

Interagency Advisory Committee on Apprenticeship (IACA)

Advanced Manufacturing Subcommittee Charter

NAME

Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship

PREAMBLE

To advise the Chief of the Division of Apprenticeship Standards and Interagency Advisory Committee on Apprenticeship members, by providing recommendations for policy enhancements that promote greater access to long-term Advanced Manufacturing career pathways which include but are not limited to Advanced Technologies, through apprenticeship to all residents of California including underserved populations who have historically been left out of California's prosperity, with a commitment to equity and access for all.

Engage and collaborate with industry employers, existing labor organizations, workforce development boards, and other stakeholders, resulting in opportunities by which apprentices can earn a family sustaining wage. Focus on skills portability by creating Occupational Frameworks for IACA advanced manufacturing apprentice-able occupations.

Support the career advancement of apprentices by encouraging equity, life-long learning and sustainable skills acquisition, which include recognized industry credentials where applicable to the apprentice-able occupation. This Charter will be reviewed as needed to ensure that it is in alignment with the needs of all stakeholders.

MEMBERS

CHAIRPERSON

1. Shall call to order full meetings of the Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship
2. Shall develop and or approve the agenda of the Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship in coordination with DAS staff
3. Shall coordinate the completion of the Subcommittee Proposal which contains the following:
 - a) A list of apprentice-able occupations within Advanced Manufacturing, including but not limited to Advanced Technologies
 - b) Liaise with DAS and other stakeholders to create a streamlined process for the approval of advanced manufacturing program standards
 - c) Coordinate with stakeholders to develop relevant Occupational Frameworks
 - d) Identify Industry Recognized Credentials applicable to apprentice-able occupations
 - e) Coordinate the development of an Employer Engagement Strategy
 - f) Coordinate the development of a Recruitment strategy for reaching underserved populations
 - g) Monitor the impact of various trends on advanced manufacturing companies and apprenticeship

VICE-CHAIRPERSON

1. Make a recommendation to the Chief of the DAS, that the Vice Chairperson shall serve on an alternate year basis from the Subcommittee Chair, to ensure the continuity of leadership.
2. The Vice Chairperson may come from industry (public or private sector)

3. Shall be appointed from a geographic region that is not shared by the Chair (for example, if the Chair is from the South Region, the Vice Chair must be from the Central or the North Region of California) This will allow for the entire state to be represented.
4. Shall convene Southern and or Northern California Subcommittee meetings to discuss and provide agenda topics for the full Subcommittee.
5. Promote access for more Californians, the Vice Chairperson may host meetings of the full Subcommittee in their region of California.

SELECTION OF MEMBERS

The Subcommittee Chairperson: The DAS Chief approves the selection of the Chair of IACA subcommittees with the support of the full IACA Committee Chair and include input from sitting subcommittee members.

VICE CHAIRPERSON

Selected by a majority vote of the Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship.

DEFINITIONS:

“Subcommittee” hereinafter shall mean the Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship.

“Charter” hereinafter shall mean this Charter of the Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship.

“Chair” or “Chairperson” hereinafter shall mean the Chairperson of the Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship; as selected consistent with this Charter.

“Vice Chairperson” hereinafter shall mean any of the various Vice Chairpersons of the Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship as defined herein.

“Standing Subcommittee” hereinafter shall mean a Standing Subcommittee of the Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship as defined herein.

“Ad-Hoc Subcommittee” hereinafter shall mean an Ad-Hoc Subcommittee of the Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship as defined herein. Any said Ad-Hoc must either meet a quorum and abide by Bagley Keene and or meet as a working team of two or less members that do not require a quorum or public meeting.

“Quorum” hereinafter shall be a Quorum of the Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship as defined herein. A quorum shall be when more than 50% of committee members are present. No quorum-no meeting.

SUBCOMMITTEES

STANDING SUBCOMMITTEES

PURPOSE

To provide detailed review and recommendations on matters facing the industry sector such as equal employment opportunities, wages and salaries, changes in technology, etc. IACA is advisory only.

ESTABLISHING A SUBCOMMITTEE

A subcommittee is established by legislation or at the request of the Chief of the Division of Apprenticeship Standards in advisory with the full IACA members.

STANDING SUBCOMMITTEE MEMBERSHIP

Membership shall be comprised of at least three members of the Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship and shall be appointed by majority vote of the members of the subcommittee.

All meetings shall conform with the requirements of the Bagley-Keene Open Meeting Act.

AD-HOC SUBCOMMITTEES

PURPOSE

To allow for members of the Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship to meet in the intervening months between meetings for a limited topic and only for a limited duration to be established by majority vote of the full Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship.

However, in no case shall a meeting of an Ad-Hoc Subcommittee convene with more than two members of the full Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship without providing public notification consistent with the Bagley-Keene Open Meeting Act.

All meetings shall conform with the requirements of the Bagley-Keene Open Meeting Act.

AD-HOC COMMITTEES MEETING TOPICS AND SCHEDULE

1. Ad-hoc subcommittee meetings may only be held under the following circumstances:
2. The topic of discussion is limited in scope
3. The topic for discussion was approved by the full Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship.
4. Ad-hoc subcommittees may take no action on a topic but can add topics to the agenda for discussion and make recommendations to the full Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship.
5. No Ad-hoc subcommittee may meet for a period exceeding the time between two meetings of the full Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship, or six months whichever is greater, without action of the full subcommittee.

TERM OF MEMBERSHIP

1. All members of Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship shall serve at least a two-year term with a maximum of two additional consecutive full terms.
2. A member is defined as a representative of their respective company, educational institution or organization who serves on the Advanced Manufacturing Subcommittee. These are seats for named individuals. No proxy designees.
3. All Chairs of the Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship shall serve two-year terms of office with a maximum of three additional full terms.

REMOVAL FROM OFFICE

1. Any member of the Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship can be removed from office if they have three consecutive unexcused absences from full meetings of the Advanced Manufacturing Subcommittee.

VOTING MEMBERS

The voting members shall consist of 7 members from the Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship (IACA). The composition of the members shall be made up of the following: (Labor – 2 members, Industry – 2 members, Education – 2 member, Workforce Development – 1 member).

Voting members are responsible to inform the chairperson of their intention to attend the meeting.

Unexcused/uncommunicated absences - 3 of the 4 unexcused is grounds for review of ongoing membership.

Extenuating circumstances can be considered.

MEETING SCHEDULE

1. Meetings of the Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship shall be concurrent with the quarterly Interagency Advisory Committee on Apprenticeship, but in no case shall occur less than once every three months.
2. Subcommittees of the Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship shall meet at the direction of any of the following:
 - a. Meeting requested by the Chief of the Division of Apprenticeship Standards
 - b. Meeting requested the Chairperson of the Subcommittee
 - c. Meeting requested by the Vice Chairperson
3. In all cases meetings shall be held consistent with the requirements of the Bagley-Keene Open Meeting Act.
4. The subcommittee will allow for virtual attendance as an option as allowed by Bagley Keene through 2025 but must secure an in person DAS staffed location for public access. In 2026, must adhere to all modified or new language for Bagley Keene for 2026 and beyond.

QUORUM

A quorum of the Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship shall consist of more than 50% of the full subcommittee.

CHARTER ADOPTION

This Charter shall be adopted by no less than an affirmative vote of three-fourths of the members present at a meeting of the Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship.

AMENDMENTS TO THIS CHARTER

1. Once adopted, this Charter may be amended.
2. Amendments to this Charter must have at least two readings before two separate quorums of the Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship.
3. This Charter may be amended by three-fourths vote of the full Advanced Manufacturing Subcommittee of the Interagency Advisory Committee on Apprenticeship members in attendance at the meeting of the second reading.

Interagency Advisory Committee on Apprenticeship (IACA) Homeless and Foster Youth (HFY) Subcommittee Charter (Committee Approved 2nd qtr. 4.27.26)

I. Name and Authority

Following the passage of [Assembly Bill 565 \(2022\)](#) on September 22, 2021, the Interagency Advisory Committee on Apprenticeship established the Homeless & Foster Youth Subcommittee. The subcommittee first convened on October 24, 2022, to study and report on issues related to the participation of homeless and foster youth in apprenticeships and pre-apprenticeships. The Subcommittee's formation and scope are further informed by California's policy commitments to foster youth, homeless youth, and transition-age youth, including the intent reflected in Senate Bill 228 (2021) and broader state efforts to strengthen cross-system support for vulnerable youth populations. The Subcommittee is intended to serve as a focused advisory body to help ensure that apprenticeship remains an accessible, supported, and viable pathway for youth who have historically faced structural barriers to employment and economic mobility.

II. Mission

Develop an inclusive and equitable plan to ensure foster and homeless youth have the opportunity to engage in pre-apprenticeship and apprentice pathways that will help them attain economic self-sufficiency and be poised for upward mobility.

III. Purpose

The purpose of the Subcommittee is to advise IACA, DAS, and relevant state and local partners on policies, practices, and partnerships that improve apprenticeship awareness, access, retention, completion, and long-term career advancement for homeless and foster youth.

The subcommittee also supports the advancement of apprenticeships in California through the Department of Industrial Relations (DIR) 2022 Five-point Plan, specifically supporting youth apprenticeships for in-school and out-of-school youth.

The Subcommittee shall:

- Identify systemic barriers to participation in apprenticeship and related earn-and-learn pathways.
- Recommend strategies to increase outreach, enrollment, retention, and supportive services;
- Promote cross-system coordination among child welfare, education, workforce development, housing, behavioral health, and employer stakeholders;
- Elevate youth voice and lived experience in apprenticeship system design;
- Support pathways into high-quality, high-road careers that promote economic mobility and long-term stability;
- Advance policy and program recommendations to improve statewide outcomes.

This Charter will be reviewed as needed to ensure it aligns with the needs of all stakeholders.

IV. Scope of Work and Responsibilities

1. Review data, trends, and field practices affecting the participation of homeless and foster youth in apprenticeship.
2. Identify gaps in outreach, recruitment, work readiness, transportation, housing, childcare, mental health, mentorship, and retention supports.
3. Recommend policies, program models, and partnerships that strengthen access and persistence.
4. Support development of best practices for youth-centered apprenticeship pathways, including pre-apprenticeship and bridge programs.
5. Advise on interagency alignment between DAS, workforce boards, local educational agencies, community colleges, county agencies, employers, labor, and community-based organizations.
6. Promote awareness of apprenticeship as a viable postsecondary and workforce pathway.
7. Review relevant legislation, grant opportunities, and system initiatives affecting target populations.
8. Develop annual priorities and recommendations for submission to the full IACA.

V. Membership

The subcommittee and its members welcome all sectors of industry and populations. We strive to maintain a balanced team of individuals who are committed to ensuring the success of Homeless & Foster Youth through their apprenticeships. We value everyone's unique experiences and knowledge in building a diverse cadre of subcommittee members to develop a more equitable approach to youth apprenticeships.

The Subcommittee shall consist of no fewer than five (5) and no more than eleven (11) seated voting members, appointed in accordance with IACA procedures

A member at any time that wishes to resign from their position should submit a letter or email informing the Subcommittee chair of their change in membership

Terms

Members shall serve an initial twelve (12) month term and may continue for up to twenty-four (24) consecutive months. Service beyond twenty-four (24) months may be considered upon the Chair's recommendation and a majority vote of the Subcommittee, subject to IACA guidance.

Participation Expectations

Members are expected to attend meetings regularly, review agenda materials in advance, participate in deliberations and workgroups, and represent their expertise in service of the Subcommittee's purpose. Proxy participation is not permitted.

V. Leadership Structure

Chair

The Chair shall convene and facilitate meetings, coordinate with DAS staff on agendas and priorities, ensure orderly conduct and adherence to charter provisions, and present updates and recommendations to the full IACA.

Vice Chair / Co-Chair

The Subcommittee may designate a Vice Chair or Co-Chair to support facilitation, continuity, and succession planning.

DAS Advisor

DAS staff shall provide technical and policy support, including assisting the committee with agenda development, posting meeting notices and materials, ensuring public meeting compliance, and following up on action items.

VI. Meetings and Public Process

The Subcommittee should meet at least quarterly and may hold additional meetings as needed. All meetings shall be conducted in accordance with applicable open meeting laws, including Bagley-Keene requirements, public notice, accessibility, and public comment procedures.

VII. Quorum and Voting

A quorum shall consist of a majority of seated voting members. For purposes of this Subcommittee, the majority is defined as more than half of the total seated voting members. If quorum is lost during a meeting, no further action may be taken, and the meeting shall be adjourned.

VIII. Attendance and Removal

Any member who is absent from three (3) regularly scheduled meetings without reasonable notice or good cause may be subject to removal upon the Chair's recommendation and a majority vote of the Subcommittee, consistent with IACA procedures.

IX. Ad Hoc Workgroups and Issue-Specific Task Groups

To support emerging priorities, the Subcommittee may establish temporary ad hoc workgroups or issue-specific task groups to advance focused areas of work, including youth apprenticeship pathways, housing and wraparound supports, justice-impacted youth transitions, advanced manufacturing pilots, regional implementation barriers, and data and outcomes tracking.

X. Annual Work Plan and Reporting

It is the responsibility of the IACA Homeless and Foster Youth Subcommittee to submit a report to the Legislature no earlier than July 1, 2023.

It is the responsibility of the Subcommittee chair to prepare and gather feedback on the meeting agenda. In accordance with the Bagley-Keene rules, the meeting agendas will be publicly posted at least 10 calendar days in advance.

It is the DAS's responsibility to store the meeting minutes, manage the meeting platform, and provide any other technical support to the subcommittee.

The Subcommittee shall develop an annual work plan that includes priority policy and systems issues, stakeholder engagement goals, key deliverables, and measurable outcomes, where feasible. The Subcommittee shall provide periodic updates and an annual summary report to the full IACA.

XI. Charter Review and Amendments

This Charter shall be reviewed at least annually. Any seated member may propose amendments and shall require majority approval of the Subcommittee, subject to applicable IACA approval requirements.

Interagency Advisory Committee on Apprenticeship (IACA)
People with Disabilities Liaison Subcommittee Charter

NAME AND BACKGROUND

The People with Disabilities Liaison Subcommittee of the Interagency Advisory Committee on Apprenticeship (IACA).

The Interagency Advisory Committee on Apprenticeship (IACA) created the People with Disabilities Liaison Subcommittee with the passage of [Assembly Bill 1019 \(2019\)](#).

GOALS OF THE SUBCOMMITTEE

To advise the Chief of the Division of Apprenticeship Standards and Interagency Advisory Committee on Apprenticeship (IACA) on supporting the development of inclusive apprenticeships in all fields and ensuring newly formed apprenticeships include people with disabilities by doing the following:

- Create disability awareness and inclusion of accommodations practices to create inclusive apprenticeships in all fields, including model accommodation plans or other guidance.
- Create models and practices for apprenticeships to help bolster people with disabilities participating in apprenticeships.
- Support apprenticeships within the fields serving people with disabilities.
- Develop a crosswalk between disability programs and apprenticeships to create bridges between systems to ensure people with disabilities participate fully in apprenticeships.
- Provide a platform to share individual success stories, case studies of inclusive apprenticeships, and highlight inclusive apprenticeship employer participation.

DISABILITY ACCOMMODATION NOTICE: Disability accommodation is available upon request. Any person with a disability requiring an accommodation, auxiliary aid or service, or a modification of policies or procedures to ensure effective communication and access to the public hearings/meetings of the Department of Industrial Relations) should contact the Diversity and Inclusion Office at DIO@dir.ca.gov or (916) 559-6999. The state-wide Disability Accommodation Coordinator can also be reached through the California Relay Service, by dialing 711 or (800) 735-2929 (TTY) or (800) 855-3000 (TTY-Spanish). Accommodation requests should be submitted as early as possible, but no later than five days before the hearing or meeting.

MEMBERS

CHAIR AND CO-CHAIRS

The Chair or Co-Chairs will collaborate to accomplish the following:

1. Shall call to order full meetings
2. Shall develop and or approve the agenda in coordination with DAS staff
3. Shall coordinate the completion of the Subcommittee proposals and recommendations to IACA and DAS
4. Liaise with DAS and other stakeholders to advise on practices and guidelines, and crosswalk
5. Liaise with other Subcommittee Chairs
6. Coordinate with stakeholders to advise on apprenticeships for disability-related services and programs.

SELECTION OF MEMBERS

Members of the subcommittee shall be chosen for their expertise, experience, and interest in advancing apprenticeship for disabled people and should demonstrate their commitment prior to being nominated. People who have lived experience with a disability or those who are family advocates are encouraged to participate.

The number of committee members will not exceed more than nine members.

A member may be nominated by at least 1 member of the IACA People with Disabilities Subcommittee and given a majority vote by the subcommittee members and approved by the DAS before being formally appointed as a member of the committee.

Self-nominations are accepted by the committee. To be considered, the person must email the DAS Advisor prior to the next public meeting expressing their interest to be a voting member and their experience.

The Subcommittee Chairperson/Co-Chairs: The DAS Chief approves the selection of the Chair of the IACA subcommittees with support from sitting subcommittee members.

DEFINITIONS:

“Subcommittee” hereinafter shall mean the People with Disabilities Subcommittee of the Interagency Advisory Committee on Apprenticeship.

“Charter” hereinafter shall mean this Charter of the People with Disabilities Subcommittee of the Interagency Advisory Committee on Apprenticeship.

“Co-Chair” hereinafter shall mean the Chairpersons of the People with Disabilities Subcommittee of the Interagency Advisory Committee on Apprenticeship; as selected consistent with this Charter.

“Quorum” hereinafter shall be a Quorum of the People with Disabilities of the Interagency Advisory Committee on Apprenticeship as defined herein. A quorum shall be when more than 50% of committee members are present. No quorum-no meeting.

TERM OF MEMBERSHIP

1. All members of Subcommittee shall serve at least a two-year term with a maximum of two additional consecutive full terms.
2. A member is defined as a representative of their respective company, educational institution or community-based organization or organization serving people with disabilities who serves on the Subcommittee. These are seats for named individuals. No proxy designees.
3. All Co-Chairs of the People with Disabilities Subcommittee of the Interagency Advisory Committee on Apprenticeship shall serve two-year terms of office with a maximum of three additional full terms.

REMOVAL FROM OFFICE

1. Any member of the Subcommittee can be removed from office if they have three consecutive unexcused absences from full meetings of the People with Disabilities Subcommittee.

MEMBERS

The composition of the members may be from education, apprenticeships, disability organizations or people with disabilities in apprenticeship field, Department of Rehabilitation or Department of Developmental Services or community-based organizations serving people with disabilities. People with disabilities or family advocates are encouraged to participate and become members of the Subcommittee.

Members are responsible for informing the DAS Advisor or Chairperson of their intention to attend the meeting. Unexcused/uncommunicated absences - 3 of the 4 unexcused are grounds for review of ongoing membership. Extenuating circumstances can be considered.

MEETING SCHEDULE

1. Meetings of the Subcommittee shall be concurrent with the quarterly Interagency Advisory Committee on Apprenticeship, but in no case shall occur less than once every three months.
2. Subcommittees of the People with Disabilities Subcommittee of the Interagency Advisory Committee on Apprenticeship shall meet at the direction of any of the following:

- a. Meeting requested by the Chief of the Division of Apprenticeship Standards
 - b. Meeting requested by the Co-Chairs of the Subcommittee
3. In all cases meetings shall be held consistent with the requirements of the Bagley-Keene Open Meeting Act.

QUORUM

A quorum of the Subcommittee shall consist of more than 50% of the full subcommittee.

CHARTER ADOPTION

This Charter shall be adopted by no less than an affirmative vote of majority of the members present at a meeting of the People with Disabilities Subcommittee of the Interagency Advisory Committee on Apprenticeship.

AMENDMENTS TO THIS CHARTER

1. Once adopted, this Charter may be amended annually or as needed.