



**Meeting Minutes**  
**Tuesday, November 15, 2022 | 2:00-3:30PM**  
**Virtual ZOOM Meeting**

**I. Call to Order:**

Meeting Call to Order at 2:05pm by Chair, Dr. Suzanne Magras.

**II. Roll Call:**

Council Members in Attendance	Council Members not present
<p><b>Nesha Christian-Hendrickson, Esq.</b>, Assistant Commissioner, Department of Labor Representative and Legal Council</p> <p><b>Dr. Michael Francois</b>, VI Board of Career &amp; Technical Education Representative</p> <p><b>Shenika Sebastien</b>, Director of Youth &amp; Apprenticeship, Department of Labor Representative</p> <p><b>Dr. Suzanne Magras</b>, Chair, Apprenticeable Occupations Representative</p> <p><b>Carla Scott</b>, Employer Representative</p> <p><b>Chris Richardson</b>, Employer Representative</p> <p><b>Lindsay Askew</b>, Employee Representative</p>	<p><b>JoAnn Murphy</b>, VI Board of Career &amp; Technical Education Representative</p> <p><b>Tarah Graham-Hodge</b>, Employee Representative</p>

Others in Attendance
<p>Michael (Mike) Lawrence, ICF</p> <p>Jean Forde, Department of Labor</p> <p>Gary Molloy, Department of Labor</p>

**III. Approval of September 21, 2021, November 16, 2021, and February 15, 2022 Minutes**

Council member Nesha Christian-Hendrickson, Esq states that member that were on the board previously are the ones to approve minutes. Nesha Christian-Hendrickson made motion to approve minutes and seconded by council member Dr. Michael Francois. Motion carried and minutes approved.

## IV. Report

### A. VI Apprenticeship State Office Report - Council member, Shenika Sebastien (Director of Youth & Apprenticeship) and Michael Lawrence (ICF) reported:

- Twenty-three (23) apprentices currently enrolled in RAP(s) almost doubling the number of apprentices since last council meeting in February 2022.
- Seven (7) Employer Sponsors with at least one RA increasing the number of program sponsors by four (4) since last council meeting in February. Current Program Sponsors are Plessen Healthcare, Peace of STX, VI Professional Charter Association, Islands Seasfire, The Turning Point, Bureau of Correction, and Gold Coast Yachts.
- Occupations apprentices are enrolled in include Massage Therapist, Medical Assistant/Patient Care, Surgical Technologist, Life Safety Coordinator,
- Other occupations approved pending apprentices are Boat Building, Marine Service Technician, Able Seaman, Pipefitter, Cook.
- Projection of “new” apprentices for the next two months: eighteen (18) additional apprentices.
- Sponsor/Employer apprenticeship interested in developing programs in IT, Tourism/Hospitality, Construction, Early Childhood and Healthcare.
- Council member Carla Scott offered to help identify additional individuals in construction sector that would be interested in partnering with the program to help develop opportunities for all the upcoming recovery projects in the VI.

### B. Update on Budget - Council member, Shenika Sebastien (Director of Youth & Apprenticeship)

- As previously mentioned in Council meetings, \$200,000 is available for the Council operational expenses, marketing, webinars, and annual conferences. This is a one-time allotment recommended to expend over a 5-year period (\$40,000 per year).
- To date, no funds has been expended.

## V. New Business

### A. Introduction of newly appointed members - Chair, Dr. Suzanne Magras

- Newly Appointed Council member Chris Richardson (Employer Representative) introduced himself. Chris stated he is the owner of Sand Castle on the Beach Hotel (STX) which has been in business for 7 years. He is excited to be on the Council as it addresses some of the issues business experience. He wants to encourage other employers that the Department of Labor is someone they want to work with and not be afraid of. He is excited to help employers see the benefits of Department of Labor and registered apprenticeship.
- Newly Appointed Council member Lindsey Askew (Employee Representative) introduced himself. Lindsey stated he is the Chief Business Development Officer with The Strategy Group. Last year The Strategy Group partnered with the

Department of Labor LIFT internship program which went really well. The Strategy Group works with the Department of Labor to filled positions. Excited to work with the council to help the Department of Labor expand in the business community. He thinks that apprenticeship programs, particular in the space of disaster recovery, can steer and open up some windows of opportunities for young individuals coming into the workforce.

- Chair, Dr. Suzanne Magras placed on the record the names of the following additional newly appointed council members that were unable to join the meeting.  
JoAnn Murphy, VI Board of Career & Technical Education Representative  
Tarah Graham-Hodge, Employee Representative

**B. Review apprenticeship language – “Utilization of Apprentices on Disaster Recovery Projects” – Council Member Nesha Christian-Hendrickson, Esq**

- Nesha Christian-Hendrickson, Esq shared that we have been able to do something that is unique to the Virgin Islands that have already been done nationally. After discussion with our partners ICF and vetted in the department, language was developed to encourage every entity that bids on disaster related projects to utilize apprenticeship. Next step is for the Council to vote on it as a motion to be ratified by the council and a press release to the public. P&P already approved it, and it will be including it in the language for disaster recovery contracts.
- Document was sent to council members to review during the meeting. Council member Nesha Christian-Hendrickson, Esq made a motion for the language to be ratified by the council and read the document into the record.

**Document Read into the Record:**

**UTILIZATION OF APPRENTICES ON DISASTER RECOVERY PROJECTS**

**\*\*\* NEW\*\*\***

In accordance with the requirements of Paragraph 19 of Addendum II (General Provisions) of the Construction Contracts and in order to build capacity in the Territory, all Contractors and subcontractors performing work on Disaster Recovery Projects will be required to utilize apprentices who are currently enrolled in a registered apprenticeship program with the Virgin Islands Department of Labor or who were previously enrolled in such a program over the last three (3) years.

An awardee under this Contract will be required to:

1. Hire, in addition to any other employee he may retain, apprentices or trainees or both for the performance of the work hereunder, the total number of which shall be determined by the Director of the Division of Apprenticeship upon the basis of one (1) Apprentice (or Trainee) for the first Journeyperson steadily employed, and one (1) additional Apprentice (or Trainee) for every two (2) additional Journeyperson steadily employed.
2. Within ten (10) days of the execution of the Contract, the contractor shall submit to the Division of Apprenticeship and to the Contracting Officer (The Commissioner of the Department of Property and Procurement) a list of the occupations for which Journeyperson will be required in the performance of this Contract.
3. Veterans of the U.S. Armed Forces shall be given priority with respect to the hire of Apprentices and Trainees.

Failure of a Contractor to comply with the aforesaid provisions of this section shall be considered a material breach of the Contract unless the Contractor, after having taken all reasonable action to comply with this section, can demonstrate to the satisfaction of the Commissioner of the Department of Property and Procurement, the requirements cannot reasonably be met to hire a registered apprentice with the Department of Labor for the work under this Contract, or all otherwise eligible participants have declined the employment opportunity and said Contractor receives a written waiver from compliance with this section from the Commissioner of the Department of Property and Procurement.

- Motion seconded by council member Dr. Michael Francois. Council members voted and motion passed.

### **C. Review and Recommendation on VI apprenticeship resources and marketing materials.**

- Resources and marketing materials were shared with new members as part of their introductory package. Materials shared:
  1. Apprenticeship Trifold Brochure (overview of apprenticeship)
  2. Guide to REGISTERING an Apprenticeship Program in the USVI
  3. Guide to MAINTAINING an Apprenticeship Program in the USVI
  4. VI Employer Apprenticeship Interest Form
  5. Apprentice Interest Form
  6. VI Employer FACT Sheet (One Pager)
  7. Apprenticeship Outreach PowerPoint Presentation
  8. Requirements for Apprenticeship Sponsors Reference Guide
- Council Member Dr. Michael Francois recommends documents be place on website to make it more accessible to prospective employers/sponsors and apprentices. He also recommends documents be translated into other languages such as Spanish and Creole.

### **D. Review and Recommendations on target industry areas and licensing board**

- Commissioner of Labor, Gary Molloy provided information to new council members to clarify the concern with the licensing boards. He stated the concern of the licensing boards came up when an employer was trying to get their program registered and hit a bump with licensing. The employer was unable to move forward because the particular board did not have a quorum and there were some requirements in place that would not allow the apprentices that complete the program to be licensed.
- Council member Nisha Christian-Hendrickson, Esq recommended setting up a webinar type format and invite all boards and commissions to get an overview of apprenticeship. Giving them the opportunity to ask questions.
- Chair, Dr. Suzanne Magras agrees with council member Nisha Christian-Hendrickson, Esq recommendation. Inviting everyone and then having separate following up session with boards and commissions.
- Chair, Dr. Suzanne Magras ask Council member Nisha Christian-Hendrickson, Esq and Shenika Sebastien to prepare a draft letter requesting to meet with the licensing boards and commissions.

## **E. Review of Apprenticeship Documentation as a standard practice in the Approval Process** - Chair, Dr. Suzanne Magras

- Chair, Dr. Suzanne Magras feels the Council should be part of the review and approval documentation process for all apprenticeship programs.
- Council member Shenika Sebastien stated that the VI Department of Labor is the State Apprenticeship Office and have the authority to approve programs. Council member Nisha Christian-Hendrickson, Esq. agreed and state the council members should be providing feedback on the industries to focus on and be ambassadors for the areas they represent. Chair, Dr. Suzanne Magras then recommends doing a pilot program with the next interested sponsor/employer.

## **VI. Unfinished Business**

No unfinished business

## **VII. Announcements | National, Regional, Local News**

### **A. National Apprenticeship Week Events - Council member, Shenika Sebastien**

National Apprenticeship Week (November 14-20, 2022) Scheduled Events:

- *Monday, Nov. 14, 2022* – Radio Appearance: Council Member Shenika Sebastien and Assistant Commissioner of Labor appeared on 1340 AM WSTA.
- *Tuesday, Nov. 15, 2022* – VI State Apprenticeship Council quarterly meeting
- *Wednesday, Nov. 16, 2022* – Radio Appearance: Council Member Shenika Sebastien and Council member Nisha Christian-Hendrickson, Esq. to appear on 107.9 FM Da Vybe.
- *Thursday, Nov. 17, 2022* - Employer Forum: Postponed to January. Only one employer registered.
- *Friday, Nov. 18, 2022* – Apprenticeship Sponsors & Apprentices to be highlighted on Department of Labor Facebook page.
- New Apprenticeship website shared with council members.

### **B. Next Meeting**

- Tuesday, February 21, 2023, 2 – 3pm

### **C. Council Members Update**

- No updates by Council members

## **VIII. Adjournment**

Council member Dr. Michael Francois., made a motion to adjourn the meeting and motion seconded by Council member Carla Scott. The meeting adjourned at 3:48pm.