

**CALIFORNIA APPRENTICESHIP COUNCIL**

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ADDRESS REPLY TO:  
California Apprenticeship Council  
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RELATED SUPPLEMENTAL INSTRUCTION  
COMMITTEE MEETING  
Minutes

Chairperson Jack Buckhorn  
Wednesday, October 25, 2023

## I. Call to Order/Roll Call

Chairperson Buckhorn called the meeting to order at 10:05 a.m. Chief Rood did the roll call.

**Members present:** Jack Buckhorn, Hugo de la Torre, Louis Ontiveros, Earl Restine, Yvonne DeLaPena, and Chief Eric Rood.

**Members Absent:** Chris Christophersen, Brandon Brockhouse, Chip Martin, CCCCCO Dean Gary Adams

A quorum was met.

A discussion regarding the Commissioners joining the meeting online was discussed. Chief Rood stated that at the last Interagency Advisory Committee on Apprenticeship (IACA) meeting there was a hacker who joined the meeting online. Due to that happening we have put some tighter parameters on logging in and accessing our meeting platform as much as possible to make sure that never happens again. Currently the members that are online right now are logged in to a webinar type of setting. Which freezes the outside public from making comments but gives our speakers permission rights.

## II. Review and approval of Minutes

There was a motion made and seconded to approve the minutes. Motion was approved.

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### III. Old Business

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

This committee had a lot of discussion on the best practice document and has drafted a best practice document to review. The document was drafted and posted on the DAS website. We are going to have more feedback and go through the document to get feedback from all the LEAs to make this document better.

It was advised that the Apprenticeship Common Administrative Practices and Treatment of Costs document goes back to 2017. The draft document was provided by the Chancellor's office, who manages that money and distributes it to all the programs, both community college and K-12. We had asked for comments to be submitted on the document that hopefully, at some point, we can approve this best practices document.

Don Simonich made comments and the draft document was shared in a slide presentation as well as the document posted on the DAS website.

We had a very lengthy discussion on some of the provisions that were in this draft document. Unfortunately, the Chancellor's office couldn't attend. So, we, we couldn't get their feedback directly.

It was noted that since this is a best practice document it has no authority.

The subcommittee went through the document. Buckhorn provided the commissioners and the public an opportunity to ask questions and make comments.

Lengthy discussion on bullet point 1 in the LEA' Concerns Document:  
TRANSFERRING FROM ONE LEA TO ANOTHER: DRAFT: All requests to transfer program training contracts, including transferring training hours, between LEAs must be approved by DAS prior to submission to the Chancellor's Office.

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CONCERN: DAS does not oversee RSI hours and should not be involved in granting permission PRIOR to a transfer. Additionally, no timeline has been imposed on DAS to make a decision on a transfer, further creating unnecessary delays. The REQUIREMENT that DAS MUST approve the transfer PRIOR to submitting a written request to the Chancellor's Office creates an undue burden. This added step creates the potential of missing the new November 1 deadline and should not be a requirement.

*I definitely agree that DAS currently has no say in the transferring of one LEA to another, and it really is dependent on the Chancellor's office to make that happen. And from what I understand, they're saying, there's obstacles in making that happen. And so, I think we need to understand from them what that obstacle is, so that we can look at some type of legislative fix.*

Buckhorn provided context of the role of the RSI committee to have a collaborative discussion to provide guidance to the Chancellor's Office. Buckhorn affirmed that this document is best practice and is not creating any underground regulations.

After a lengthy discussion, it was agreed that they made a decision on this item that the committee can recommend that it needs to be stricken and maybe replaced with one that we would like to see happen as a best practice.

One discussion point that was brought up was that we must look at what the current funding sources and current law say. Currently the law says that the CAC will adopt the best practices on how the contracts, etc. with their programs are. And that's what we should be focusing on. I think one of the problems with this document overall is, it's getting too bogged down in details and actually does not allow for flexibility between the program and their LEA.

After more discussion and comments were received by the apprenticeship community it became even more obvious that we do really need to put a work group together with content experts. That can come back with recommendation to be integrated into this best practice document.

We had a good discussion and out of that discussion, it was decided that a work group would be formed, and we would be able to really focus and

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concentrate on this best practices document in between CAC meetings. This will be a meeting that will be public noticed and posted on the website.

Yvonne de la Pena and Hugo de la Torre both volunteered to be part of this working group.

So, the direction was to have a memo sent out to members of the apprenticeship community requesting anyone who is interested in applying to serve on this work group and give them a 10-day deadline to get back to us.

The memo that will go out will have a have an email for you to send your interest in participating in the working group.

This working group can be virtually if it happens before the end of year. So that's our intention is to do that to get all the stakeholders in the room and try back with a draft document [CACsuggest@dir.ca.gov](mailto:CACsuggest@dir.ca.gov)

A riveting discussion about synchronous and asynchronous curriculum studies was discussed.

#### IV. New Business

Nothing to Report

#### V. Items for Discussion

Nothing to Report.

#### VI. Adjournment

Buckhorn adjourned the meeting at 11:00 p.m.