

APPRENTICESHIP AND CERTIFICATION BOARD MINUTES

100 - 111 LOMBARD AVENUE

APRIL 17, 2020

BOARD MEMBERS

Charron, Brent	Employee Representative
Garet, Laura	Public Interest
Guilbault, Rick	Employer Representative
McCutcheon, David	Secretary and Ex-Officio Member
Miller, Harvey	Chair
Paul, Carol	Employer Representative
Roe, Karen	Employer Representative
Sine, Geoff	Employer Representative
Sloane, Bruce	Public Interest
Stecy, Ron	Employee Representative

REGRETS

Ducharme, Steve	Employee Representative
Stark, Ted	Employee Representative

ABSENT

GUESTS

MNP Consultant

STAFF

Lavallee, Cheryl	Manager, Training Standards Unit
May, Vanessa	Acting Manager, Policy, Legislation and Board Operations
Peters, Janice	Board Coordinator

2020.04.01

OPENING

1.1 Call to Order

The Chair called the meeting to order at 9:14 a.m.

1.2 Approval of Agenda

Closed.

Motion 2020.04.01

The Board motions to approve the April 17, 2020 agenda as written.

***Consensus of 8 in favour 0 opposed 0 abstained
Carried.***

1.3 Approval of previous minutes

Closed.

Motion 2020.04.02

The Board motions to approve the February 07, 2020 minutes as written.

***Consensus of 8 in favour 0 opposed 0 abstained
Carried.***

2020.04.02

UPDATES: BOARD AND EXECUTIVE DIRECTOR

2.1 Chair's Update

Closed.

The Chair:

- Informed the Board that he spoke with the Minister of Economic Development and Training; and
- Stated that he received a letter from the Deputy Minister of Economic Development and Training regarding best practices to follow during the Coronavirus (COVID-19) outbreak.

2.2 Review of previous Board Meeting Evaluation

Closed.

The Board reviewed the February 07, 2020 meeting evaluation results and comments.

2.3 Executive Director's Update

Closed.

The Executive Director advised:

- The Board members that classes were moved to an online platform during the COVID-19 pandemic to ensure the safety of the apprentices and instructors;
- That classes that were scheduled to begin in spring 2020 will be deferred to summer 2020;
- That the colleges were able to adapt some of the programs to an online platform during the COVID-19 pandemic. It was noted that some programs that were in session had pre-established online platforms, which made for an easier transition;

- Manitoba remains a leader amongst provinces as it continues to provide technical training during COVID-19, as it has found innovative ways to hold classes;
- Apprentices who may not have the ability to complete the remainder of their technical training online may terminate the course without any penalty and register for the class when it is offered again; and
- That there may be possible departmental staffing changes during the COVID-19 pandemic to utilize staff where they are needed most.

2.4 Review of Action Sheet

Closed.

The Board reviewed the completed action items from the February 07, 2020 Board meeting.

2020.04.03 COMMITTEE REPORTS

3.1 Nominating Standing Committee (NSC)

Closed.

No report.

3.2 Program Standards Standing Committee (PSSC)

Closed.

No report.

3.3 Community Liaison Standing Committee (CLSC)

Closed.

No report.

3.4 Governance Standing Committee (GSC)

Closed.

No report.

2020.04.04 CONTINUING BUSINESS

4.1 Governance Review

The Board reviewed and discussed the internal 2018 Manitoba Apprenticeship and Certification System Governance Review Report. The department contracted a consultant to provide recommendations to strengthen the apprenticeship and certification system in Manitoba through improved stakeholder engagement, streamlined processes, and increased efficiency for clients and stakeholders. The Board was advised that the department intends to release the report to the public. Some of the Board members indicated that the release of the report during the pandemic may raise unnecessary concern from industry. One member stated that the report implied that the current apprenticeship and certification system requires redevelopment, while in many instances, Manitoba's apprenticeship and certification system is considered a leader in apprenticeship training.

A robust discussion ensued and the Board concluded that it was in favour of releasing the report publically.

2020.04.05

NEW BUSINESS

5.1 Employer Engagement Presentation

Closed.

MNP delivered a presentation on Employer Engagement to the Board. The following topics were discussed:

- Engagement Strategy
 - Why engage stakeholders
 - Who is your audience
 - What is your audience's needs
 - What do you want your audience to receive from the engagement
 - What is our main objective for the engagement strategy
- Determine which platform is the best method to engage your stakeholders
 - Select a platform that allows stakeholders to have easy access to the engagement and provide pathways for open discussions and collaborations
 - Alternate ways to engage the stakeholders and remain relevant
 - Find different ways to engage the stakeholders especially during evolving situations (i.e. COVID-19)

The Board members discussed ways to prioritize next steps. The Board determined that it would deliberate on the presentation further and asked the Community Liaison Standing Committee to provide recommendations for an employer engagement strategy. The Board determined that members would complete a survey to provide direction to the Community Liaison Standing Committee on where it should focus its attention.

5.2 Risk Management Presentation

Closed.

MNP presented the following concepts to the Board through the presentation on risk management:

- What is Risk
- What is Risk Management
- Various types of risks management
- How will the risk effect the organization
- Develop a strategy to determine if the risk is viable to the organization and stakeholders
- How the Board can use risk assessment when deliberating on a decision

The Board discuss the role that it has in risk management. It was determined that the Board should understand the strategic risk of the apprenticeship and certification system. Furthermore, the Board should recognize where risk might happen and how that risk could be mitigated.

Organizations should focus on mitigating risks that have a high impact and high probability of occurring first, then move on to the other risks.

The Board determined that it would look at risks as they apply to the priorities that are listed in its 2018-2023 Strategic Plan, and consider risk management in future decision making.

2020.04.06 BRANCH UPDATES

6.1 No updates **Closed.**

2020.04.07 REGULATIONS FOR BOARD APPROVAL AND BOARD CHAIR SIGNATURE

7.1 No regulations for Board Chair signature.

2020.04.08 REGISTERED REGULATIONS / INFORMATION

8.1 No recently registered regulations.

2020.04.09 FUTURE AGENDA ITEMS

9.1 Future Agenda Item

Identified agenda items to be discussed at future Board meetings:

- Employer Engagement
- Standing Committees Terms of Reference
- Cook Technical Training
- Esthetician Technical Training
- Hairstylist Technical Training
- Refrigeration and Air-Conditioning Mechanic Technical Training

2020.04.10 CORRESPONDENCE / INFORMATION

10.1 Correspondence

No correspondence.

2020.04.11 CALENDAR EVENTS

11.1 Next Board Meeting

The next anticipated meeting: June 2020

11.2 Upcoming Events:

- Highest Achievement Awards – to be determined
- Apprenticeship Month – November 2020
- Awards of Distinction
November 10, 2020
RBC Convention Centre

2020.04.12 IN CAMERA (IF REQUIRED)

12.1 In Camera (NIL)

2020.04.13 ADJOURN

13.1 Meeting adjourned at 2:59 p.m.

June 17, 2020

*Date approved by the
Apprenticeship and Certification Board*

Original signed by

*Harvey Miller, Chair
Apprenticeship and Certification Board*

Original signed by

*David McCutcheon, Secretary
Apprenticeship and Certification Board*