

# **MINUTES**

**January 18, 2023**

## **COMPLIANCE REVIEW AND RETENTION SUBCOMMITTEE**

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

**Joel Sacks  
Director**

**Location:  
Labor & Industries  
7273 Linderson Way SW  
Tumwater, WA 98501**

**10:00 A.M.**

**Celeste Monahan  
Secretary of the Council**

**THEY WHO SERVE APPRENTICESHIP  
SERVE OUR NATION**

**COMPLIANCE REVIEW AND RETENTION  
SUBCOMMITTEE**

**January 18, 2023**

**10:00 AM**

**MINUTES**

**MEETING CALLED TO ORDER: @ 10:00a.m. by Chair D'Hondt**

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

**REPORTS:**

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

**Compliance Specialist's Report** – Brittany Craighead provided her report.

M/S/C to attach to the minutes of this meeting.

M/S/C to close Corrective Action Plans for Northwest Laborers Apprenticeship Committee.

Previously issued finding correction: the Chair has been made aware that at the last quarterly CRRS meeting there was an incorrect finding given to program Independent Technicians Automotive Committee (ITAC) concerning their female participation, after review by the Department they have confirmed that the program should be found:

- In compliance for female participation by numbers for 2021.

The Chair would entertain a motion to confirm this recommendation and ask the Department to make the correction. M/S/C

**UNFINISHED BUSINESS:**

NONE

**ITEMS FROM THE DEPARTMENT:**

NONE

**JANUARY 2023 CRRS AGENDA ITEMS:**

**NEW STANDARDS: (Permanent Registration)**

**Region 1a**

1. Dakota Creek Industries, Inc.
  - Insufficient Data to determine administrative compliance.
  - Recommend program to remain provisional through the first full training cycle.
  - M/S/C to approve.

2. Kaas Tailored
  - In compliance for administrative procedures for the Provisional year.
  - Recommend Program receive Permanent Registration Status.
  - M/S/C to approve.
  
3. Matrix Service Inc.
  - Recommend that the decision regarding the programs provisional to permanent status be tabled pending Department investigation following receipt of an apprenticeship complaint.
  - M/S/C to approve.

**Region 4**

4. Electrical Management Group of Washington
  - In compliance for administrative procedures for the Provisional year.
  - Recommend Program to receive Permanent Registration Status.
  - M/S/C to approve.

**NEW BUSINESS:**

**NONE**

**JANUARY 2023 ADMINISTRATIVE REVIEWS:**

**NONE**

**DATE AND LOCATION OF NEXT MEETING:**

April 19, 2023	TBD	TBD
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**FUTURE MEETING SITES:**

July 19, 2023	Tumwater	Department of Labor & Industries
October 18, 2023	Spokane	TBD
January 17, 2024	Tumwater	Department of Labor & Industries

**ADJOURNMENT @10:16a.m. by Chair D'Hondt**

# **January 2023 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.
  - Program appeared at the October 2022 CRRS meeting and was requested to provide a detailed Progress report to the CRRS at the April 2023 Quarterly meeting outlining their efforts and progress made to come into compliance.

## January 2023 Compliance Review and Retention Sub-Committee

### Compliance Specialist Report

#### 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.

#### 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.

## January 2023 Compliance Review and Retention Sub-Committee

### Compliance Specialist Report

- **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.
  - 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.

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

- **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

### October 2022

- **Independent Technicians Automotive Committee (ITAC) #2162-** Program has submitted a Corrective Action Plan as required by the CRRS in the Findings Letter dated October 28, 2022.
- **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, 2022. This is the second CAP that has been assigned to the program since 2020. Program has committed to fulfilling the CAP as stated to the CRRS at the October 2022 Meeting.
- **Pierce Transit/ATU Local #758 Apprenticeship Committee #300-** Program has submitted a Corrective Action Plan as required by the CRRS in the Findings Letter dated October 28, 2022.
- **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, 2022. This is the second CAP that has been assigned to the program since 2020. Program has committed to fulfilling the CAP as stated to the CRRS at the October 2022 Meeting.

## January 2023 Compliance Review and Retention Sub-Committee

### Compliance Specialist Report

- **Western Washington Masonry Trades Apprenticeship Committee #87-** Program has submitted a Corrective Action Plan as required by the CRRS in the Findings Letter dated October 28, 2022.
- **City of Richland, Energy Services Department, Local Union 77, IBEW Apprenticeship Committee #281-** Program has worked with their consultant to submit a draft CAP, however due to Holidays and vacation time, has been unable to submit a signed official CAP. The department is working to get an official signed copy submitted.
- **Stationary Engineers Training Trust #1941-** Program has requested an extension to the CAP due date. The program has indicated that it intends to request Cancellation of the Program at the April 2023 WSATC meeting following the program taking all final actions on current registered apprentices. After the program provided the Department with a submitted request for program cancellation form, the department granted the extension.

This concludes my report Mr. Chair.

Brittany Craighead,

Compliance Specialist