

Hawaii State Apprenticeship Council
Department of Labor and Industrial Relations
MINUTES OF SEPTEMBER 11, 2018 MEETING

Members
Present:

Gregg Serikaku
Joseph Ferrara
Francis Tau'a
Dale Sakamoto-Yoneda
Terry Uyehara
Shayne Chung
Jody Serikawa
Michael Barros
Rick Subiono

Guests:

Tim Bramsen
Aadel Khandaker
Guy Shibayama
George Massengale
Norman Takeya
Edmund Aczon
Ken Wilson
Leo Peralta
Cyndy Aylcett
Kelii Braun
Stan Fichtman
William Labby
Michele Thomas
Kevin Ihu
Dean Senda
Mimi Sroat
Steven Sakata
Erick Pascua
David Heard
Sally Pestana
Adrienne Dillard
Mel Silva
Robin Chun-Carmichael
Jody Nako
Gary Yoshioka
Marcus Fikse Thompson

DLIR
Staff:

Leonard Hoshijo, Director
Lois Iyomasa, Deputy Director
Elaine Young, Administrator
Carol Kanayama
Edgar Fernandez
Harrison Kuranishi

I. Call to Order

Greg Serikaku, Chair, called the meeting to order at 1:34 p.m.

II. Welcome and Introductions

State Apprenticeship Council members and guests introduced themselves.

III. Approval of Minutes

The April 3, 2018, SAC meeting minutes were approved.

IV. Reports

A. State Report *Workforce Development Division (WDD)*

Edgar Fernandez, Program Specialist, Workforce Development Division reported the following updates on the Federal apprenticeship grants:

1. **American Apprenticeship Initiative (AAI) \$2.9 million – ends Sept 2020**

- As of August 31, 2018, there were 10 IT apprentices currently registered; 1 completed and 2 cancelled.
- There were 43 pre-apprenticeship program participants. The pre –apprentices included 15 pre-apprentices that underwent the pre-apprenticeship training program of Hon CC-PCATT for Amazon apprenticeships. Of the 15 participants, 14 graduated from the program and are now working with Amazon under the Apprenti apprenticeship program.
- Initially targeted occupations under the grant were Information Technology and Healthcare. A modification request to add construction building inspector, manufacturing, and hospitality (culinary) occupations was approved on June 6, 2018. With the approved modification, new proposed programs for Building Inspector Apprenticeship Program of HCC and Mechatronics Technician of Hawaii Technology Development Corporation are included in the agenda for review and recommendation.
- USDOL-ETA Region 6 staff conducted Federal monitoring – program and financial- on June 5-7, 2018.

2. **Accelerator Grant \$200,000 -- currently ends May 31, 2018 (2 years)**

- A no-cost extension to add six months to the grant ending on May 31, 2018 was approved on April 11, 2018. The new period of performance is May 31, 2018 through November 30, 2018.
- Through the grant, WDD enabled data entry of manual active apprentice records into RAPIDS.

3. **State Expansion Grant – currently \$1.5 million and ends April 2019**

Notice of Award for additional 2nd Round of Funding in the amount of \$1.8 million was approved on June 2, 2018. The 2nd round of funding extends the period of performance from April 30, 2019 to October 31, 2020. Plans are to continue with healthcare and culinary programs and add new programs on landscaping, restaurant managers, and auto mechanic.

- As of August 31, 2018, there were 19 approved programs and 248 registered apprentices:
 - 202 KCC Cook Apprenticeship Program;
 - 4 Queen’s Medical Center CHW Apprenticeship Program

- 2 CHW – Hawaii Pacific Health
- 3 CHW – Alea Bridge
- 1 CHW – Hawaii Independent Physicians Association
- 1 Optometry Assistant – Project Vision Hawaii
- 13 Optometry Assistant – Hawaii Optometry Association
- 10 Pharmacy Assistant – Hawaii Primary Care Association
- 12 Safety Inspector – Hawaii Occupational Safety and Health Division

4. Industry Recognized Apprenticeship Program (IRAP)

Carol Kanayama, Program Officer, Workforce Development Division, distributed three documents to SAC members regarding IRAP:

- a. Training and Employment Notice (federal guidance on IRAP)
- b. List of President’s task force members to advise on IRAP
- c. News release about a Federal grant opportunity that may pertain to IRAP

Ms. Kanayama explained that President Trump developed a Task Force of 20 members, with 3 of the 20 in the Construction industry. The Task Force came up with recommendations to streamline the apprenticeship system. As the Training and Employment Notice stated, IRAP will expand apprenticeship in America. USDOL is soliciting third party certifiers to certify new programs. Anyone can apply to be a certifier. USDOL will determine the qualifications and who is qualified.

5. State Equal Employment Opportunity Law on Apprenticeship: Aadel Khandaker, Equal Employment Officer, DLIR

- Mr. Khandaker distributed two handouts:
 - a. Overview of EEO requirements for Registered Apprenticeship Sponsors; and
 - b. Your Right to Equal Opportunity Notice
- Mr. Khandaker explained that:
 - a. There are two kinds of states for apprenticeship: (1) federal Office of Apprenticeship; and (2) the State. State Registration agencies are supposed to follow their own guidelines that need to be submitted to the Fedederal government for review.
 - b. All apprenticeship sponsors must take four steps to provide EEO:
 1. Assign EEO responsibility to an individual;
 2. Internally disseminate the EEO policy and the complaints notice;
 3. Engage in Universal outreach and develop a recruitment sources list, including non-discriminatory selection procedures; and

4 Maintain a harassment-free environment.

- c. WorkforceGPS has a training this Friday on EEO Regulations for Apprenticeship at 7:00 am Hawaii time. (See link in handout.)

B. Honolulu Community College Report

WDD Staff, Edgar Fernandez, announced that Honolulu Community College Interim Dean, Fumiko Takasugi, could not attend. The written report of HCC was distributed to the SAC.

C. Apprenticeship and Training Coordinators Association of Hawaii (ATCAH) Report

ATCAH President, Rick Subiono, gave a verbal report. He informed the members that the last meeting was canceled, and another meeting was scheduled for September 19, 2018 but the guest speaker could not attend. He reminded everyone about the Career Construction Day at Kauai Community College on September 21, 2018 and the Oahu Career Construction Day on September 25th and 26th at Aloha Stadium.

V. New Business

A. Proposed New Apprenticeship Programs

1. Building Inspector (Construction Inspector) – Honolulu Community College: Norman Takeya, Honolulu Community College, and Tim Bramsen, Bowers and Kubota.

Mr. Takeya gave an overview of the proposed Construction Inspector apprenticeship program. Per Mr. Takeya, there is a shortage of Building and Construction Inspectors and this is one of the reasons a formal training program was developed. The minimum qualifications for Building Inspectors are a High School Diploma and two years of work experience. Mr. Takeya informed the members that he met with five large construction companies and they all were interested in this new Apprenticeship Program.

Mr. Takeya named the following employers:

- AEC Com
- Bowers and Kubota
- Mitsunaga and Associates
- SFM
- ENKA
- Herb Chock and Associates

SAC member Joseph Ferrara asked why there was no language requiring that progress reports include percent of completion. Mr. Takeya replied that the apprentices will track their own hours with paper work signed by the supervisor.

Ms. Kanayama from Workforce Development stated that completion percentage is now required in progress reports and is included as standard language in Appendix A.

SAC member Rick Subiono asked who will be doing the certification and whether it will be recognized third parties. Mr. Takeya responded the Concrete Productions Institute, or Asphalt Paving will be doing the certifications. Civil Structure, and High-Rise buildings will be the subject for inspections.

SAC recommended approval.

2. Optometry Assistant- Hawaii Primary Care Association (HPCA)

Sally Pestana, Health Education Non-Credit Program Director of Kapiolani Community College (KCC), presented the program in behalf of HPCA. KCC is acting as an intermediary for the HPCA Apprenticeship Program.

She explained that an Optometry Assistant Apprenticeship Program of Hawaii Optometry Association was reviewed by the SAC and approved by the Department. This new program is very similar.

Ms. Pestana added that Hawaii Primary Care Association is the umbrella organization for the Federally Qualified Health Centers in the following areas:

- Waimanalo
- Waikiki
- Waianae Coast

Waianae Coast is the first employer associated with this program.

SAC recommended approval.

3. Kapiolani Community College as Sponsor of New Proposed Healthcare Apprenticeship Programs

Sally Pestana presented an overview of the new proposed Healthcare Apprenticeship programs to be sponsored by Kapiolani Community College. She explained how this was the first set of healthcare apprenticeship programs where the college is the sponsor. With preceding programs, KCC was an intermediary and facilitator for employers.

- Community Dental Health Coordinator

The curriculum was created by the American Dental Association (ADA) and Kapiolani Community College was sought by ADA to deliver this program. The ADA created this program on a 7 million-dollar budget as a post graduate program. The new apprenticeship program will cover skills that are not taught in the bachelor's program.

The program will empower working Hygienists to work in the community in areas like a Senior Day Care Center or a Head Start unit. This program is ready to start in October pending the SAC approval.

SAC recommended approval.

- Certified Dental Assistant

Ms. Pestana stated that the State Auditor recommended Hawaii regulate Dental Assistants by obtaining certifications from a National Certifying Agency. Hawaii is 1 of 12 states that does not require a National Certification. Dental Assistants are usually trained on the job and not certified. This program will assist Dental Assistants in passing the National Exam.

SAC member Mike Barros asked who would administer the certification. Ms. Pestana replied that Danby Institution/Board will administer the certification.

SAC recommended approval.

- Medical Laboratory Technician (MLT)

The Medical Laboratory Technician program at Kapiolani Community College is the only MLT program in the State of Hawaii. People who complete this program will obtain an Associate Degree and are regulated by the state to pass the certification exam before they are licensed.

This area has a huge staffing shortage. This program is for incumbent employees.

SAC recommended approval.

4. Mechatronics Technician- Hawaii Technology Development Corporation (HTDC)

William Labby of Leeward Community College (LCC), and Gary Yoshioka, President of Diamond Bakery, presented the program in behalf of the sponsor. Diamond Bakery is the first employer that will be participating in the Mechatronics Technician apprenticeship program.

Mr. Labby explained that many small businesses are now automating their processes and many employees are not qualified to work on these machines. A pilot classroom training program to automate processes was successfully conducted by LCC with Dasani Water and Diamond Bakery. The next step is Apprenticeship.

The proposed program is based on the PMMI standards and curriculum, and National certifications.

Gary Yoshioka, upon request of Elaine Young, briefed the members about Diamond Bakery. The company started in 1921 with a Coal Fire oven and everything was done manually. Through the years, the bakery became automated and recently started to use computerized machines.

Bill Labby explained that the apprenticeship classroom training curriculum is very similar to the 2-year credit program at LCC without the rigor. There are a few differences and the apprentices will not receive an Associate Degree upon completion.

SAC member Terry Uyehara asked the presenters what the apprentice will do upon obtaining journeyman status and whether the journeyworker will be designing and building machinery. Mr. Labby replied that the journeyman's role will be one of repairing the equipment. No designing of equipment/machines will be done but the technician must understand the basics of the machinery to repair it and there may be additions made to machines.

SAC recommended approval.

B. Chair Serikaku called for a short five-minute break.

C. Discussion resumed on Proposed New Apprenticeship Programs

1. Systems Analyst- eWorld Enterprises Solution Inc.

Steve Sakata and Dean Senda from eWorld Enterprise Solutions Inc. presented an overview of the proposed program.

eWorld is 19 years old and its primary line of business is software development. eWorld has about 45 associates. About 10 years ago eWorld started an internship program to retain employees and create jobs for the next generation. Mr. Sakata clarified that the position titles of Developer and Analyst are interchangeable. The apprenticeship program applies book knowledge to actual on-the-job knowledge, which is valuable.

SAC recommended approval.

D. Proposed Changes to the City and County of Honolulu Apprenticeship Program.

SAC member Jody Serikawa from the City of County of Honolulu recused herself and left the room for the duration of this business item.

1. Addition of Plant Electrical Electronic Equipment Repairer Program (PEEER) for Department of Environmental Services

Robin Chun-Carmichael and Jody Nako from the Department Human Resources, and David Heard from the Department of Environmental Services (DES), City and County of Honolulu, presented the proposed new occupation to the Council.

Ms. Carmichael explained that the proposed Plant Electrical Electronic Equipment Repairer (PEEER) for Department of Environmental Services is similar to the PEEER apprenticeship program of the Waste Water and Treatment Division of Board of Water Supply. She explained that DES is having a hard time filling positions for the occupation and they are hoping this apprenticeship program can help fill the gap. She added that the C&C of Honolulu Apprenticeship Program has 61 apprentices in other areas and builds the talent in house. Apprentice's wages are built into the CBA.

2. Other Occupations:

Ms. Carmichael discussed the proposed revised work processes of other occupations on the agenda. She explained that the work process schedule for Line Electrician and Traffic Signal Electrician were revised and on-the-job learning hours were increased to 10,000 hours to meet State law requirements to qualify for the Electrician Journeyworker license examination. Apprentices completing the PEEER program are required to obtain EJI license. The work processes for the occupations are basically Maintenance and Repair.

SAC member Terry Uyehara moved, in the interest of time, to recommend approval of the proposed revisions to the City and County of Honolulu Apprenticeship Program pertaining to the new PEEER occupation and revised work processes for Line Electrician and Traffic Signal Electrician. The Chair, however, replied that each proposed revision should be treated separately with a motion recommending approval because the first occupation was an addition.

SAC recommended approval of the addition of PEEER occupation for Department of Environmental Services to the City and County of Honolulu Apprenticeship Program.

3. Revised Work Process Schedule for Line Technician

SAC recommended approval.

4. Revised Work Process Schedule for Traffic Signal Electrician

SAC recommended approval.

5. Temporary Change of Ratio for Plant Electrical Electronic Equipment Repairer Program of Board of Water Supply

Ms. Carmichael explained that the proposed temporary change of apprentice to journeyworker ratio from 1:1 to 2:1 is due to increased hiring of apprentices in the Board of Water Supply. She added that the temporary ratio of 2:1 will not compromise the proper supervision, safety, and training of the apprentices.

SAC recommended approval of the temporary ratio of 2:1 for a period of three years from date of approval by the Director.

E. Revised Apprenticeship Wage Schedule for Kapiolani Community College Cook Apprenticeship Program

Stanford Fichman, Grant Manager, and Marcus Thompson, Program Manager of KCC Cook Apprenticeship Program, presented their request for approval of the revised apprentice wage schedule. The current wage schedule as stated in the standards was revised to a proposed \$.10 an hour increase upon completion of the RTI.

Mr. Thompson explained that when the program was designed, differences in the structure of the varied employers for the program was not fully taken into account. Larger businesses have bigger budgets and are able to afford more pay increases while smaller employers are more stretched for time and money and have difficulty time keeping up with the required wage increases. Also, a vast majority of the apprentices are incumbent employees of participating employers who are already working at the higher rate of pay but do not have formal training. A significant increase in pay would be hard for the employers to afford.

SAC Member Dale Sakamoto-Yoneda asked if the apprentices would be told about the change. Mr. Thompson replied that all apprentices and employers will be informed about the new wage schedule.

Mr. Ferrera asked the chairman if the SAC had the authority to discuss wages considering that they are not a wage committee and cannot negotiate wages.

Chair Serikaku stated a percentage instead of a dollar amount would be acceptable. Director Hoshijo also stated a percentage would be acceptable.

SAC recommended converting the \$.10 wage increase into a percentage increase. Mr. Thompson agreed to convert the \$.10 to a minimum 1% increase.

SAC recommended approval.

VI. Unfinished Business

VII. Announcements

A. Next meeting- TBD

VIII. Adjournment

The meeting was adjourned at 4:20 p.m.

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