streetlight Apprenticeship Committee

16. City of Tacoma - Water Division Apprenticeship Committee
17. King County Metro Transit Joint Apprenticeship Committee
18. Lewis County P.U.D. Apprenticeship Committee
19. Mason County Public Utility District #3 Apprenticeship Committee
20. McCleary Light, Power Lineman Apprenticeship
21. P.U.D. #1 Clallam County Apprenticeship Committee
22. Port Angeles City Light Apprenticeship Committee
23. UFCW367 and Employer Meatcutters Joint Apprenticeship Committee

**Out of Compliance:**

24. Grand Coulee Power Office Apprenticeship
  - Out of compliance for administrative procedures for 2021.
  - Program to continue to work with the assigned Apprenticeship Consultant on the current Field Action Plan.
  - M/S/C to approve.
25. Peninsula Light Company Apprenticeship Committee
  - Out of compliance for administrative procedures for 2021.
  - Program to work with the assigned Apprenticeship Consultant to create and implement a detailed Administrative Corrective Action plan (CAP) to address the administrative deficiencies as outline in the Program Manager's report.
  - Program to submit the CAP to the Department within 60 calendar days from the date of the CRRS findings letter as issued by the Department.
  - Program to submit quarterly progress reports detailing their CAP activities and progress. Reports are due to the Department 15 days prior to the quarterly CRRS meetings.
  - M/S/C to approve.
26. Pierce Transit/ATU Local #758 Apprenticeship Committee
  - Out of administrative procedures for 2021.
  - Program to work with the assigned Apprenticeship Consultant to create and implement a detailed Administrative Corrective Action plan (CAP) to address the administrative deficiencies as outline in the Program Manager's report.
  - Program to submit the CAP to the Department within 60 calendar days from the date of the CRRS findings letter as issued by the Department.
  - Program to submit quarterly progress reports detailing their CAP activities and progress. Reports are due to the Department 15 days prior to the quarterly CRRS meetings.
  - M/S/C to approve.

Chair D'Hondt called a break at 10:30am, return at 10:40am for the October 2022 CRRS Agenda.

# July/October 2022 Compliance Review and Retention Sub-Committee

## Compliance Specialist Report

### Corrective Action Plans (CAP) - Updates by Quarter Assigned:

#### July 2020:

- **Ardagh Group Moldmaker Apprenticeship Committee #153-** Program submitted timely a detailed Corrective Action Plan as required by the CRRS. CAP was reviewed by the Department and found to meet the requirements as listed in the CRRS Findings Letter dated July 31, 2020.
  - Currently the program has 1 active apprentice.
  - Program committee is monitoring their apprentice's progress and working diligently to meet the reporting requirements.
  
- **Ardagh Group/GMP Maintenance In-Plant Apprenticeship Committee #510-** Program has submitted a Corrective Action Plan as required by the CRRS in the Findings letter dated October 28, 2021. (was originally assigned at the July 2020 CRRS meeting)
  - Program has made significant progress towards becoming administratively compliant with reporting.
  - Program committee is actively reviewing their CAP activities and progress.
  - Program continues to actively work with their Apprenticeship Consultant.

#### October 2020

- **Northeastern Washington-Northern Idaho Sheet Metal Apprenticeship Committee #152-** Program submitted a detailed Corrective Action Plan as required by the CRRS. CAP was reviewed by the Department and found to meet the requirements as listed in the CRRS Findings Letter dated October 28, 2020.
  - Program is diligently working towards increasing their female and minority apprentice #s and evaluating recruitment and outreach efforts. Program will be meeting with their assigned Apprenticeship Consultant to review these efforts and update if deemed appropriate.
  - Program continues to work actively with their assigned Apprenticeship Consultant on the CAP activities.
  
- **Inland Northwest Masonry Apprenticeship Committee #160-** Program submitted a detailed Corrective Action Plan as required by the CRRS. CAP was reviewed by the Department and found to meet the requirements as listed in the CRRS Findings Letter dated October 28, 2020.
  - Program is diligently working towards increasing their female apprentice #s.
  - Program is actively looking at how to increase their recruitment activities to reach more women.
  - Apprenticeship Consultant will be reaching out to the program to assist in these efforts.

## July/October 2022 Compliance Review and Retention Sub-Committee

### Compliance Specialist Report

- **Peninsula Light Company Apprenticeship Committee #524-** Program has submitted a Corrective Action Plan as required by the CRRS in the Findings Letter dated October 28, 2020.
  - Program has made some progress towards gaining and maintaining administrative compliance with reporting, however due to staffing issues they have fallen a bit behind. Program has committed to catching up on reporting and the department will work to assist.
  - Program has 1 active apprentice and continues to monitor and report progress.

### January 2021

- **Johnson Controls Fire Protection Apprenticeship Committee #1808-** Program was assigned an Equal Employment Opportunity Corrective Action Plan at the January 2021 CRRS meeting. Program submitted timely to the department an EEO Corrective Action Plan.
  - Committee has been reviewing and revising if needed the current Recruitment and Outreach activities. As well as keeping the recruitment and outreach efforts as a topic at every committee meeting.
  - Committee has reached out to active Pre-Apprenticeship Programs on potential partnership opportunities.
  - Recently Johnson Controls registered 2 new apprentices, 1 of which is a minority.
- **Washington State Fire Fighters Joint Apprenticeship and Training Committee #1499-** Following the Sponsors appearance at the April 2021 CRRS meeting, they have submitted a CAP as requested. Department reviewed the submitted CAP and determined that it does meet the requirements as listed in the CRRS Findings Letter dated January 28<sup>th</sup>, 2021.
  - Program has made significant progress in becoming administratively compliant.
  - Program has hired a new full time admin to focus solely on records corrections and ARTS updating.
  - Program is in regular contact with their assigned Apprenticeship Consultant to review progress and any operational or reporting questions.
  - Currently the program is meeting all reporting requirements.

### July 2021

- **UA Sprinkler Fitter Local 669 Joint Apprenticeship and Training Committee #286-** Program assigned an Administrative Corrective Action Plan at the July 2021 CRRS meeting. Program did submit the CAP timely. Department reviewed the submitted CAP and determined that it does meet the requirements as listed in the CRRS Findings Letter dated August 3rd, 2021.
  - Program has made significant progress maintaining administrative compliance with reporting.
  - Program committee is actively reviewing their CAP activities and progress.
  - Program continues to actively work with the assigned Apprenticeship Consultant on their reporting requirements.

*It is the Departments recommendation that the Administrative Corrective Action Plan assigned to the UA Sprinkler Fitter Local 669 Joint Apprenticeship and Training Committee be closed by the CRRS.*

## July/October 2022 Compliance Review and Retention Sub-Committee

### Compliance Specialist Report

- **Western States Boilermakers Apprenticeship Committee #246-** Program assigned an Administrative Corrective Action Plan at the July 2021 CRRS meeting. Program did submit the CAP timely. Department reviewed the submitted CAP and determined that it does meet the requirements as listed in the CRRS Findings Letter dated August 30th, 2021.
  - Program has made significant progress towards gaining and maintaining administrative compliance with reporting.
  - Program continues to actively work with the assigned Apprenticeship Consultant on their CAP requirements.

*It is the Departments recommendation that the Administrative Corrective Action Plan assigned to the Western States Boilermakers Apprenticeship Committee be closed by the CRRS*

- **Weyerhaeuser Company Apprenticeship Committee #200-** Program assigned an Administrative Corrective Action Plan at the July 2021 CRRS meeting. Program did submit the CAP timely. Department reviewed the submitted CAP and determined that it does meet the requirements as listed in the CRRS Findings Letter dated August 3rd, 2021.
  - Program has made significant progress towards gaining and maintaining administrative compliance with reporting.
  - Program continues to actively work with the assigned Apprenticeship Consultant on understanding and meeting requirements.
  - Program has partnered with a new RSI provider (Machinists Institute)

*It is the Departments recommendation that the Administrative Corrective Action Plan assigned to the Weyerhaeuser Company Apprenticeship Committee be closed by the CRRS.*

- **Construction Industry Training Council of Washington – Plumber #636-** Program assigned an EEO Corrective Action Plan at the July 2021 CRRS meeting to address the recruitment of women and minorities. Program did submit the CAP timely. Department reviewed the submitted CAP and determined that it does meet the requirements as listed in the CRRS Findings Letter dated August 3rd, 2021.
  - Program is diligently working towards increasing their female and minority apprentice #s to including the recent registrations of 3 minorities and 1 female apprentice.
  - Committee is evaluating recruitment and outreach efforts on a regular/quarterly basis.
  - Program continues to work actively with their assigned Apprenticeship Consultant on the CAP activities.

*It is the Departments recommendation that the Corrective Action Plan assigned to the Construction Industry Training Council of Washington – Plumber be closed by the CRRS.*



## July/October 2022 Compliance Review and Retention Sub-Committee

### Compliance Specialist Report

- **Construction Industry Training Council of Washington - Sheet Metal Worker #637-** Program assigned an EEO Corrective Action Plan at the July 2021 CRRS meeting to address the recruitment of women. Program did submit the CAP timely. Department reviewed the submitted CAP and determined that it does meet the requirements as listed in the CRRS Findings Letter dated August 3rd, 2021.
  - Program is diligently working towards increasing their female apprentice #s including the registration of a new female apprentice.
  - Evaluating recruitment and outreach efforts on a regular/quarterly basis.
  - Program continues to work actively with their assigned Apprenticeship Consultant on the CAP activities.
  - Program has increased their staffing resources to expand upon their Recruitment efforts
  - Program has established new partnerships statewide to include Palmer Pathways and increasing their partnering efforts with WSATC Recognized Pre-Apprenticeship programs.

*It is the Departments recommendation that the Corrective Action Plan assigned to the Construction Industry Training Council of Washington – Sheet Metal Worker be closed by the CRRS.*

### October 2021

- **Firestop and Containment Workers Joint Apprenticeship Training Program #1812-** Program assigned an Administrative Corrective Action Plan at the October 2021 CRRS meeting. Program did submit the CAP timely. Department reviewed the submitted CAP and determined that it does meet the requirements as listed in the CRRS Findings Letter dated October 28, 2021.
  - Program is actively working with their apprenticeship consultant on getting ARTS reporting up to date and accurate.
  - Program has implemented internal reminders to assist in timely reporting.
- **Heat and Frost Insulators Workers Joint Apprenticeship Training Program #80-** Program assigned an Administrative Corrective Action Plan at the October 2021 CRRS meeting. Program did submit the CAP timely. Department reviewed the submitted CAP and determined that it does meet the requirements as listed in the CRRS Findings Letter dated October 28, 2021.
  - Program is actively working with their apprenticeship consultant on getting ARTS reporting up to date and accurate.
  - Program has implemented internal reminders to assist in timely reporting.
- **Northwest Laborers Apprenticeship Committee #71-** Program assigned an Administrative Corrective Action Plan at the October 2021 CRRS meeting. Program did submit the CAP timely. Department reviewed the submitted CAP and determined that it does meet the requirements as listed in the CRRS Findings Letter dated October 28, 2021.
  - Program has made significant progress towards gaining and maintaining administrative compliance with reporting.
  - Program continues to actively work with the assigned Apprenticeship Consultant on their CAP requirements.

## July/October 2022 Compliance Review and Retention Sub-Committee

### Compliance Specialist Report

- The committee has taken an active interest in the CAP activities as well and monitors the progress closely.
- Program has increased their knowledge and use of the ARTS system to track apprentices and this has assisted the program immensely. Additionally program has implemented new internal policies to better assist the admin staff in meeting the reporting deadlines.
  
- **Evco Sound & Electronics Inc. #43-** Program assigned a Corrective Action Plan to address their deficient Female and minority apprentice #'s at the October 2021 CRRS meeting. Program did submit the CAP timely. Department reviewed the submitted CAP and determined that it does meet the requirements as listed in the CRRS Findings Letter dated October 28, 2021.
  - At the time of this report, program has failed to submit a progress letter detailing their CAP activities

This concludes my report Mr. Chair.

Brittany Craighead,  
Compliance Specialist