

Apprenticeship Advisory Committee

Meeting Summary

August 1, 2017

1:00 – 2:30 PM

WSDOT HQ Mt. Rainier Room (3F22)

Attendees: **Committee Members Present:** Chris Christopher, Josh Swanson, Terry Tilton, Dean Smith

Committee Member Absent: Don McLead, Lee Newgent, Bob Adams, Pamp Maiers, Tom Zamzow

Other Attendees: Craig McDaniel, Mark Gaines, Heidi Jensen, Amy Palo, Dan Gasche, Jerry Vanderwood, John Hurd, Derek Patches, Patrick Martin

Welcome and Introductions

Chris Christopher welcomed the committee, reviewed the agenda, went over safety procedures for the Mt. Rainier Conference Room and asked the attendees to introduce themselves. He noted that the same information would be presented at this meeting as was presented at the June 22, 2017 meeting.

Heidi Jensen reviewed current committee membership and shared the RCW that required establishment of the committee. Current membership does not account for all required parties as we do not have a member who represents a contractor with less than 35 employees. Historical retainage of a committee member meeting this requirement has been problematic, as most of these contractors would not be qualified to bid on projects requiring apprenticeship utilization as a prime, who is ultimately responsible for goal attainment. Heidi noted that if we were unable to locate contractors who meet the requirement, or are unwilling to participate in committee membership, WSDOT will pursue the possibility of changing the RCW.

Jerry Vanderwood noted that he has not been approached regarding his attempt to find a contractor with less than 35 employees to become a member of the committee.

Terry Tilton expressed concern about changing the RCW as that could open it up for discussion that could change other requirements.

It was decided that the committee's goal will be to add an additional labor committee member and continue to seek willing participants with less than 35 employees. Jerry Vanderwood suggested filling this vacant contractor committee member with an AGC representative. Chris asked both Jerry and the labor representatives to provide suggestions for the next meeting.

Program Update

Heidi Jensen shared five reports with the committee and audience members. She introduced a new report that summarized the percent of contracts that have met their apprenticeship goals for the past two years plus the first quarter of 2017. This report, *WSDOT Contracts Meeting Apprenticeship Requirements for Projects Completed January 1, 2015 through March 31, 2017* shows the overall

percentage of contracts who have met their apprenticeship utilization goals through either apprentice hours or good faith efforts by year. It also displays the amount of projects completed and the amount of projects that met their goal. Heidi also explained the data in the current quarter represented a small data set for 2017, and that this percentage would likely change as projects reach completion.

The other four reports were standard reports that are usually shared at the meeting. They were:

- *WSDOT Apprenticeship/Journeymen Participation Summary – Completed Projects*
 - 2015
 - 2016
 - 2017 (Current Quarter)

- *WSDOT Apprenticeship/Journeymen Participation Summary – Active Projects*
- *Overall WSDOT Apprenticeship Participation Summary*
 - 2015
 - 2016
 - 2017 (Current Quarter)

- *Apprenticeship Occupation by Trade*

Terry thanked Amy Palo for all of her hard work and funding that she has helped make available for apprenticeship programs.

Heidi Jensen will add a note to the Active Projects Summary to show that projects with a very low “Complete” percentage are in the early stages of construction, and likely have not had any hours worked on the project, resulting in their current apprenticeship percentage to be zero. The “City” column has is not being populated for newer contracts on the Active Project Summary. The report will be fixed to ensure that the city is listed for all projects on the report for future meetings.

Mark Gaines discussed WSDOT’s Apprenticeship handout demonstrating minority and female inclusion and utilization within the program. This information was originally gathered for a one-time use to produce this report, but tracking this data will identify trends within WSDOT’s apprenticeship program. WSDOT will develop and standardize a report to show diversity in the apprenticeship program on an annual basis and will present this information at future committee meetings.

Mark also shared the WSDOT and L&I joint Contractor Bulletin distributed on June 20, 2017, providing guidance regarding working apprentices outside of their approved work process. The bulletin did not provide new or changing information regarding regulations, but provided clarity that it is a violation of RCW’s and WAC’s to work an apprentice outside of their approved work process as outlined in their standards of apprenticeship. Patrick Martin (L&I) provided some additional information regarding working apprentices outside of their approved training program and the legislative bill that set the requirement.

Provide example of acceptable Good Faith Effort documentation

Heidi Jensen shared the WSDOT contract language regarding requirements for good faith effort documentation and provided an example of an approved good faith effort. The committee asked if they could get a copy of the example, and Heidi will send a copy of it out with the meeting minutes. Jerry asked if the good faith effort documentation we receive is usually acceptable, or if this is an educational

opportunity where training could be provided. Chris noted that we would be willing to participate in training if there was a need.

Heidi also shared a document detailing how the hours of a graduated apprentice can be counted toward a good faith effort credit through the end of the calendar year if the apprentice remains continuously employed with the same contractor. WSDOT will update their contract language to allow counting graduated apprentices towards a good faith effort credit.

Heidi shared the current procedure WSDOT follows to inform L&I when a contractor fails to meet contract apprenticeship utilization requirements. The current notification process includes sending L&I quarterly reports identifying completed projects that did or did not meet apprenticeship utilization requirements. Heidi is working with L&I to determine if the current process is sufficient, or if additional notifications are required. The committee will be informed of any changes.

OEO Pre-Apprenticeship

Amy Palo discussed her responsibilities regarding pre-apprenticeship activities and shared some available resources. One resource shared with the committee was the availability of funding to assist with getting individuals started with apprenticeship programs. Amy also mentioned that she is available to assist contractors with questions and let them know what resources are available.

Next Meeting Scheduling and Topics

Update committee on the following meeting action items:

- Additional committee members – Heidi
- Update Active Project Summary spreadsheet to include the city on more current projects and add a note for projects with low complete percentages – Heidi
- Determine if current notification process to L&I is sufficient when a contractor fails to meet contract apprenticeship utilization requirements – Heidi/L&I

Chris asked the committee if they felt that meeting twice a year was necessary, or if reducing the frequency to once a year in January would suffice. The attendees felt that meeting once a year was not sufficient, and would like to continue to have meetings in November and June. Chris suggested keeping the meeting schedule at twice a year, but sending updated program spreadsheets in January that will provide data for the previous calendar year. The committee agreed.

Next meeting date and time: November 28th, 2017 9:30 AM to 12:00 PM