455 Golden Gate Ave., 10th Floor
San Francisco, CA 94102
Phone (415) 403-4920
FAX (415) 703-5477

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF APPRENTICESHIP STANDARDS

AUDIT REPORT
For

San Joaquin& Sacramento Area Mill Cabinet, JATC, File 09005

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

CONTENTS

Summary.....3

Findings and Recommendations.....4

Audit Highlights/Introduction/Background.....5

Scope/Focus/Methodology.....6

Audit Results and Recommendations.....7

Comments from Program Sponsor.....15

Correction and Timeline.....15

Remarks.....15

SUMMARY

The Division of Apprenticeship Standards (DAS) presents its audit report concerning the San Joaquin & Sacramento Area Mill Cabinet, Joint Apprenticeship Training Committee (JATC) program; DAS file number 09005, (hereafter "Program"). The program was selected randomly by DAS for an audit. The audit was performed during August 4-5, 2008 and was conducted pursuant to California Labor Code §3073.1.

In the course of the audit, it was discovered that of the ten apprentices indentured to the program, one was on medical leave and an other was layed-off.

The program is committed to providing industry standard training that supports the apprentice. The program staff is dedicated and focuses on training and graduating journey level cabinet mill workers.

FINDINGS AND RECOMMENDATIONS

In the detailed report which follows, the Division of Apprenticeship Standards (DAS) Auditor, found that the program is committed to providing a successful apprenticeship program. The program shared all information relating to the audit. Further review indicates that the program is in compliance with their approved standards and legal requirements.

The program has an excellent system in place, and is keeping apprentices on schedule. The training facility and its instructors keep accurate records on class attendance and completion of Related Supplemental Instruction (RSI). Accurate records are in place to notify employers of apprentice upgrades and rate increases and apprentices are keeping continuously employed.

The San Joaquin & Sacramento Area Mill Cabinet, Joint Apprenticeship Training Committee (JATC) program, is committed to helping apprentices reach their goal of becoming a journeyman in the cabinet mill trade.

A detailed findings and recommendations are included in this report. The coordinator was presented with a summary of the findings and a recommendation.

AUDIT HIGHLIGHTS.....

The review of the San Joaquin & Sacramento Area Mill Cabinet Joint Apprenticeship Training Committee (JATC) program; Division of Apprenticeship Standards (DAS) file number 09005, (hereafter "Program") found that:

- ☑ Our review found that the program has submitted a full revision of standards and is current as of June 19, 2008.
- ☑ The program requires all apprentices to sign and confirm that they understand the programs Rules and Regulations. The apprentice files did contain signed copies of this document.
- ☑ The review found the number of registered apprentices for this program was off by two. The discrepancy is due to medical leave and a lay-off. The appropriate forms have been sent to the DAS for cancellation.
- ☑ The apprentice record book (blue book) is filled out by the apprentice to keep track of both the work processes and hours. The program files contained consistent verifiable OJT work hours; all files contain a blue book and are consistent with program apprenticeship standards. The blue book must be signed by the supervisor before turning in the book to the Coordinator.
- ☑ The job site review found that the apprentices are knowledgeable on how to complete the blue book.

INTRODUCTION/BACKGROUND

On August 4-5, 2008, the auditor met with key administrative personnel, examined records, observed administrative activities, conducted a walk-through of the training facility and visited job sites in connection with the audit. The Joint Apprenticeship Training Committee (JATC) San Joaquin & Sacrament Area Mill Cabinet is conducted by Chairman.

The daily operations, management and administrative functions are run by a Coordinator. The Coordinator is available to apprentices, employers, DAS staff and other interested parties by appointment, and by phone on a daily basis.

The funding is based on Montoya funds. The program does not have a trust fund. The program is located at 5151 Pacific Ave, Stockton, CA 95207, and is located inside the San Joaquin Delta College.

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

Name of Occupation	Term of Apprenticeship	Number of Apprentices
Mill & Cabinet Worker	48 Months	10

The apprenticeship program's Local Education Agency (LEA) is provided by the San Joaquin Delta College (located in Stockton, California) The Related and Supplemental Instruction (RSI) and all curriculum is reviewed by the committee. The advisory committee meets with San Joaquin Delta College on a continual basis to review content and provide instruction on heavy equipment support.

- ☑ The program has completed and submitted the annual required Self-Assessment Review and Program Improvement Plan to DAS as of November 15, 2007.
- ☑ The program committee meeting minutes include formalize motions to approve indentures, upgrades, prior credit, cancellations, completions, evaluations and discipline of apprentices.

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 programs' requirements.

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

METHODOLOGY

After completing an initial review of the programs' 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 paper to conduct the interview.
4. Confirm the location where records are maintained.
5. Conduct a review of all 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 their 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. The DAS must ensure that the program is complying with the standards. It must have a current and complete revision.

(a) *Findings*

(1) The audit review found the program has submitted revisions of standards on a regular basis. The total revision of standards has been submitted June 19, 2008 and has been approved.

(b) *Recommendations*

(1) Continue to review and update standards when changes occur and report the information to the DAS Apprenticeship Consultant assigned to the program.

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 of them 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. When the apprentice is approved by the program to enter the training, (passes an oral interview) 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) The apprentices are required to either appear before the JATC or its designated representative for orientation. The designated representatives are JATC members. The apprentices are given an orientation prior to the start of their apprenticeship program and RSI training.

(2) All apprentices are given a copy of the rules and regulations, and an opportunity to read the standards. A signature by the apprentices as an acknowledgement of receipt is required.

(3) All apprentices' files reviewed contain a copy of signed policies by the apprentice.

(4) Apprentices who fail to follow the rules and regulations and are not meeting the program's requirements are cited to appear before the committee. The apprentices files contain examples of disciplinary actions and are documented in meeting minutes.

The program has demonstrated excellent record keeping and tracking of each apprentices.

(b) *Recommendations*

(1) The program should continue with this process and evaluate as needed, and if necessary adopt changes for continual improvement.

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.

(a) *Findings*

(1) The program has an application process which consists of an in-person interview are combined into a score. Once selection process has been made, all new apprentices are required (cited) to appear before the JAC committee for orientation.

(2) The DAS database indicates the program shows the numbers of registered apprentices for this program were different from the programs number. After discussion with program, it was determined that one apprentice in on medical leave and the other has been laid-off. The program has mailed cancellations to DAS and the consultant is aware of the two apprentices. Paper work has been turned in and is awaiting entry into the DAS database.

(3) The program has documentation of each apprentice active and cancelled. All hard copy files are kept in the San Joaquin Delta College site, located in Stockton, California.

(4) The program monitors the apprentice progress as they proceed through training by reviewing evaluations from the employer, and the training instructor.

(5) The apprentices' files indicated a well maintained system. All files provided evidence of periodic reviews and evaluation of the apprentice's progress in job performance and related instruction.

(b) *Recommendations*

(1) The program will continue to keep the consultant informed of indentures, cancellations in a timely manner.

(2) The DAS will update the database to reflect the correct number of indentures.

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

The review is to determine if apprentices are progressing on schedule, and the program is maintaining adequate OJT records, receiving periodic evaluations and if the program has an 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 apprentice's schedule, OJT records, periodic evaluations and work processes:

- The apprentice must abide by the requirements set by the program and the terms of the JAC.
- The apprentice uses a blue book, which is provided to each apprentice at the time of orientation. The apprentice documents all work processes and track his/her work hours.
- School Evaluation form from the instructor and apprentice Record of Absence or Late form (school attendance) to assure required supplemental instruction is complete. Evaluation test at the end of each semester before progressing on to the next level of training and must maintain a "C' grade average or above.
- When periodic evaluations are completed, the program will notify the employer and apprentice when advancements are earned insuring timely upgrades and employer being aware of proper rates of pay and benefits.

The audit review found the blue books to be accurate. In addition, the work processes listed on the blue book were consistent with the program standards.

(a) *Findings*

(1) The apprentice files did show verifiable work hours and were consistent with requirements. The employer evaluations and monitoring records were found in files reviewed and where consistent.

(2) There were examples of files which contained late OJT records. After discussion with program, it appears that a few apprentices had inclination to send in late records. However, the program has demonstrated excellent record keeping and tracking of each apprentice, and has thoroughly documented all correspondence needed to update the files.

(3) The files contained a consistent record of all absences related to school attendance. The program requires instructors to maintain class attendance rosters.

(b) *Recommendations*

(1) The program should continue with this process and look for possible continuous improvement.

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 the 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 Local Education Agency (LEA) is the San Joaquin Delta College, Stockton California. The program is assigned the oversight of the related training curriculum. The classroom training center is located at the San Joaquin Delta College.

(a) *Findings*

(1) The apprentices are progressing through the required supplemental instruction.

(b) *Recommendation*

(1) The program should continue to review curriculum and develop new courses to cover additional needs for the trade should it become necessary.

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.

During the audit visit, classes were not in session, since it is summer break. The certified instructors in this program, are dedicated full-time. The auditor spoke with the Dean of instruction. A tour of the college training facility was given. The facility consists of a large classroom and shop, which are used for demonstrations and on-hand operations.

(a) *Findings*

(1) The audit review of the training facility found it to be an organized site; a facility in that has a large variety of training tools for the apprentices.

(b) *Recommendation*

(1) The program should continue current practices and evaluate as needed reflecting the industry standards, keeping an eye on new technology in future training.

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

The 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.

(a) *Findings*

(1) The employers make every effort to keep apprentices employed.

(2) The auditor found one laid off worker. Discussion with program indicated if an apprentice is laid off; the other employers are notified that he or she is available for work. Paper work has been submitted by program to cancel this apprentice.

(b) *Recommendation*

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

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 task 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 programs' mechanism to keep apprentices reasonably employed is adequate.

Review of a job site was conducted at one location. The auditor visited a work site located in Sacramento, California. The job site review found one apprentices working as a mill cabinet worker. An interview was conducted with the apprentice and found the equipment, materials and tools of the trade sufficient to train the apprentice. The apprentice receives proper pay and benefits. The interview confirmed the apprentice had advanced on schedule. The correct ratio journeyman to apprentice is being met. Due to the decline in economy, there were few job sites available to visit.

(a) *Findings*

(1) The apprentice has properly completed the work processes related to their trade and documented it in his blue book.

(b) *Recommendations*

(1) The program should continue with current practices and insure that all apprentices have the opportunity to work in all the work process.

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 have been submitted for 2008 on November 15, 2007.

(b) *Recommendations*

(1) The program will continue to submit the Annual Self Assessment Review and Program Improvement plan for 2009.

(2) It is encourage to use the Self Assessment and Program Improvement Plan, as a tool for setting goals for your program and adapt the listed changes during 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 DAS 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 meetings are held quarterly, unless more meetings are necessary to address certain issues. The frequency of the meetings was established and written in a trust document. As a reminder, a one week advance notice is sent out to all members and guest of the committee.

The programs rules and regulations state that this committee is a Labor/Management Co-Operative. Also noted in the rules and regulations are the four members two of whom shall be selected by and represent the employers organization and two shall reprensent the employee organization. The committee also includes the apprenticeship coordinator and Local Education Agency Representative (LEA).

(a) *Findings*

(1) The audit found well maintained minutes which detail meetings that contain applicants of apprentices, request of credits for previous experience, advancements, disciplines, reviews and evaluation and among other information pertaining to the JATC.

(b) *Recommendations*

(1) The program committee will continue with regular meetings, and maintaining accurate records.

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.

11. 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.

12. 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 programs must remedy all deficiencies and be in full compliance with their apprenticeship standards. The programs 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 programs.

13. 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,

Jerriann McKenzie

September 26, 2008

Jerriann McKenzie
Apprenticeship Auditor
DAS, Sacramento District Office

Date: September 26, 2008

Jerriann McKenzie

From: Jerriann McKenzie
Sent: Wednesday, October 08, 2008 12:21 PM
To: bfreeman@attglobal.net
Subject: File 09005 Mill Cabinet San Joaquin and Sacramento Report

Importance: High

Hi Bob. I just left you a voice mail message. Please call me at your earliest convenience.

Jerriann McKenzie
Sacramento DAS Auitor
2424 Arden Way Suite 160
Sacramento, CA 95825
Cell: 916-838-8132
Direct Line: 916-263-0720

RECEIVED
DAS DISTRICT OFFICE
FRESNO
09 OCT 14 PM 2:16

Jerriann McKenzie

From: Jerriann McKenzie
Sent: Thursday, October 09, 2008 11:01 AM
To: bfreeman@attglobal.net
Cc: Rachel Freeman
Subject: Mill Cabinet Audit file 09005

Hi Bob. Since I haven't heard from you, I will be submitting this audit report to the CAC this month. Don't hesitate to call if you have any concerns.

PS I left a message with Matt Brody I believe he is also a contact for the Program. Let me know if the Mill Cabinet Program has any concerns.

Jerriann McKenzie
Sacramento DAS Auitor
2424 Arden Way Suite 160
Sacramento, CA 95825
Cell: 916-838-8132
Direct Line: 916-263-0720

Amelia Meza

From: Jerriann McKenzie
Sent: Tuesday, October 21, 2008 9:00 AM
To: Rachel Freeman
Cc: Amelia Meza
Subject: FW: File 09005 Mill Cabinet San Joaquin and Sacramento Report

Here is the email I mentioned yesterday about the cabinet mill workers. Please add this to the Fresno file.

From: Bob Freeman [mailto:bfreeman@attglobal.net]
Sent: Monday, October 20, 2008 8:37 AM
To: Jerriann McKenzie
Subject: Re: File 09005 Mill Cabinet San Joaquin and Sacramento Report

Good morning Jerriann,

I was pleased with the results of your audit of our program here at Delta College, as well as Matt Brodie the president of our apprenticeship committee. This report has given us a comfort level that we are in compliance with the state requirements.

Thanks for all your help.

Bob Freeman
Senior Project Manager
bfreeman@attglobal.net
Union Planing Mill
PO Box 348
Stockton, CA 95201
209-466-9617 Fax 209-466-2623

----- Original Message -----
From: Jerriann McKenzie
To: bfreeman@attglobal.net
Sent: Wednesday, October 08, 2008 12:20 PM
Subject: File 09005 Mill Cabinet San Joaquin and Sacramento Report

Hi Bob. I just left you a voice mail message. Please call me at your earliest convenience.

Jerriann McKenzie

Sacramento DAS Auitor

2424 Arden Way Suite 160

Sacramento, CA 95825

Cell: 916-838-8132