EAU CLAIRE AREA CARPENTRY
JOINT APPRENTICESHIP COMMITTEE
North Central States Regional Council of Carpenters Training Center
2303 W Cameron Street, Eau Claire WI 54703

Meeting Date: August 31, 2020
Time: 5:00pm
Place: 2303 W Cameron Street, Eau Claire WI 54703

MEETING MINUTES (open)

The meeting was held in compliance with Wisconsin’s Open Meeting Law.
The meeting was called to order at 5:02pm.
Roll call of committee members was taken at 5:04pm.

- **Present** – Len Borgen, Steve Mann, Nicholas Mohr, Tim Pogodzinski, and Jody Thorgerson
- **Absent** – Darren Hemauer
- **Guests Present** – Rob Giese, CTI Training Director
- **Guests Present virtually, via Teams** – Lisa Perkofski, CTI, and Long Vang, BAS

**Open Session:**
- Reading and approval of June 01, 2020 meeting minutes. Motion to approve made by Nicolas Mohr and seconded by Steve Mann, motion passed.

- **BAS Report**: Long reported the BAS Biennial Conference postponed until February 2022 due to COVID and BAS is still not attending in-person meetings until at least 2021, also due to COVID.

Pursuant to Open Meetings Law Stat. 19.85(l)(c), Motion made by Tim Pogodzinski and seconded by Steve Mann to go into closed session at 5:05pm, motion passed.

**Closed Session:**
- Closed Session Minutes from June 01, 2020 JAC meeting were read. Motion made and seconded to approve.
- Letters of Introduction
- New Indentures
- Transfers, Re-Assignments, and Completions
- Apprentice Reviews & Activities
Return to Open Session: Motion made by Nicholas Mohr and seconded by Tim Pogodzinski to return to open session at 7:01pm, motion passed.

Old Business:

- **Policy and Procedure** – JAC discussed and a motion was made by Jody Thorgerson and seconded by Steve Mann to adopt the Policies and Procedures effective immediately, motion passed.

- **Time Card Policy** – JAC discussed document. A motion was made by Jody Thorgerson and seconded by Steve Mann to adopt the Time Card Policy effective immediately, motion passed.

- **Unassignment Policy** – JAC discussed document. A motion was made by Jody Thorgerson and seconded by Steve Mann to adopt the Unassignment Policy effective immediately, motion passed.

New Business:

- **JAC Talking Points** – Rob Giese distributed a list of topics for the JAC to cover when speaking to new Apprentice(s). The list covered procedural topics, policies, and requirements of the Apprenticeship Program. The idea behind the list is to be consistent with the information that is being relayed to all new Apprentices when being addressed by the JAC. Rob encouraged the JAC members to provide feedback regarding the list and its contents.

- **Apprentice Binder** – Rob Giese reported the Apprentice Binder was completed and distributed to all new Apprentices throughout the state attending Safety Week this fall. Rob stated that each member of the JAC will get their own copy soon.

- **Training Center Updates** – Rob Giese updated the JAC on the current and upcoming construction at the Training Centers designed to make larger classrooms to accommodate COVID issues as well as the expanding number of Apprentices.

Other Business:

- Affirmative Action: See attached log
- Next Meeting: November 30, 2020
- Adjourn: A motion was made by Jody Thorgerson and seconded by Steve Mann to adjourn at 7:31pm, motion passed.