

## Meeting Minutes: Apprenticeship Advisory Board

**Date:** April 10, 2025

**Prepared by:** Nou Yang

**Location:** In person in the Minnesota, Department of Labor and Industry and online via Microsoft Teams

### Attendance

#### Members Present

- Mary Berg
- Tom Dicklich
- Erin Larsen
- Norma Miller
- Sarah Paul
- Dienna Sabol
- Melissa Stachovich

#### DLI Staff Present

- Lyla Brown
- Adam Case
- Vicky Castorena
- Naomi Cowan
- Annie Jenkin
- LaRohn Latimer
- Darcus Mitchell
- Paul Nikstad
- Grace Ouellette
- Jeremy Parker
- Leslie Philmon
- Meghana Shroff
- Nou Yang

#### Visitors Present

- Dwayne Benson
- Mary DesJarlais
- Dillion Donnelly
- Dave Dressler
- Megan Fink
- Kim Frontzak
- Tim Gareia
- Shelia Getz
- Bruce Hanstad
- Kimberly Johnson
- Nick Judge
- Christy Kuehn
- Gary Larsen
- Dan McGuire
- Ryan Mulso
- Jess Niebuhr
- Chris Palmer
- Ashley Rinn
- Greg Schnipke

### Agenda items:

#### 1. Call to order

- The meeting was called to order by Tim Dicklich at 1:30 p.m. Roll call was taken by Erin Larsen and a quorum was declared.

## 2. Approval of agenda

- A motion was made, seconded, and carried to approve the Apprenticeship Advisory Board Meeting agenda on April 10<sup>th</sup>, 2025.

## 3. Approval of drafted meeting minutes

- A motion was made, seconded, and approved of January 9<sup>th</sup>, 2025 board minutes.

## 4. Board member updates

- Board member updates
  - Tom Dicklich shared that a cohort of 115 apprentices will be graduating from Minnesota Building Trades Apprenticeship Program.
  - Norma miller is excited to report several of her advocates will soon be joining apprenticeship programs.
  - Sophie Thaden reported a 33% increase in applicants, reflecting growth in their apprenticeship programs.
  - Mellisa Stachovich announced their apprenticeship standards have been approved and looks forward for future discussion with members.
  - Sarah Paul expressed enthusiasm about learning from other long-standing industries. She noted there are currently 50 registered teacher apprentices and over 90% are on track to graduate.

## 5. LEAP Grant

- Sarah Shapiro, Career Development Counselor shared information on their program.
  - A pre-apprenticeship program for career seekers
  - Program started 2018
  - Funded by LEAP and DEED

## 6. Apprenticeship Program Development

- Leslie Philmon, Senior Field Representative from Minnesota Department of Labor and Industry provided an update on program development.
  - New programs
    - Qualus Service LLC (Utilities) – Relay Tech
    - KMC Electric (Construction)- Electrician
    - Minnesota Rural Electric Association (Utilities) – Electrical line worker
    - Polar Semiconductor (Manufacturing) – Equipment Maintenance Technician
  - Program development highlights
    - Accelerator meetings
    - Standards revisions
    - Updated provisional to permanent policy

## 7. New Program Highlight: Essentia Health

- Theresa Nystrom, Director-Workforce Strategy from Essentia Health provided an overview on Essentia Health’s newly registered apprenticeship program.
  - Surgical Technologist Registered Apprenticeship
  - Program qualified to give apprentices the credentials to take the National Surgical Technologist Certification

## 8. Apprenticeship Program Compliance

- Darcus Mitchell, Senior Field Representative from Minnesota Department of Labor and Industry, provided an update on compliance.
  - 2025 program reviews; 28 reviews completed
  - 38 programs with no apprentices cancelled/transferred
  - Posting EEO posters
- Program Compliance Highlights
  - Program review training
  - New review summary format

## 9. Apprenticeship Minnesota Update

- Erin Larsen, Director of Apprenticeship, Minnesota Department of Labor and Industry provided an update on registered apprenticeship programs.
  - An updated demographics
    - 10,695 active apprentices
    - 27.9% people of color
    - 8.39% women
    - 5.2% veterans
  - Program updates:
    - Outreach Activities
      - Construction Career Foundation
    - Apprenticeship Summit (Rochester)
    - Apprenticeship for America Conference
  - Upcoming Outreach Projects
    - Registered Apprenticeship Program Application Directory
    - General Website Updates
  - Upcoming Apprenticeship Minnesota Events
    - Registered Apprenticeship Summit – April 22, 2025
    - National Apprenticeship Day – April 30, 2025
  - Future Steps
    - Legislative session wrap-up
    - Federal grant funding

## **10. Board Discussion-Approval of Report**

- A motion was made, seconded, and approved on April 10<sup>th</sup>, 2025.

## **11. Adjourn**

- A motion was made, seconded, and meeting was adjourned. The next Apprenticeship Advisory Board meeting will be on July 24, 2025 at 1:30pm.