

# Apprenticeship Advisory Committee

## Meeting Summary

June 29, 2016

9:30-12:00 PM

WSDOT HQ Nisqually Conference Room (1D2)

**Attendees:** **Committee Members Present:** Bob Adams, Chris, Christopher (chair), Pamp Maiers, Don McLeod, Dean Smith, Josh Swanson, Terry Tilton, Tom Zamzow

**WSDOT Staff:** Craig McDaniel, Dan Gasche, Mike Grigware, Dacia Dunbar

**Committee Members Absent:** Lee Newgent, Dave Myers

### **Welcome and Introductions**

Chris Christopher welcomed the committee and introduced himself while providing a brief professional background. Chris then reviewed the agenda and went over safety procedures for the Nisqually Conference Room.

Craig McDaniel reviewed the purpose of the committee. The purpose of the committee is to:

- Give advice and feedback to WSDOT;
- Monitor the effectiveness of the program;
- And provide networking opportunities among the attendees.

Craig provided a legislative history explaining the inception of the committee and changes of the past decade.

### **Program Update**

Dacia Dunbar handed out five reports to the committee and audience members. She introduced a new report that summarized the past two years of data plus the current quarter. This report, *Overall WSDOT Apprenticeship/Journeyman Participation Summary for Completed Projects 2014 – Current Quarter*, looked at the total number of completed projects, the number of contracts that met the requirement through labor hours, met the requirement through an approved Good Faith Effort (GFE) or did not meet the requirement. It then displayed the total apprenticeship hours, journeyman hours and total contract hours. Dacia also explained the data in the graph that was located at the bottom of the report and announced that the overall program from 2014 through the current quarter was achieving a 14.8% total apprenticeship hour attainment.

The next four reports were standard reports that had minor changes made to them over the past six months. They were:

- *Apprenticeship Occupation by Trade*
- *WSDOT Apprenticeship/Journeyman Participation Summary – Active Projects*

- *WSDOT Apprenticeship/Journeyman Participation Summary – Completed Projects*
  - 2014
  - 2015
  - 2016
- *Advanced Schedule of Projects*

Dacia walked through the changes that were made to the Completed Projects reports. On these reports, the data was rolled up in summary, by year, for easy access to the reader. There were also new columns added that clearly stated if the contractor submitted a GFE, if it was accepted or not, and if the contract passed or failed the requirement.

Committee members asked if WSDOT could look into categorizing the projects by contract type so that the committee could see what types of contracts was not meeting the requirements. Bob Adams mentioned that this would be helpful to know where to concentrate their efforts when seeking apprentices.

**Guidelines for Non-Compliance**

Mike Grigware shared a one-page handout with the committee that provided a brief overview of the revised policy structure for when a contractor finds themselves in non-compliance with the requirement.

**WSDOT Disciplinary Measures for Non-Compliance on Apprenticeship Utilization Requirements:**

First and Second Offences:

- Certified letter informing the Contractor they failed to meet apprenticeship requirements.
- Requires a plan detailing how apprenticeship utilization requirements will be attained on all current active WSDOT contracts with apprenticeship utilization requirements.
- Offence remains in effect until
  - Contractor meets apprenticeship utilization requirements on three consecutive contracts, or;
  - Two calendar years have passed

Third Offence:

- Certified letter informing the Contractor they failed to meet apprenticeship requirements.
- Requires a plan detailing how apprenticeship utilization requirements will be attained on all current active WSDOT contracts with apprenticeship utilization requirements.
- Notification that a suspension of qualifications will be imposed for a period of six months.
- If additional non-compliance occurs during the suspension period, the State Construction Office will determine if further action is warranted.
- After the suspension period, the next offence will be a first offence.

- If a third offence occurs within two years of a previous suspension the Contractor's prequalification may be revoked.

Audience member, Cindy Gaudio, asked that WSDOT reference training centers in their materials sent to non-compliant contractors. Dacia agreed that it would be a great place for that and suggested that the information also be included on the WSDOT website. Dacia took Cindy's information after the meeting for later follow-up.

The committee also asked that at the next meeting, we discuss the GFE review process.

### **2016 Legislative Session Recap & 2017 Legislative Session Planning**

Chris shared a summary of activities that happened within the 2016 session. He asked that if the committee members had anything planned for the upcoming session, that he hoped the committee meetings would be a place to share those ideas.

Terry Tilton shared that funding had come through last legislative session for the Pre-Apprenticeship training program. She asked that the committee have Amy Palo come to present on OEO's activities surrounding pre-apprenticeship.

### **Next Meeting Scheduling and Topics**

Dacia offered to send out a Doodle Poll to the committee members to set the next date for a fall meeting.

Topics of interest are:

- Data update with categories of work included
- Review the Good Faith Effort process and how it works
- Guest Speaker: Amy Palo, OEO to discuss Pre-Apprenticeship
- Finalize policy on graduated apprentices
- Include language in marketing materials to include training centers.

The meeting adjourned at 11:35 a.m.

### **AFTER MEETING UPDATE:**

The next meeting will be held November 29, 2016 from 9:30-Noon at the WSDOT Headquarters Building.