



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

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL
RELATIONS
DIVISION OF APPRENTICESHIP
STANDARDS

AUDIT REPORT
For

**Carpenters Training Committee
for Northern California, JAC Files:**

09476, 00073, 00057, 00084, 18146, 02486, 00077, 09516, 00054, 00162,
00089, 09162, 17858, 00038, 00096, 00111, 09462, 00128, 9529

**Nineteen Local Training Committees
Covering Forty-Six Counties**

The Division of Apprenticeship Standards (DAS) 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.....	3
Introduction/Background.....	4
Scope/Focus/Methodology.....	5
Audit Results and Recommendations.....	6
Comments from Program Sponsor.....	17
Correction and Timeline.....	17
Remarks.....	17

SUMMARY

The Carpenters Training Committee for Northern California includes nineteen programs located in San Francisco, Monterey, Contra Costa, the Central Valley, Marin, Delta/Yosemite, North Valley, San Mateo, Santa Clara, Sonoma, Lake & Mendocino, Napa and Solano, Humboldt/Del Norte, Northeastern Butte, Santa Cruz, Alameda and Tahoe areas plus Millwrights Training committee, Pile Drivers Training Committee and the Greater Bay Area Hardwood Floor Layers Training Committee.

For the fiscal year from September 1, 2007 to August 21, 2008, the Program: *indentured* 997 apprentices; *graduated* 415 apprentices; *terminated or self-termination* 1104 apprentices and the total number of active apprentices are 3,278.

FINDINGS AND RECOMMENDATIONS

The Local Training Committees are doing an excellent job of keeping all of their 3,278 apprentices on schedule and well trained. The Program is organized in regard to their apprentice files and the active use of their computer based tracking program. All four of the training facilities are kept up to date with the latest technology. A special note: the Carpenters Training Committee shares their facilities with other Apprenticeship programs for their use.

A review of all the nineteen committee's Standards found there *has not been a full complete revision of any of these Standards since the 1970's.*

One minor discovery was made when a visit to a job site noted: the job site Journeyman would like to see the apprentice get more OJT training in certain work processes. The Program Coordinator agreed to follow-up on the details of the OJT training that this apprentice has received to date.

For the last year the Carpenters Training Committee of Northern California has implemented a pilot pre-apprenticeship program that will be adopted as the method of selection. This would give a potential apprentice the chance to work before deciding to join the Program for the next four years.

Detailed findings are included in this report. The Executive Director was presented with a summary of the findings. These DAS audit procedures allow the program to respond to the recommendations and their response will become part of this formal report.

INTRODUCTION/BACKGROUND

The Division of Apprenticeship Standards (DAS) presents its audit report concerning the Carpenters Training Committee for Northern California Apprenticeship Programs (hereafter "Program"), which are Joint Apprenticeship Committees. There are nineteen local training committees covering forty-six counties in the trades. The Program was selected randomly and performed during September 4, 2008 to September 30, 2008 pursuant to California Labor Code §3073.1.

The Carpenters Training Committee for Northern California has four District Offices. These offices are located in Fairfield, Pleasanton, Fresno, and Morgan Hill. The offices are overseen by an Executive Director and each office has one District Coordinator who is in charge of several Field Coordinators. The Carpenters Training Committee for Northern California Joint Apprenticeship Committee (JAC) operates as a Labor and Management Cooperative. The Program has an Apprentice Trust Fund. The Program's funding mechanism comes from employer contributions, Related Supplemental Instructional (RSI) Funds and state prevailing wage training fund contributions.

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. There are over 2,500 employers employing apprentices in Northern California.

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

<u>Name of Occupation</u>	<u>Minimum Hours of Work Processes</u>
Acoustical Installers	3600
Carpenters	4800
Hardwood Floor Layers	3600
Insulators	3600
Millwrights	4800
Pile Drivers	4800
Scaffold Erectors	2400
Shinglers	2400

The Related and Supplemental Instruction is provided by the Program's training centers located at each of the four District Offices. Each apprentice enrolled receives a comprehensive orientation packet that includes the rules and regulations, an explanation of the program standards, the Carpenter Apprentice Record Book (blue book) and a class schedule. There are three Community Colleges which provide the apprenticeship program's Local Education Agency (LEA).

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 and procedures were reviewed to determine if they support 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 AND RECOMMENDATIONS

1. STANDARDS

The objective is to determine whether the programs are submitting periodic revisions to their standards and if standards are reasonably current. The "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:

The audit team reviewed all nineteen program's Standards and found none of these had submitted a complete revision of their Standards since the 1970's. The Auditors understanding is the Carpenters Training Committee for Northern California would like to put all nineteen programs under one DAS file number to make one committee. Therefore, a full complete revision of the Standards would be in order. The Executive Director and the DAS Consultant both mentioned the revisions were actively being written prior to and during this audit.

(b) Recommendations:

A full complete revision of one Standard, for all nineteen programs, should be submitted to the DAS Consultants in **90 days** from the submission of this report.

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. 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:

The rules and regulations for this program were adopted and contain a policy statement showing responsibilities of the apprenticeship and the committee. Apprentices are cited for failure to follow the rules and regulations. A letter of notice 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. The apprentice files contained copies of school absences, evaluations and progress. The signature of receipt for the rules and regulations are provided in each apprentice file.

(b) Recommendation:

There are no recommendations at this time.

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:

This committee has more than one occupation; being carpenter, hardwood floor layer, insulator, shingle, scaffold erector, acoustical installer, pile driver, and millwright. Most of these trades are able to employ their apprentices continually and the others are affected by the economy.

The Program maintains both hard copies and computer based files for all apprentices. Each apprentice record is evaluated four times per year when they attend school. Those apprentices who are not eligible for advancement are notified what requirements are needed to advance. Each Coordinator periodically checks the computer base program to review each apprentice record to evaluate the progress of that apprentice.

The Auditor's review of the individual apprentice files found all of the following items in the hard copy file: the DAS 1, Application, High School Diploma or GED; a signed certified copy the apprentice read and received the Rules and Regulations; and the Student History Report (computer generated report). Other documents included: change of address form; citation notice to appear before the coordinator; excused absents from school; cancellation notices; voluntary termination letters; reinstated letters; transfer of trade; reconsideration letters; and graduation notification letters.

The Student History Report included personal information; student certification dates, student advancement schedule; student upgrades; committee actions; class course credits with grades for each class taken; hours summarized by work processes performed on the job; class history; student comments and activities (every event which the apprentice was involved with during the apprentices course of four years.)

(b) Recommendations:

There are no recommendations at this time.

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 an adequate records and a system in place to ensure that apprentices are covering all the work processes.

(a) Findings:

The apprentice must abide by the requirements set by the program and the terms of the Collective Bargaining Agreement.

Therefore, if the apprentice is not current in their fees, they will not progress to the next level of training.

Carpenters Apprentice Record Book will verify all work processes and track work hours. This book must be signed by the employer before turning in the book to the program. The work performed at each employer work site may vary according to the job assignment. The Program maintains a computerized record for each apprentice. This record states all hours work for each work process.

The employer provides work evaluations every six months. 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.

(b) Recommendations:

There are no recommendations at this time.

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.

(a) Findings:

Each of the Programs provides Related and Supplemental Instruction (RSI) for each of the District Offices. The four District Office's use three different Local Education Agencies (LEA). These are Los Rios Community College District, which includes American River College in Sacramento; Gavilan College located in Gilroy; and Pleasanton Unified School District in Pleasanton, California.

The apprentices will attend 144 hours of instruction per year. Each apprentice will attend school for 36 hours, four times per year. Apprentices who live more than 100 miles from a Training Center will receive a \$300 stipend to help cover the cost of room and board.

The apprentices are required to purchase a few books at the cost of the Programs. The computerized system generates attendance roll sheets for each class and the apprentices are required to sign in and out. There are Instructors Manuals in each of the four Training Centers which lays out a "Sequence of Instruction" to be followed by the instructors. The instructors are evaluated twice yearly for compliance to the "Sequence of Instruction".

(b) Recommendation:

There are no recommendations at this time.

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 CENTERS

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.

(a) Findings:

The Program has four active District Offices being: District 1 located at 800 Chadbourne Road in Fairfield; District 2 has no location at this time; District 3 located at 2350 Santa Rita Road in Pleasanton; District 4 located at 1335 North Hulbert Avenue, Suite 101 in Fresno and District 5 located at 485 Woodview Drive in Morgan Hill.

Each training center is different in the size, the number of apprentices, the number of instructors, the classes offered for each occupation, as the chart below indicates:

<u>District Office</u>	<u>Classrooms</u>	<u>Students</u>	<u>Labs/Shops</u>	<u>Instructors</u>
1	5	902	1	4
3	9	1563	7	10 + 2
4	1	250	1	1
5	4	525	4	3

All of the training centers have bookstores, tool rooms, a large auditorium, and lunch areas for the apprentices. The majority of the instruction time is performed in the shop area of each facility as a hands-on experience in learning. Part of the curriculum offers advancement classes for Journeymen, including leadership training and safety classes.

All of the facilities have more than adequate tools, materials and equipment to give all the apprentices enough time to learn and use for their benefit. Each apprentice must complete a variety of shop projects and show competency in applying the trade. The instruction is done with good health and safety practices in mind.

In the Pleasanton and Morgan Hill training centers there is a focus on the pile drivers, millwrights, hardwood flooring, and acoustical installer occupations. This facility also allows the Cement/Brick Layers Apprenticeship programs use of their training center. The Morgan Hill training center allows the Drywall Apprenticeship programs the use of their facility also.

In the Fairfield training center the auditor met two certified instructors in this program. Both instructors are dedicated full-time. During our visit, classes were in session; the auditors spoke with the instructors, and toured the facility. The training center consists of several large classrooms and large shop/lab. After the class room tour, we were able to review the practical demonstration of the on-hand workings of the special projects, which were just discussed in the classroom setting.

In the Fresno training center the center has a certified instructor in this program. During this visit classes were in session and sat in to observe the session. The auditor spoke with the instructor who reviewed his records with us and toured the facility. The training center is located next to the program with a second shop lab across the street. Both locations were reviewed. The training center consists of two classrooms and various shop labs utilized for demonstrations and on-hand working booths to make special projects.

(b) Recommendations:

There are no recommendations at this time.

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 places to rotate apprentices so they cover all work processes, and to provide apprentices with continuing employment in the event of a layoff.

(a) Findings:

The audit 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. All apprentices are required to register with the union hall. It is the apprentice's responsibility to remain active on the out-of-work list. All Employers are required to utilize the out-of-work list to fill any available vacant job. The apprenticeship coordinators work closely with the employers for any work opportunities. The coordinators' also work with the apprentices to make sure each apprentice is getting the opportunity to work in all the work processes.

(b) Recommendations:

There are no recommendations at this time.

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.

(a) Findings:

The team of Auditors went to several work sites from each District Office. There were eight work sites visited from the Fairfield office and four sites from the Pleasanton and Morgan Hill offices. The Fresno office had three work sites which were visited. The sites ranged from Public Works projects like bridge work, colleges, high schools, water treatment plants and fire stations to private projects like hospitals, condominiums, and food companies.

These nineteen site visits included apprentices from less than one year experience to within a month of turning out of the Program as a Journeyman. In general the apprentices felt the Carpenters program gave them enough experience and schooling for preparing them to work in their individual trades.

Findings (Fresno District Office):

The auditor site visit included: Security Paving Company, Inc. Dept. of Transportation Cal Trans HWY 180 project, Harris Construction Co. Inc, and City of Fresno Reg. Wastewater Plant. I spoke to one apprentice, plus one journeyman at each site and found the apprentices working under the supervision and direction of journeyman and in all cases except one were employed at task defined within the work processes of the program standards.

Interviews were conducted with the apprentices and found they have 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. I confirmed that each apprentice writes in the total hours of training in the apprentice record book and know how to complete the work processes. The apprentices state they turn in their record books to the classroom instructor and the journeyman ensure they are

completing the work process and OJT work hours. The book is signed by the job site supervisor validating the work processes and OJT work hours. The interview with the supervisor confirmed there is a proper ratio of journeyman to apprentice and adequate supervision.

All but one apprentice was employed at work covered by the work processes of the occupation. The site where the apprentice was not working in this area was the Harris Construction New Office Remodel project. The Journeyman stated, "I wish the apprentice had more OJT training on the work processes because she is a great employee and does the work with enthusiasm". The apprentice was performing clean up/all around miscellaneous duties at the job site.

(b) Recommendations:

The program should monitor job sites ensuring the apprentices are adequately employed at the work processes and OJT for this occupation. **Due within 30 Days**

Note: The program coordinator did state he will follow-up with the employer at the Harris Construction job site to ensure this apprentice receives the appropriate OJT training.

Findings (Fairfield District Office):

An interview was conducted with one apprentice, working in the forms ground construction, located in downtown Sacramento, California, at a work site known as the Museum Project. The interview with the apprentice revealed that all the equipment, materials and tools of the trade sufficient to train apprentices. This apprentice receives proper pay and benefits and attends OJT classroom training.

The second job site interview was located in the city of West Sacramento, California, the CalSTRS Project. There the auditor found an apprentice who was working as an acoustical installer. He too stated that all the tools of the trade were being provided to him and is receiving the proper pay.

The third job site interview was located in Marysville, California, the Bridge Project. The auditor had the opportunity to interview a pile driver. The apprentice stated he has all the tools needed and is receiving the proper pay.

All three interviews confirmed apprentices are advancing on schedule. Confirmation that each apprentice writes in the total

OJT hours worked. The correct ratio journeyman to apprentice is being met. The book is signed by the job site supervisor validating the work processes and OJT work hours.

(b) Recommendations

The program should continue to monitor job sites ensuring apprentices are adequately completing the Blue Books employed at the work processes, recording OJT work hours, working under the direction of a journeyman, paid the proper wage rates and benefits.

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:

The required annual Self-Assessment Review and Program Improvement Plans have been submitted for the years 2006/2007 and 2007/2008. The Program's fiscal year is from September 1 to August 31 of each year, thereby making the annual review on the Program's year and not the calendar year.

(b) Recommendations:

There are no recommendations at this time.

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 THE MINUTES

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.

(a) Findings

The Program provided the auditors with one Local Training Committee minutes for the past year from each District Office. The Master Committee meets quarterly and the Local Committee meetings are held monthly. All meetings are in accordance with "Roberts Rules of Order".

The Program rules and regulations state that this committee is a Labor/Management Co-Operative. Noted in the minutes are the four Labor Trustees and four Management Trustees. The committee also includes the apprenticeship coordinator and Local Education Agency Representative (LEA).

Included in the minutes for all the Local Committees are: a list of all new indentures, re-indentures, advancements, completions, previous credit, reconsideration of cancellations, disciplinary actions with notes are each apprentice, terminations and transfers. The minutes for all nineteen programs are the same, based on a computer based program.

(b) Recommendations:

There are no recommendations at this time.

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

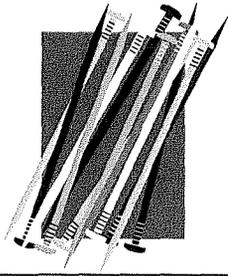
The results of this audit do not modify, replace or negate other duties and requirements or any previous notices you may have received regarding the fulfilling of your obligations prior to or after the audit period. In addition, law changes or new rulings might result in different findings in future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

Respectfully submitted by,

Dated: October 14, 2008

1. Linda Knox, Apprenticeship Consultant Auditor
San Francisco and San Jose DAS Offices 
2. Jerriann McKenzie, Apprenticeship Consultant Auditor
Sacramento DAS Office 
3. Rachel Freeman, Senior Consultant Audit Unit
Fresno DAS Office 

RECEIVED
DAS DISTRICT OFFICE
FRESNO
08 OCT 17 PM 2:29



**CARPENTERS
TRAINING
COMMITTEE**

FOR
NORTHERN
CALIFORNIA
A Joint Labor & Management
Sponsored Training Program
John Bullock, Executive Director

Administrative Offices

RECEIVED
DAS DISTRICT OFFICE
FRESNO
08 OCT 28 PM 11:24

Santa Rita Road
Fresno, CA 94566-4135
Tel: 925.462.9640 Fax: 925.462.8307
Training Department Fax: 925.462.7515

www.ctcnc.org

October 22, 2008

Linda Knox
Apprenticeship Consultant Auditor
Division of Apprenticeship Standards
455 Golden Gate Ave., 10th Floor
San Francisco, CA 94102

Re: Audit Report

Dear Ms. Knox:

I am writing in response to your audit report dated October 15, 2008.

First let me say it was a pleasure working with you during the audit. By providing us in advance, a list of the records and documents you would need to see upon your arrival, our offices were able to function throughout the audit with minimal interruption.

I am further pleased with the findings of the audit. It gives me confirmation that our program is operating as designed.

There were two recommendations made in the report that I would like to address.

First was a recommendation to rewrite our existing Standards documents to incorporate all the amendments that have occurred since the last complete documents were filed back in the 1970's. As you mention in the report, I have had conversations with DAS Representatives about my desire to incorporate all of our committee file numbers into one file for the entire program. Further you mention that we are in the process of revising our selection procedures to incorporate pre-apprenticeship, as the main way applicants will become apprentices in our program in the future. Complicating things further, we have most recently been given responsibility to administer the Drywall Lather Apprenticeship Program for Northern California.

I do not have issue with the recommendation to create a new set of documents. It is my desire to make that happen. However, I do have objection to the time frame you have identified in the report to have the project complete.

Until such time as our new selection procedures have been finalized, adopted by our Committee, approved by the Chief, and the transition of the Drywall Lathing Program is complete, it does not make sense to write the new documents.

Actually, the findings contained in your report support my request. In all cases our program continues to provide the training, and administration required to maintain a quality apprenticeship program in compliance with the statutes.

I would suggest that the recommendation be revised to provide one year from the date we received your report to have new standards complete.

The second and final recommendation made, resulted from a jobsite visit where a journeyman carpenter expressed an opinion with regard to how an apprentice on the project was being trained onsite. The journeyman felt that the apprentice should have been assigned to do more of the actual work identified in the "Work Processes".

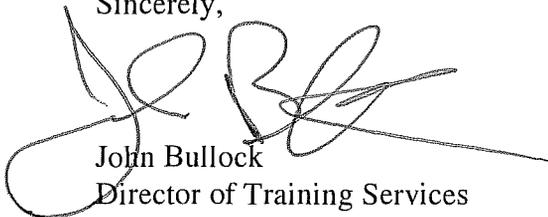
I have enclosed a copy of the report filed with me after the coordinator assigned to the area did a follow-up visit to the jobsite.

You can see that the concern has been addressed and that the coordinator will continue to monitor the apprentices' progress.

Thank you in advance for giving consideration to my request. Please feel free to contact me with any questions or concerns regarding my comments.

I can be reached at office (925) 462-9640 or my cell phone (707) 250-9256.

Sincerely,



John Bullock
Director of Training Services

JB/sls: Opeiu-3-afl-cio/211

Enclosure



**CARPENTERS
TRAINING
COMMITTEE**

FOR
NORTHERN
CALIFORNIA

A Joint Labor & Management
Sponsored Training Program
John Bullock, Exec. Director

Fresno District Office 4

1335 North Hulbert Avenue

Fresno, CA 93728-1141

Tel: 559.266.0273 Fax: 559.266.2103

www.ctcnc.org

October 21, 2008

John Bullock
Executive Director
CTCNC
2350 Santa Rita Road
Pleasanton, CA 94566-4135

Re: Colette Richardson, On-the-job-training

Dear John,

On Oct. 10, 2008, I revisited the Harris Construction jobsite at 5286 Home Avenue, Fresno, California. I spoke with Jim Adams, the job Superintendent, about Colette Richardson's on-the-job training. Jim told me that Colette is doing a good job and assured me that she is being assigned and performing work that is appropriate for a 6th period apprentice.

Jim said that Colette is working with Sergio Ayala, an experienced Journeyman Carpenter who is more than capable of giving Colette the on-the-job training that she will need to advance in our training program. I will meet with Colette and review her progress the next time she attends class.

Sincerely,

David Ingram
District Coordinator

DI/mlh
Opeiu3/ afl-cio