

## **Workforce Development Board of South Central Wisconsin, Inc. Executive Committee Meeting Minutes**

**August 4, 2017**

**8:30 a.m. to 10:00 a.m.**

**Workforce Development Board  
3513 Anderson Street, Suite 104  
Madison, WI 53704**

**Members Present:** Pam Christenson, Laura Cataldo, Kathy Cromey, Alan Langeteig, Randy Guttenberg, and Paul Dietmann (via phone)

**Staff Present:** Pat Schramm, Lameece Tyne, Seth Lentz, Erin Bechen

Christenson called the meeting to order at 8:32 a.m. and noted a quorum was present.

### **Agenda Item 1 – Welcome**

Christenson welcomed everyone.

### **Agenda Item 2 – Review and Approval of the June 19, 2017 Executive Committee Meeting Minutes**

Christenson asked for a motion to approve the minutes of the June 19, 2017 Executive Committee meeting as presented. Langeteig moved approval and Cataldo offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

### **Agenda Item 3 – Approval to Contract with WIPFLI for Audit Services**

Christenson stated that staff is recommending to contract for the PY16 Audit with WIPFLI. She explained that the Wisconsin Workforce Development Association's Finance Committee released a Request for Proposal for auditors and a review score card to evaluate the applicants. Tyne noted that the vendor list in packets was generated based on those who scored high enough. The Committee narrowed it down to four firms.

Cromey asked how long we have been with WIPFLI and Lameece stated over 7 years. There have been some changes to lead staff at WIPFLI which brings a different perspective which the Board sees as positive.

Langeteig asked if you can go to a different firm from other Boards. Lameece stated that yes Boards can choose who they want.

Schramm shared that if you switch auditors, you want to have a good reason because it takes a lot of training and time spent with preparing them for the audit. Schramm shared that she is impressed by teams that WIPFLI has sent.

MOTION: Christenson asked for a motion to approve a contract for the PY16 audit with WIPFLI. Langeteig made a motion to approve the recommendation. Guttenberg offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

#### **Agenda Item 4 – Leap and Windows to Work Contracting**

##### **Extension of Dane County Jail Contract**

Christenson explained that the Board received a grant extension for the LEAP Program through June 30, 2017 with the contingency that we cannot enroll any new participants. The Board has been directed by the Department of Labor (DOL) to concentrate efforts on the outcomes for all the persons enrolled as of June 14, 2017. She noted that the WDB staff is recommending the following:

- 1) Extension of the Dane County Jail Contract to provide services to those inmates still incarcerated and support access to county services for inmates releases. Contract will be for .5 FTE position at a cost of \$41,000 for the period of July 1, 2017 through June 30, 2018.
- 2) Approval of a new contact to the Employment and Training Association (EATA) which will replicate the Windows to Work Contract work.
  - .75 FTE funded by LEAP to provide job coaching to person who have completed the LEAP funded Windows to Work Training.
  - 1 FTE to conduct a job club specifically for LEAP completers.
  - .5 FTE Supportive Staff to assist with follow-up and reporting
- 3) Expand the Employment and Training Associations current Windows to Work contract to add staff to support Fox Lake Correctional Institution. The contract amount will be contingent on the State of Wisconsin Department of Correction budget that is under consideration by the State of Wisconsin Legislator as part of the July 1, 2017 state budget.

Schramm shared that LEAP is a prototype job center within jails. The timing of people releasing hasn't taken place right after the jail part. To ramp this operation, you need more than 18 months. DOL has asked contractors to not enroll anymore people but work with the 84 current participants and get them to the outcomes. One aspect is Job Club which would be in the Job Center or somewhere else in the city. The Board would ask for a supportive service position for coordination. Any remaining funds would be used for rent, transportation, etc. Schramm stressed that this is going to be the future workforce.

Langeteig asked about Job Clubs. Schramm stated that Job Clubs are concentrated gatherings – staff provide resources, peer networks, job search.

Catalo asked if EATA has the staffing available. Schramm shared that they would hire if approved.

MOTION: Christenson asked for approval of the three recommendations presented. Guttenberg moved approval and Cataldo offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion

#### **Agenda Item 5 – Contracting Contingency to transfer Dane County area Out of School Youth Resource Specialist (RS) staff position from Operation Fresh Start (OFS) to the Employment**

## **and Training Association (EATA) if hiring and retention problems occur in filling Resource Specialist Vacancy**

Christenson reported that Operation Fresh Start has been serving as the employer of record for the Out of School Resource Specialist. The position is designed to provide supportive services to all of the Out of School Youth Contracts in Dane County. Operation Fresh Start has encountered challenges in keeping this position filled which is causing backlog in work to all of the other contractors. The position has been vacant for 4 months. OFS has notified the WDB staff that they have made a verbal offer to a person to fill the position and hiring is pending completion of background checks.

Because this is such a critical service feature to the Out of School youth efforts, the Board staff is asking for the contingency that if the position is not filled or becomes vacant again during the first quarter of PY17, that the contract responsibilities will be transferred to the Employment And Training Association and supervision be placed under the responsibility of the One Stop Operator.

Schramm shared that prioritization of this position hasn't been evident. Schramm noted that we can't have a delay in hiring in the future again.

She added that we added two more Resource Specialists – one with Central Wisconsin Community Action Council (CWCAC) and one with Community Action Coalition (CAC). We have a full team. Dane County is the largest area and we need to have coverage with this position.

Langeteig asked if they care if they have this position. Schramm shared yes as they have a lot of young people.

Cataldo asked if limiting it to first quarter of 2017 too little. Schramm shared that we could amend it to say this is for all of PY17.

MOTION: Christenson asked for a motion to approve the contingency that if the RS position is not filled or becomes vacant again, the contract responsibilities will be transferred from OFS to the Employment and Training Association and supervision be placed under the responsibility of the One Stop Operator with the amendment to apply for all of PY17. Cataldo moved approval with the discussed amendment and Langeteig offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

### **Agenda Item 6 – Closed Session**

MOTION: Christenson asked for a motion to move into closed session. Cataldo moved approval and Cromey offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Personnel related discussion.

### **Agenda Item 7 – Adjournment**

Christenson asked for a motion to adjourn. Clarke moved, Cataldo seconded. The vote was unanimous in favor of the motion.

Meeting was adjourned at 10:00 am.

Respectfully Submitted:

Brian Pulford  
Board Secretary  
Workforce Development Board of South Central Wisconsin, Inc.

Attachment for Board Records:

- Agenda
- Minutes from June 19, 2017
- Audit RFP List
- Financials