

CALIFORNIA APPRENTICESHIP COUNCIL

1515 Clay Street, Suite 1902
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ADDRESS REPLY TO:
California Apprenticeship Council
P. O. Box 420603
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**RELATED SUPPLEMENTAL INSTRUCTION
COMMITTEE MEETING
Minutes**

Wednesday, January 22, 2025

1:00 p.m.

Chairperson Jack Buckhorn

I. Call to Order/Roll Call

Chairperson Buckhorn called the meeting to order at 1:00 p.m. DAS Chief Adele Burnes called the roll.

Members present: Jack Buckhorn, Hugo de la Torre, Yvonne DeLaPena, Sheri Learmonth, Dean Gary Adams and DAS Chief Adele Burnes

Members Absent: Chip Martin

A quorum was met.

Jack thanked everyone for attending the meeting.

II. Review and approval of Minutes

There was a motion made and seconded to approve the minutes. A roll call vote was taken, and that Motion was approved.

III. Old Business

- Review and update the California Apprenticeship Council Policy on Common Administrative Practices and Treatment of Costs and Practices Related to RSI.

Jack Buckhorn gave a quick report and stated as you all are aware, we've worked for the last almost two years on a best practices for RSI, and we completed that work at the last meeting. As you might have noticed, it's on

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the agenda for tomorrow's CAC meeting, but I've talked to Commissioner Adams and the chancellor's office would like additional time for their legal counsel to review those proposed changes.

Jack stated that he is going to recommend tomorrow at the full CAC, that we grant that review time and bring it up to the next meeting. Giving them close to three months' time to do the review. And honestly, this is important because I want everyone's buy in, and certainly because they're the fiscal agent for this money, they have a huge responsibility to make sure it's done right, and it's just appropriate that their legal counsel gets an opportunity to review the full document.

Commissioner Adams stated that they do appreciate the 90-day extension, and we appreciate your understanding that our Office of General Counsel would like to review the full document.

Buckhorn offered the commissioners and the public the opportunity to ask questions and provide comments.

IV. New Business

- a. Discussion on Related and Supplemental Instruction Reimbursement (RSI) audits at both K-12 and the Community Colleges.

Throughout our discussions on best practices, recurring concerns have emerged regarding the interpretation and implementation of audit requirements for RSI reverse reimbursement in both K-12 and community colleges. Specifically, there have been discrepancies in tracking hours, leading to varied expectations across sectors. Given the importance of ensuring clarity and consistency, I would like to initiate a conversation on this topic and identify content experts who can provide insights through a dedicated presentation.

Commissioner Adams stated that his program lead, Sabrina Aguilar, and his program analyst, Delbert Singh would be available to assist in this and he stated that he would like to volunteer Sabrina to come to our next

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meeting, prepared to give a presentation about essential elements that need to be in an audit for the community colleges of RSI.

Jack thanked Commissioner Adams for recommending Sabrina Aguilar as a presenter for our next meeting. As the Program Lead for RSI audits in community colleges, Sabrina brings extensive experience, having previously served as the Director of Apprenticeship at Bakersfield College, where she launched 19 apprenticeship programs and successfully managed grant development. Her deep understanding of RSI audit requirements will be invaluable in guiding our discussion.

In addition to Sabrina's expertise, we are looking for K-12 representatives who can offer perspectives specific to their sector. If you know of key experts or practitioners in RSI audits within the K-12 system, I would appreciate recommendations on individuals we can invite to participate in this discussion.

Our next meeting will be held in Glendale, and I hope to engage a diverse group of voices to ensure a well-rounded conversation. If you have insights on potential K-12 presenters or key topics that should be included in Sabrina's presentation, please share them with me. I will take note of all recommendations and work to extend invitations accordingly.

Jack stated in regard to Glendale CA being the location for the next meeting. The impact of wildfires is something many in California know all too well. It's heartbreaking to see communities affected time and time again, and the recovery process is never easy. Hopefully, conditions improve soon so that everyone in LA can safely come together for your upcoming meeting. In the meantime, sending thoughts of resilience and strength to those navigating these challenges.

Jack opened up the discussion to the apprenticeship community to see if there's some specific items that we can help Sabrina prepare for as we plan this presentation at the next quarter. And also if anyone knows of K-12 representatives that would be great to have in attendance at the next meeting, if you can give me some names or ideas, I will write those down and do my best to reach out and invite those folks as well.

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Comments were received from the apprenticeship community. Anna Grey stated that bringing in an actual auditor to provide insight into the differing audit instructions between community colleges and the California Department of Education sounds like a solid approach. Given the longstanding discrepancies and the intent behind these audits originally being compliance-focused, rather than purely financial, having a firsthand perspective from professionals who actively conduct these reviews could clarify expectations.

If Simpson has been auditing LAUSD since 2017 and has already engaged in discussions with the Chancellor's Office and the Department of Finance, they would likely be well-equipped to speak to past recommendations and any gaps in implementation. Ensuring that changes reach the State Auditor's Office in time for proper adoption seems like a key consideration.

Anna Gray asked that an actual auditor does a presentation on how they would approach the audit based on or their interpretation of the audit instructions based on the different auditing guides. We have two different auditing guides, one for the community college and one for the Department of Ed.

Bringing in a representative from an independent audit firm or the State Auditor's Office could provide valuable clarity, particularly in comparing audit guidelines across sectors. Given Sean's background in shaping the original guidelines and your regular engagement with Allison Franz L at the California Department of Education, collaborating with her to bring in a K-12 auditing perspective sounds like a strong next step.

It's also important to acknowledge Anna's concerns and ensure that past discrepancies—especially those raised with Nick Escobel—are addressed appropriately. If there were discussions about implementing changes but they have yet to be formalized, it would be helpful to revisit those conversations and determine what steps can be taken to move forward.

It was stated that when first starting our journey addressing these discrepancies with our auditor. The independent auditor actually tracked down how it is that the audit guides the audit the state auditor got their

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audit instructions, and he was told that they received their audit instructions from the chancellor's office. Now, when I brought to the attention of our auditor, there is a common administrative practice, and they don't look at that. They look at the audit guide. So although Sean worked on the common administrative practices, that's not the instructions that the auditors follow when they're auditing a program, they actually look at the state auditors issued guide for in our case, the California Department of Education side, and they are required to follow those audit instructions for our side. It's the financial audit or and there is no option the way the audit instructions on the Chancellor's Office side are written. It's it has the compliance requirements. And then it only said there's a section that suggests audit procedures. And I was told that when it's written as a suggestion, it they leave it up to the auditor to make the determination as to whether they want to take that extra step. And for our audit guide, it is completely missing the true intent of the legislative the legislators purpose for auditing, which was a compliance audit. So that whole compliance piece is missing from the audit guide on the California Department of Ed side. And the only thing that was submitted to the state auditor was the audit procedures of, you know, looking at the invoice, looking at the Hours reported, taking the invoice, tracing it back to source documents, looking at sign in sheets, looking at the financial, the amount that was paid out to those programs. And it's very tedious, and it's very time consuming, also for not only us as the LEA but also for our programs. So I just feel that there's a misalignment with the two audit guides. And you know, if it, if it ends up being that we end up doing more work because we, you know, they're requiring that you verify that the apprentices are registered with the DAS which we do anyway, but we're willing to do that. We just feel that there's an imbalance, and I would like to see both audit guides be the same, and they don't go by the common administrative practices. They go by the audit instructions that they receive. And in this case for us, it was back in 2016 or 17 was when we had our first audit, and they received their audit instructions directly from the chancellor's office.

Commissioner Adams stated Since the Chancellor's Office does issue these audit instructions, we'd like the opportunity over the next 90 days or less to reach out to the California Department of Education, meet with them and talk through maybe the delta In the financial versus compliance

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aspects of the audit and try and come back to Anna's concern with a common resolution and recommendation.

On-the-Job Training (OJT) Opportunities was brought up and discussed by Don Merrill. He stated there is an opportunity to strengthen registered OJT programs, especially for residential trades that lost their distinct wage structures in the 1990s. Current trainee numbers on the Division of Apprenticeship Standards (DAS) website do not reflect the full extent of trainees in electrical certification, creating a reporting gap. The proposal suggests easing the pathway for pre-apprentices who do not enter full apprenticeship programs by offering structured OJT options. This could help them gain documented experience and improve workforce readiness while promoting craftsmanship standards within residential construction.

Chancellor's Office Report

- Sabrina Aguilar provides an update on RSI funding.

RSI – FY 2024-25 Allocation

- Total Allocation: \$94,407,000
- CCD Allocation: \$34,690,000
- LEA Allocation: \$59,717,000
- Increase from FY 23 - 24: \$966,000
- Reimbursement Rate: \$10.05 per hour
- Reimbursement Rate FY 23 - 24: \$9.98 per hour

Total Allocation (since 2018-19) \$542,130,844.

Shortfall of Approximately \$6M for FY 2022-23 and FY 2023-24 and will request additional funding to address the shortfall.

FY 2023-23 ReCalc According to NOVA data

- RSI
 - Hours of Instruction: 9,636,060 hours
 - Number of Apprentices Instructed: 121,135
- FTES
 - Hours of Instruction: 88,185 hours
 - Number of Apprentices Instructed: 1,806

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**FY 2023-24 ReCalc**

- RSI
- Hours of Instruction: 9,751,804 hours
Increase in previous year by 115,744
- Number of Apprentices Instructed: 131,957
Increase in previous year by 10,822

- FTES
- Hours of Instruction: 97,433 hours
Increase in previous year by 9,248
- Number of Apprentices Instructed: 2,515
Increase in previous year by 709

CAI Grants – Allocation FY 2023-24

79 New CAI Allocations were funded with \$37 Million. Following are the grant type and amounts funded:

1. Planning Grant:

- 35 one-year awards up to \$120,000 each.
- Total Funding: \$4 million

2. Pre-Apprenticeship Implementation Grant:

- 13 three-year awards up to \$500,000 each
- Total Funding: \$4.7 million

3. Apprenticeship Implementation Grant:

- 30 three-year awards up to \$1.5 million each
- Total Funding: \$27.6 million

4. Expansion Grant:

- One two-year award totaling \$953,691

CAI Outcomes

- New Apprenticeship Programs:
- Number of Programs: 37
- Enrolled Apprentices: 864

- Current Funding and Grants:

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- 23 successful one-year grant recipients applying for implementation grants
- 211 apprentices registered through May 22, 2023 via implementation grants
- Expansion Efforts:
- Requesting 90M for the upcoming Fiscal Year (FY)

Questions and Comments from the apprenticeship community.

V. Items for Discussion

CACsuggest@dir.ca.gov was given for additional information, comments or suggestions regarding audits or any other item to be discussed at a future meeting. Buckhorn stated that he will reach out to the Chancellors office to get a report from them.

Yvonne De La Pena stated that everyone was invited to a reception at their office, located just about a mile away, from 5 to 7 PM. We're thrilled to have you in Sacramento and would love for you to join us. Despite being extremely busy, we felt it was important to move forward with the event.

Our building houses several key organizations, including the California Professional Firefighters (our labor sponsor), our apprenticeship program, a video production studio, a print design department, and the California Fire Foundation. The foundation has been actively assisting victims of the Southern California fires, distributing aid cards every Thursday through Saturday, and supporting firefighters who have lost their homes.

Tonight, a foundation representative will be available to discuss these efforts. Above all, we're grateful for your presence and would love to connect over appetizers.

VI. Adjournment

Buckhorn adjourned the meeting at 2:11 p.m.