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STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF APPRENTICESHIP STANDARDS

AUDIT REPORT
For
Orange County Electrical Joint Apprenticeship and Training Committee, File No. 00494

The Division of Apprenticeship Standards creates opportunities for Californians to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California's economy.

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SUMMARY

The Division of Apprenticeship Standards (DAS) presents its audit report concerning the Orange County Electrical Joint Apprenticeship Training Committee (JATC) program; DAS file number 000494, (hereafter "program").The program's standards were approved on January 25, 1993. The program was randomly selected by DAS for audit compliance. The audit was performed from June 9, 2008, through June 13, 2008, and was conducted pursuant to California Labor Code §3073.1.

As noted in the detailed report which follows, the auditor found that the program is doing an excellent job of training apprentices and keeping them on schedule and only some minor changes are necessary to bring the program into compliance with their approved standards and legal requirements.

GRADUATION RATES REPORTED

Year	Program	Industry Average	Percent of Industry Average
2000	85.40%	n/a	n/a
2001	84.78%	63.03%	134.51%
2002	86.54%	58.37%	148.26%
2003	67.57%	55.14%	122.54%
2004	70.00%	66.73%	104.90%
2005	66.67%	65.32%	102.07%
2006	60.00%	n/a	n/a
AVG	74.42%	61.71%	122.45%

NUMBER OF REGISTERED APPRENTICES

DAS Records Based Upon Program's Submittals	361	According to Program	368

FINDINGS AND RECOMMENDATIONS

As noted in the detailed report which follows, the auditor found that the program is doing an excellent job at keeping apprentices continually employed and on schedule with Related Supplemental Instruction (RSI). The training coordinator, instructors, and facility clerical staff keep accurate records on class attendance and completion of RSI. Accurate records are in place to notify employers of apprentice upgrades and rate increases and apprentices are keeping continuously employed. The program graduation rates that appear in the chart above show proof that the Orange County Electrical Joint Apprenticeship Training Committee (JATC) is committed to helping apprentices reach their goal of becoming a journeyman in the trade.

Auditor noted slight change made to the on-the-job training (work process). Auditor found work processes currently in place are slightly different than what is indicated in the approved standards. No revision was submitted to DAS.

During the audit it was discovered that the actual number of registered apprentices reported to the DAS was not accurate. The number reported was 361 registered apprentices, when in fact according to the program it has 368 registered apprentices. The program and DAS Program Consultant took steps to correct the records and submitted the correct figures.

Detailed findings and recommendations are included in this report. The coordinator was presented with a summary of the findings and a recommendation was presented to assist him in preparing the appropriate corrective action. The DAS will visit the program in the future to verify compliance with the recommendations. These DAS audit procedures allow the program to respond to the recommendations and their response will become part of this formal report.

During the audit examination Training Coordinator, Ken Bock commented, that he was new and was officially appointed to the position in January 2008, He indicated that he and his staff are committed to the success and improvement of the program and welcomed any recommendations and/or suggestions that would help the program achieve its goal of graduating skilled journeymen.

The program was receptive to the recommendations made by the auditor and immediately implemented some record keeping changes to bring the program into compliance with their approved standards and legal requirements.

AUDIT HIGHLIGHTS.....

Our review of the Orange County Electrical Joint Apprenticeship Training Committee (JATC) program; Division of Apprenticeship Standards (DAS) file number 00494, (hereafter "program") found that:

- Audit review found that although the program has submitted various revisions to its approved standards, the most recent being March 11, 2008. The program has not submitted a complete revision to its standards since 1993.

- During the audit it was discovered that the actual number of registered apprentices reported to the DAS was not accurate. The number reported was 361 registered apprentices, when in fact according to the program it has 368 registered apprentices.

- The program requires all apprentices to sign and confirm that they understand the program's Rules and Regulations. All of the apprentice files examined contained signed copies of the rules and regulations receipt.

- The program files contained consistent verifiable OJT work hours along with a breakdown of the various work processes.

- The apprentice is required to complete an Apprentice Wireman's Work Report (program's version of DAS Form 103) to track work processes and OJT work hours.

Continued

INTRODUCTION/BACKGROUND

The audit began on June 9, 2008, and was completed on June 13, 2008 The auditor met with key administrative personnel, examined records, observed administrative activities, conducted a walk-through of the training facility and visited two job sites in connection with the audit.

The Orange County Electrical Joint Training Committee (JATC) program operates as a Labor/Management Cooperative and the principal partners in the cooperative effort are the National Electrical Contractors Association, Inc, and Local Union No. 441 International Brotherhood of Electrical Workers. The program has an Apprentice Trust Fund. The program's funding mechanism comes from employer contributions, Related Supplemental Instructional (RSI) funds (Montoya Funds) and state prevailing wage training fund contributions.

The daily operations, management and administrative functions are run by three primary staff, Ken Bock, Training Director, Garrett Row, Assistant Training Director, and Starla Powell Clerical Worker. The program has 1 full time instructor and 18 part-time instructors. All instructors are certified by Santiago Canyon Community College. The program office is located at 717 South Lyon Street, Santa Ana, CA 92705. The Santa Ana training facility also serves as the program's main office and daily place of business. The program maintains all indentured apprentice files at that location. The program employs a full time clerical staff worker and is in the process of hiring another clerical staff worker to maintain the apprentice files.

The Orange County Electrical Apprenticeship is a 60-month program. Apprentices meeting the required advancement criteria progress through 10 upgrade steps until completion. Training consists of 1000 hours of related supplementary instruction (RSI) and 8000 hours of accumulated on the job training (OJT).

Employers are approved to train when they have completed an Agreement to Train Apprentices, DAS-7 form. The program indicated that they dispatch to both union signatory employers and non-union employers who agree to abide by the program's standards, rules, regulations and policies.

- Files examined contained copies of an apprentice wireman's work report signed by the apprentice and the job site foreman or supervisor.

- Work processes currently in place are not consistent with program approved apprenticeship standards. No revision was submitted to DAS.

- Work processes are being properly recorded and placed in apprentice file.

- Job site review found that the apprentices interviewed are completing the apprentice wireman's work report. All stated that they turned (work report) into program on a monthly basis.

- Apprentice files examined contained copies of school absences, evaluations, progress reports and final test scores.

The apprenticeship program provides a training program for the following occupation:

Name of occupation	Term of occupation	Number of apprentices
Inside Wireman	60 months	361

The Related and Supplemental Instruction is provided by the program's training center which is located at the same site as the program operations. Each apprentice enrolled receives an orientation packet that includes the rules and regulations, an explanation of the program's standards, an (apprentice wireman's work report) programs version of DAS Form 103 and a class schedule.

The program's Local Education Agency (LEA) is Santiago Canyon Community College located at 8045 East Chapman Avenue, Orange CA 92869. Patti Dillon is the LEA representative for the program.

SCOPE AND FOCUS

The principal objectives of the audit are to ensure the program is complying with their standards, that all on-the-job training is performed by a journeyman, that all related and supplemental instruction required by the apprenticeship standards is being provided, that all work processes in the apprenticeship standards are being covered, and that graduates have completed the apprenticeship program's requirements.

The audit focused on reviewing records and activities that tend to support and substantiate the program's efforts, practices, system and capabilities to provide and deliver the on-the-job training and related instruction. The program's policies and procedures were reviewed to determine if they support the program's approved standards.

METHODOLOGY

After completing an initial review of the program's standards and records on file with the DAS, an audit plan was established with the following steps:

1. Notified the program 14 days in advance of our intent to audit.
2. Prepare an entrance interview
3. Organization of all working papers to conduct the interview
4. Confirm the location where records are maintained
5. Conduct a random review of apprentice files
6. Set the time and date of the meeting
7. Schedule inspection of the training facility and job sites
8. Request and review copies of the committee meeting minutes for the last 12 months.

All steps listed above were accomplished and include interviews with primary staff, apprentices and job site supervisors.

AUDIT RESULTS

1. STANDARDS

The objective is to determine whether the programs are submitting periodic revisions to their standards and if standards are reasonably current. "Standards" are a written document containing all terms and conditions for the qualification, recruitment, selection, employment and training, working conditions, wages, employee benefits and other compensation for apprentices. It may also include other provisions and statements. All apprenticeship programs are required to submit their apprenticeship standards to the DAS Chief for approval. The California Code of Regulations states the program must submit revisions to its standards when necessary.

(a) *Findings*

(1) Our review found that the program has not submitted a complete revision of its standards since 1993.

(2) Program's current work process categories are different than the work processes noted in approved standards. Program has modified work processes from six categories to 20 categories. Total hours remain the same (8000).

(b) *Recommendations*

(1) Submit a complete revision of the Committee Standards. The revision should include changing standards to encompass the work processes currently in use by the program. - Due within 90 Days.

(2) In the future review and update standards as needed or whenever any changes are made to the apprenticeship program and report this information to the DAS Apprenticeship Consultant.

Article IV (5) of the program's standards, Section 205 (f), 212 (a)(6) (7), (c)(2) (11) of the California Code of Regulations states that the program sponsor must submit revisions to its standards when necessary.

2. RULES AND REGULATIONS

The objective is to determine if the programs have adequate rules and regulations, are implementing them as required, and provide a copy to the apprentices. The rules and regulations can be defined as an orientation or workshop session that explains the apprenticeship program standards and the operation of the apprenticeship program. It includes information on what is expected by both the program and the apprentice.

The rules and regulations for this program were adopted and contain a policy statement showing responsibilities of the apprentice and the committee. Apprentices are cited for failure to follow the rules and regulations. A letter of citation is mailed to the apprentice to appear before the committee and failure to appear is reason to recommend cancellation from the program for failure to comply with a committee directive. Additionally, the rules and regulations state that each

apprentice will be notified in writing of the date(s) that she/he is to attend RSI classroom training.

A physical examination and drug test is required prior to indenture. Applicant must be able to physically perform the work of the craft. When the apprentice is approved by the program to enter the training he/she is given a copy of the rules and regulations and attends an orientation session with both the coordinator and educational instructor. Then the apprentice must sign the document indicating they have received, read and understood the rules and regulations.

(a) *Findings*

(1) This review found that the apprentice files contained signed copies/receipts to acknowledge the apprentice received, read, and understood the rules and regulations.

(2) The rules and regulations are reviewed by the Committee and updated when needed. The Committee applies the rules and regulations in a fair and consistent manner. Actions taken by the Committee are reflected in the meeting minutes and apprenticeship files.

(b) *Recommendations*

(1) Continue enforcing rules and regulations in a fair and consistent manner.

Article VI (2) of the program's standards, Section 3071, 3073, and Section 212 (a) (6) (7), (c) (2) (3) (8), (14) of the California Code of Regulations states that the program must establish rules and regulations that govern the program.

3. ACTIVE APPRENTICES AND CANCELLATIONS

The review of this item is to determine if the program is monitoring apprentices as they enter and proceed through the program. It is also to determine if the program is maintaining accurate records on both the active and cancelled apprentices. The program should have the ability to provide evidence of procedures used for periodic reviews and evaluation of the apprentice's progress in job performance and related instruction and maintenance of appropriate progress records. In addition, the program should have a process in place to notify the DAS when an apprentice leaves the program.

During the audit it was discovered that the actual number of registered apprentices reported to the DAS was not accurate. The program and DAS Program Consultant took steps to correct the records and submitted the correct figures.

(a) *Findings*

(1) The program's numbers of registered apprentices were incorrect. The number of apprentices registered with the DAS is 361. Program records indicate they have 368 indentured apprentices.

(b) Recommendations

(1) The program will keep the DAS informed of indentures, cancellations and completions in a timely manner - due within 30 days.

(2) All changes affecting the status of the apprentices in the program must be submitted to the DAS.

Section 205 (a)(1)(2) (i), 212 (a)(6) (7)(8), (b)(9), (c)(2)(10) 224 of the California Code of Regulations states that the program sponsor must maintain accurate apprenticeship records and submit changes, updates and revisions of an apprentice's status when necessary.

4. ON -THE JOB TRAINING (OJT) PROGRESS RECORDS, ADVANCEMENTS AND EVALUATIONS

Our review is to determine if apprentices are progressing on schedule, that the program is maintaining adequate OJT records, receiving periodic evaluations and if the program has adequate records and a system in place to ensure that apprentices are covering all the work processes.

The program uses the following items to track apprentices' schedules: OJT records, periodic evaluations and work processes. Each apprentice receives normal upgrades in the period (every six months) and wage increases by meeting the following requirements:

- Satisfactory completion of required RSI classroom hours. Apprentices are scheduled for 100 hours of classroom training every six months for a total of 200 per year for five years. Accumulation of 800 OJT hours from an approved contractor verified by monthly Wireman's work report (program's version of DAS Form 103). Program utilizes an apprentice wireman's work report (work report) to verify work processes and track work hours. The apprentice work report must be signed by the supervisor or foreman and turned into the program monthly.

- Satisfactory passing (70% or higher) of RSI class final exam, in conjunction with satisfactory progress/evaluation reports from instructor.

Program provides the apprentice with a monthly apprentice work report to document and record OJT hours and work processes. The sheet contains a daily and monthly log to record hours worked in the various work processes. The record sheet has a place for the supervisor's signature and a list of the various work processes. Instructions are also included informing apprentices on when and where to turn in record sheet. The apprentice is required to turn-in his work report every month via mail, office visit, or when reporting to school. If apprentice is current with RSI hours and has the required OJT hours he/she is advanced to the next level of training and receives a wage increase.

Audit files reviewed had copies of the work report signed by the supervisor and itemized by the various work process hours. Additionally, files contained completed RSI hours, test scores, attendance records, and evaluation and progress reports. Program utilizes a computer data Apprentice Tracking System (ATS) to track apprentice RSI and OJT hours.

(a) ***Findings***

(1) The program has made changes to their work processes that are not reflected in approved standards. Program has modified work processes from six categories to 20 categories. Total hours remain the same (8000).

(2) The program is utilizing a monthly apprentice work report signed by a supervisor or foreman to track and verify apprentice OJT hours.

(3) The apprentice files reviewed contained the monthly work report which included a breakdown in the various work processes.

(4) OJT hours and RSI hours are both tracked through ATS. This allows staff to monitor progression through the periods. If discrepancies are noted, they are brought to the attention of the Committee for discussion and/or action.

(b) ***Recommendations***

(1) Submit complete revision of standards. The revision should include changing standards to encompass the work process currently in use by the program. - Due within 90 Days.

(2) Continue to compile accurate OJT (work process) and RSI hours and advance apprentices when they meet the required criteria.

Section XVII of the program's standards, and Section 3073.1, 3076, 3078(e) of the Labor Code, and Sections 208, 210, 212(a) (4) (5) (7) (8), (b) (9), (c) (2) (6) (8) (9) (16) (18), of the California Code of Regulations. The program must offer training and supervision in all the work processes defined in its standards and has a system to ensure that apprentices cover all the work processes. The program must have a system of documenting and maintaining records that will assist in the review and evaluation of each apprentice's progress in job performance. The program must have a procedure for recording and maintaining accurate records, and a procedure for periodic review and evaluation of progress.

5. RELATED AND SUPPLEMENTAL INSTRUCTION (RSI)

The objective of our examination was to determine if apprentices are progressing on schedule, attending classes, covering the entire course of study, and to ensure the programs are maintaining accurate records with adequate systems in place to provide training.

The program's Related and Supplemental Instruction is approved by a Local Education Agency (LEA). The LEA is Santiago Canyon Community College located at 8045 East Chapman Avenue Orange, CA 92869. The course outlines as written by the program have been reviewed and approved by the LEA.

The apprentices are required to attend a minimum of 92 of the 100 scheduled classroom hours per semester (every six months). Failure to attend a minimum of 92 scheduled classroom hours (minimum of two absences) per semester subjects the apprentice at the Committee's discretion to be terminated from the program or be required to repeat the entire semester. Missing any scheduled apprenticeship class will subject the apprentice to make-up that class in its entirety. No partial make-up will be accepted. The apprentice must complete the

missed class session by passing a computer based learning assignment. This make up must be completed within 30 calendar days. Each apprentice is issued a calendar with the schedule of classes. Classes are held once a week and start promptly at 4:30 pm for a four hour period. The rules and regulations state that each apprentice will be notified in writing of the date(s) that he/she is to attend classroom training. Tardiness is defined as arriving late to class. More than 15 minutes tardy will be considered an absence. Any late return from break and late arrivals when transferring between classrooms and labs are also considered tardiness. A tardy will result in a warning and written notice inserted into apprentice file. Three tardies constitute one absence. Apprentices are allowed two tardies within the semester. Any apprentice who accumulates a third tardy will be counted absent and asked to leave the class. Apprentices who are absent from a class more than three days will be dropped from class. Apprentice will then be required to successfully repeat the class from the beginning in the next semester of instruction and pay raise will be extended by six months. Additionally the apprentice will be cited to appear before the Committee at their next meeting to show cause why he/she should not be dropped from the program or have any disciplinary action taken against them. Every apprentice must bring tools and study materials to class before signing in on the "class sign-in sheet". The rules and regulations state that the apprentice shall first request permission, in writing, from the Committee/Coordinator to be excused from attending classes, indicating the documented reason for such a request.

(a) *Findings*

(1) The records of attendance, test scores, progress evaluations, and classroom hours for the apprentices are recorded on the program's computer data base. A record of this information is also kept in the apprentice file.

(2) The apprentice files examined contain a consistent record of all absences related to school attendance, test scores, copies of advancement letters to employer and apprentice, and any disciplinary actions.

(b) *Recommendation*

(1) Instructors should explore and continue to provide updates to the program and the apprentices on how they are progressing in their required educational courses. Review curriculum and develop new courses to cover additional needs when needed.

Section XVI of the program's standards, Section 3073.2, 3078(d), of the California Labor Code, and Section 205(e)(h), 212(a)(3)(6)(7) (c)(13)(14) of the California Code of Regulations states that it is recommended that the program provide a minimum of 144 hours per year of supplemental instruction for each year of apprenticeship and adequate arrangements for related and supplemental instruction, and have the ability and commitment to train apprentices with current industry standard criteria.

6. TRAINING CENTER

The objective is to ensure the program has adequate facilities, tools, materials and equipment to train apprentices, and to determine if the facilities are utilized and adequate for training.

The program employs one full time instructor and 18 part time instructors. All instructors are certified by the LEA. During the visit,

classes were not in session. The instructors conduct classes on a weekly schedule at the training center. The auditor spoke with several of the instructors and toured the Santa Ana training facility. The training center is located at the same location as the program. The training center consists of 8 classrooms and shop labs utilized for demonstrations and "hands-on" working projects. Each apprentice must complete a variety of shop projects, score 70% or higher on the final exam, and show competency in applying the trade. The instruction is done with good health and safety practices in mind.

(a) *Findings*

(1) Our inspection of the training facility found it to be sufficient to train apprentices.

(b) *Recommendation*

(1) The program should continue current practices and insure plans for growth are based upon the current successful model.

Section 3074 of the California Labor Code—Section 212(a) (3) (4) (8), (c) (13) (12), 212.3 of the California Code of Regulations states that the program sponsor must have adequate arrangements for related and supplemental instruction.

7. MECHANISM TO KEEP APPRENTICES REASONABLY EMPLOYED

Our objective is to determine if apprentices are kept reasonably employed, to ensure the program has adequate systems in place to rotate apprentices so they cover all work processes, and to provide apprentices with continuing employment in the event of a layoff.

The review found the program has an established system to keep apprentices reasonably employed and to provide them with continuing employment in the event of a layoff. If an apprentice becomes unemployed they should immediately register on the out-of-work list at their local union. In addition apprentices are given a list of employers and are encouraged to solicit employment with an employer within any of the twelve counties covered by these Standards.

Unemployed apprentices attending RSI classroom training may be eligible for unemployment insurance benefits. Unemployment insurance telephone numbers are given to those apprentices meeting EDD criteria.

(a) *Findings*

(1) The review found the program has an established system to keep apprentices reasonably employed and to provide them with continuing employment in the event of a layoff.

(2) The records found the referral/dispatch system keeps the apprentices employed within their industry. They are also referred to other employers, giving the apprentices an opportunity to train in all work processes.

(b) *Recommendation*

(1) The program should continue the system they have in place and encourage additional employer involvement.

(2) The program should continue to refer apprentices to other employers and encourage the apprentices to solicit work on their own.

Section 3080 of the Labor Code, and Section 212 (b) (7) (9), (c) (16) (18) of the California Code of Regulations. The program(s) must have a mechanism to keep apprentices reasonably employed and maintain accurate documentation Section 3080 of the Labor Code, and Section 212 (b) (7) (9), (c) (16) (18) of the California Code of Regulations.

8. JOB SITE VISIT

A review of the job site offers an opportunity to view a job in progress, observe the work that is being done, and allows us to discuss the operation of the program with the apprentice. It enables direct contact with the apprentice to determine the following:

- If the apprentice is performing the various tasks listed within the work processes of their trade.
- If advancements are made on schedule.
- If the apprentice is receiving the correct pay and benefits.
- If the apprentice is kept employed on a reasonably continuous basis.
- If the program's mechanism to keep apprentices reasonably employed is adequate.

The program suggested five job site locations to visit. Telephone calls were made to arrange a review of the job sites and contact was made with two locations.

The auditor visited a job site located in Newport Beach California called Newport Technology Building and found four apprentice working under the supervision and direction of journeymen and employed at tasks defined within the work processes of the program standards.

The auditor also visited the Farmers & Merchants Bank job site located in Seal Beach, California and found one apprentices working under the supervision and direction of journeymen and employed at tasks defined within the work processes of the program standards.

Interviews were conducted with all of the apprentices. The auditor found that the apprentices had the equipment, materials and tools of the trade sufficient to train apprentices. Each apprentice receives proper pay and benefits and attends OJT classroom training. The interviews confirmed apprentices are advanced on schedule. The auditor confirmed that each apprentice writes in the total hours of OJT training on their apprentice work report, broken into the various work processes. The apprentices interviewed had their record sheet in their possession or in their car or at home. The apprentices verified the record sheet is signed by the job site supervisor validating the work processes and OJT work hours. All apprentices interviewed stated they had to turn in the record sheet to the program once a month and all knew the various ways (mail, office visit)

they could turn it in. Most of them stated that they turn in the record sheet when they attend RSI class.

The interview with the supervisors confirmed there is a proper ratio of journeyman to apprentice and adequate supervision. All the apprentices interviewed stated they were very satisfied with the program and all confirmed that they were being properly trained. Apprentices also stated that they were very pleased with the program's class instructors and that whenever they had a problem understanding the course work the instructors would work with them individually until they understood.

(a) *Findings*

(1) Apprentices are properly completing the record sheet and are properly itemizing hours by the various work processes. Supervisor/foreman are signing and verifying the work sheets.

(2) The auditor found that the apprentices were filling out the record sheet in a timely manner and submitting it to the program on a monthly basis.

(b) *Recommendations*

(1) The program should continue to ensure apprentices are recording OJT hours and are correctly tracking hours within the individual work processes. The program should continue to provide training and instruction to the apprentice and the employers/supervisors on how to properly record OJT hours and work processes.

(2) The program should continue to ensure each apprentice turns in their record sheet to the program monthly and continue to keep a complete and signed record sheet in each apprentice file.

Section 208, 212(a) (1) (2) (4), (b) (4) (5) (6), (c) (6) (13) (14) of the California Code of Regulations states that all on-the-job training will be performed by journeymen, that all related and supplemental instruction required by the apprenticeship standards will be provided, that all work processes in the apprenticeship standards are being covered, and that graduates have completed the apprenticeship program's requirements.

9. SELF-ASSESSMENT REVIEW AND PROGRAM IMPROVEMENT PLAN

The objective is to determine if the program has submitted the annual Self-Assessment Review and Program Improvement Plan. The California Code of Regulations Title 8, Section 212.3 requires programs to perform an annual self-evaluation and to create an improvement plan. The DAS now requires that each program submit a copy of their Annual Self-Assessment Review and Program Improvement Plan to their apprenticeship consultant by December 1 of each year.

(a) *Findings*

(1) The required annual Self-Assessment Review and Program Improvement Plan were submitted on November 27, 2007.

(b) *Recommendations*

(1) Continue to submit the Self-Assessment Review and Program Improvement Plan in a timely manner.

(2) Use the Self-Assessment and Program Improvement Plan as a tool for setting goals for your program and adapt the listed changes during the next 12 month period.

Section 212 (a) (6) (7), (c) (2) (11), 212.3 of the California Code of Regulations states that the program sponsor must submit annually a Self-Assessment Review and Program Improvement Plan to the DAS.

10. COMMITTEE MEETINGS AND MINUTES OF MEETING

Joint apprenticeship committees have equal representation from labor and from management. Each committee also includes a consultant representing the Division of Apprenticeship Standards or the Bureau of Apprenticeship and Training, U.S. Department of Labor. There is also an advisor from the local public school district, and such other advisors and the apprenticeship consultant act without vote. This committee is responsible for administering the Standards for this program. In carrying out its functions, the committee has certain authority under the law. The actions, therefore, must be in accordance with approved apprenticeship standards and should be recorded in the minutes.

The objective is to determine if the apprenticeship committee is meeting on a regular basis, documenting actions, discussing and reviewing apprenticeship records, and making appropriate assessments and evaluations.

The committee provided the program committee meeting minutes for the past year. The subcommittee meetings (disciplinary) are held monthly, and the full committee (business meeting) is held every quarter. The meetings are conducted in the Santa Ana office. An advance notice is sent out to all members and any guests of the committee.

(a) *Findings*

(1) The program committee is a Labor/Management Co-Operative and has four labor representatives and four management representatives. The committee also includes one advisor apprenticeship coordinator and one advisor local education agency representative. All advisors act without vote. All disciplinary actions are reviewed by the committee.

(2) Our review of the committee minutes for the last 12 months showed that the committee had a record of disciplinary actions. The committee minutes were sufficient in form and content.

(b) *Recommendations*

(1) Continue to hold regular meetings and keep accurate committee minutes and records.

(2) Continue to ensure DAS apprenticeship consultant is advised of committee meetings well in advance and the consultant will endeavor to participate in meetings when possible.

Section 3076, 3080(b), 3078(d)(f), 3079, 3093(k), of the California Labor Code, and Section 213, 218, 212(7), 208(5), 205(e)(f)(g)(i), 212(c)(1)(6) (9), 224 of the California Code of Regulations states that the program sponsor must maintain adequate documentation and records.

COMMENTS FROM PROGRAM SPONSOR

Comments, if submitted by the program sponsor during the 14-day review and comment period, will be included with this report to the Chief of DAS and ultimately to the California Apprenticeship Council.

CORRECTIONS AND TIMELINE

The audit findings and recommendations are set forth in this report. The program has 14 days from the receipt of this report to review and submit comments on the report.

Within 10-days following the receipt of comments or the completion of the comment period, a final report will be submitted by the Chief of DAS to the California Apprenticeship Council.

The final report will detail the findings with recommendations for remedial actions. The program must remedy all deficiencies and be in full compliance with its apprenticeship standards. The program must notify the DAS in writing when deficiencies have been remedied. A DAS representative will schedule an appointment to review the completion of the remedial actions. Failure to comply may be grounds for withdrawing state approval of the apprenticeship program.

11. REMARKS

The results of this audit do not modify, replace or negate other duties and requirements or any previous notices you may have received regarding the fulfilling of your obligations prior to or after the audit period. In addition, law changes or new rulings might result in different findings in future audits.

Respectfully submitted by,

Salvador Trujillo — 7-1-08

Salvador Trujillo
Apprenticeship Consultant, Auditor
DAS, Los Angeles District Office

Date

Orange County Electrical Joint Apprenticeship and Training Trust

717 South Lyon Street, Santa Ana, California 92705
(714) 245-9988 / fax (714) 245-9894
e-mail: ocett@pacbell.net

NECA
Orange County
Chapter

IBEW
Orange County
Local 441

June 30, 2008

Brian Crawford
Department of Industrial Relations
Divisions of Apprentice Ship Standards
455 Golden Gate Avenue 10th Floor
San Francisco CA 94102

Re: Apprenticeship Program Preliminary Audit

Dear Brian Crawford
Please note that I have received a copy of the State of California Department of Industrial Relations Division Of Apprenticeship Standards Audit Report for the Orange County Electrical Training Joint File No. # 00494 and will take corrective actions based upon your recommendations for the program.

Sincerely,

Ken Bock

Ken Bock
Training Director

KB:sl

08 JUL 24 PM 1:06

RECEIVED
DAS RECORDS SECTION
SAN FRANCISCO