

DEPARTMENT OF INDUSTRIAL RELATIONS
CALIFORNIA APPRENTICESHIP COUNCIL
1515 Clay Street, Suite 1902
Oakland, CA 94612
Tel: (415) 703-4920
Fax: (510) 286-1448



**RELATED SUPPLEMENTAL INSTRUCTION
COMMITTEE MEETING
Minutes**

Wednesday, February 7, 2024

1. Call to Order/Roll Call
2. Chairperson Buckhorn called the meeting to order at 10:00 a.m. Deputy Chief Adele Burnes did the roll call.
 - a. Members present: Jack Buckhorn, Chris Christophersen, Sheri Learmonth, Yvonne de la Peña, Brandon Brockhouse, Hugo de la Torre, Chancellor's Office Sean McCobb and Deputy Chief Adele Burnes.

Members Absent: Hugo de la Torre and Chip Martin.

3. Review/approval of Previous Minutes

A motion to approve the minutes from the last quarter meeting. The Motion was seconded and minutes were approved.

4. Old Business

updating the Apprenticeship Common Administrative Practices. Sean McCobb was sharing his screen and picking up from the last meeting. Jack explained that, it allows us the opportunity to talk to the Chancellor's office about our RSI. Funding, and how it can be done in a more efficient, productive, and better service all better. It doesn't have the enforcement of regulations for statute or anything along those lines, but it is our chance to communicate what our programs are experiencing and how we can do a little bit better job. With regard to the RSI funding and transfer funds and all the things we're trying to cover. Items discussed were.

 - a. Hourly hours reporting schedule.
 - b. Recalculating hours.
 - c. Account Hours.
 - d. Counting unduplicated Apprentices.

There was a lengthy discussion on the current reporting of RSI hours to the Chancellors office, especially with programs with multiple occupations and multiple LEA's and suggestions that could be included. Some of the comments were "I think we want to put language in where it shows that this is a best practice document rather than a mandatory set of rules", "like the table below serves as a best practical example". There was also a discussion on why the data is being collected and used.

- e. Transfer of hours were also discussed to be continued at the third quarter meeting.

5. Adjournment

The meeting adjourned at 11:16 a.m.