



**Employment Training Panel**  
STATE OF CALIFORNIA EMPLOYMENT TRAINING PANEL  
POLICY COMMITTEE MEETING  
Zoom Meeting  
**Tuesday, April 18, 2023**

**I. POLICY COMMITTEE MEETING CALL TO ORDER**

Chair Gretchen Newsom called the meeting to order at 1:01 p.m.

**II. ROLL CALL**

Present

Gretchen Newsom

Rick Smiles

Rebecca Bettencourt (arrived 1:07 p.m.)

Executive Staff

Reg Javier, Executive Director

Peter Cooper, Assistant Director

Jaime Gutierrez, Chief Deputy Director

Tara Armstrong, Deputy Director of Technical Branch\

Erich Shiners, Assistant Director/Chief Counsel

ETP Representatives

Elisabeth Testa, Policy Manager

Michael Cable, Staff Attorney

**III. MEETING MINUTES**

No changes to November 29, 2022 Meeting Minutes.

ACTION: Mr. Smiles moved and Ms. Newson seconded approval of the November 29, 2022 Meeting Minutes with no changes. All Policy Committee Members present voted in the affirmative.

Motion carried, 2 to 0.

**IV. POLICY MANAGER REPORT**

Alternative record keeping reminder: we have standard rosters for record keeping for our training courses. However, we do have the option of alternative record keeping. You can request approval for alternative record keeping and if approved you can only use the approved method of alternative record keeping not a different one. The danger is that if you use a non-

approved method of alternative record keeping it is possible that the training courses that you use will not be counted toward your contract hours.

## **V. PRESENTATIONS**

Discussion on Apprenticeship Funding for FY 23/24 given by Heather Miguel

Discussion on NAICS Industries/Priority Industries – Economic Highlights given by EDD/LMID Brandon Hooker

Discussion on ETP Priority Industry Recommendations – given by Geri Giron.

## **VI. ACTION ITEMS**

### **Collecting Occupation Titles at Enrollment for All Trainees**

Staff is requesting that the Policy Committee approve and move forward for full panel consideration, the collection of occupation titles, at enrollment, and at final invoice for all trainees. To make things very simple, at enrollment, contractors will enter job titles used internally by the employer and at the final invoice, there would be a picklist of the occupations entered previously at enrollment. Allowing us to collect changes in the occupations (resulting from training etc.) at final invoice.

ACTION: Mr. Smiles moved and Ms. Bettencourt seconded approval to move forward for full Panel consideration the addition of occupation titles at enrollment and at final invoice for all trainees. Chairperson Newsom called for a vote, and all Policy Committee Members present voted in the affirmative.

Motion carried, 3 to 0.

## **VII. OPPORTUNITY FOR PANEL MEMBERS TO REQUEST AGENDA ITEMS FOR FUTURE PANEL MEETINGS**

Chair Newsom provided an opportunity for Policy Committee Members to request agenda items for future Policy Committee meetings.

No comments were made.

## **VIII. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

A public request was made to consider adding to a future agenda allowing single employer participants to use their LMS (Learned Management System) in a MEC (current requirement is for wet signatures).

A public request was made to revisit reimbursement rates since, there has been an increase in the cost of instructors, total cost of instruction, equipment and materials.

Public comment was made to add to a future agenda the ability to move hours and funds between job numbers, when it is advancing the priorities of the Panel. Having clear stipulated

moves with modifications over a certain amount going to Panel.

## **IX. MEETING ADJOURNMENT**

Chair Newsom adjourned the meeting at 2:32 p.m.