

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

**Thursday, March 15, 2018  
8:30 a.m. to 10:30 a.m.**

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

**Members present:** Pam Christenson, Ed Clarke, Kathy Cromey, Paul Dietmann, and Alan Langeteig

**Members present via phone:** Brian Pulford

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

**Agenda Item 1 – Welcome**

Christenson welcomed everyone and called the meeting to order at 8:34 a.m.

**Agenda Item 2 – Review and Approval of January 12, 2018 Committee Meeting Minutes**

Christenson asked for a motion to approve the minutes of the January 12, 2018 Executive Committee meeting as presented. Pulford moved to approve and Cromey offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

**Agenda Item 3 – Review of Fiscal Report**

Tyne reported that the financial statement presented is for the end of January 2018. She noted that the total corporate expenses are ahead of schedule because of the one-time payment of some expenses such as insurance and facilities. Everything else is on target. There are a few items over budget because we had to replace a server (in technology line). In addition, public notice and advertising are a little higher due to RFP's going out, etc. She stated that we are approaching the end of the quarter so we will be looking at expenses and reallocating for the quarter. Schramm shared that Alicia recently left to pursue a different career choice. Chris Ziegel is our new Fiscal Assistant and he is doing great.

Langeteig asked about workers compensation and Lameece stated it is up because of timing and is due to work experience and those individuals being our employees. We do get refunded every year.

Christenson asked for a motion to approve the fiscal report as presented. Dietmann moved to approve and Clarke offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.



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#### **Agenda Item 4 – Update on new Grant Applications**

Schramm shared that within six weeks, we have received notification of three grant opportunities.

##### ***Youth Apprenticeship***

Schramm shared that we complete the Youth Apprenticeship proposal every year but we did ask the consortium if they would like the Board to continue being the administrator and they said yes. She stated that we expect the grant to be \$400,000 plus. We received \$359,100 this year and we are over enrolled by 55 people for this year, which is allowed. We will add \$49,500 for this year if state approves the additional request. We will also increase next year's request.

##### ***Fast Forward Collaboration with UW Health***

Schramm reported that we have been working with UW Health and SSN to establish Medical Assistant training. There is a huge hiring need and unfortunately the technical colleges aren't able to generate enough due to certifications. She explained that in the health care world, there is a new business model where clinics are using medical assistants per physician rather than more expensive nursing staff. The pay scale is from \$16-\$22 per hour. We have tried to support them in applications; we put in one for SSM 4 years ago and then again 2 years ago and we didn't receive them.

UW Health is building a clinic facility to do excess training. They are going to run Medical Assistant programming targeted to incumbent workers and our Middle College graduates. She noted that UW health has been taking our middle college grads and tracking them in career paths to Medical Assistants.

Christenson asked if we have stats on middle college grads. Schramm said they have all been picked up by UW Health or SSM if they continue in patient care. UW Health focuses a lot on diversity.

The Board will be an applicant and fiscal agent. We will collaborate and strengthen middle college.

Schramm noted it is a 2 year grant in the amount of \$380,000 to \$400,000 for Medical Assistant training to serve approximately 60 students.

Clarke asked about the Board being a fiscal agent and the Board writing for someone else. Schramm shared it is appealing because we do get administrative funding but we also get to collaborate in development of programming which is important for our programming.

Schramm noted that Fast Forward is state money so the participants don't need to be WIOA eligible.

##### ***DWD Youth Medical Career Pathway***

Schramm shared that the last grant opportunity is DWD Youth Medical Career Pathways (also Fast Forward funds). It is up to 1.5 million to support the MMSD Personalized Health Care work. Currently there are just under 1,000 students who will be enrolled for school year 2018/19.



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The grant opportunity also addresses the outreach to 8<sup>th</sup> graders who are targeting the Health Care Pathway as freshman. The hope is to build some dual instruction capacity and outreach strategies that can be seeded to the rest of the region. The grant is for a 13 month period starting in June 2018 through June 30, 2019.

Schramm shared there will likely be some rapid response activity. Lentz added that we have had 8 companies at the WARN notice level and we can pursue additional resources for these. We are also working with staff to create some new outreach strategies to support our dislocation rapid response activities.

Langeteig asked about MA and if it has been around for a long time. Schramm shared it has been around for a long time but not in as big of a role. They are replacing nurses with Physicians Assistant's in the clinical setting and attaching multiple medical assistance to each physician and physician assistant.

#### **Agenda Item 5 – Briefing on DWD January Monitoring and Preparation for Department of Labor Monitoring Visit**

Schramm reported that we had the Department of Workforce Development (DWD) here at the end of January for monitoring. We have not received our official letter but we asked our program liaison for feedback.

The one thing that was brought up that we need to deal with is from the time we certified the board from the time final regs came out (March of 2016) there was a change in regulation for the standing committees of the Board. The Feds have added that Boards must have one non-Board member on the standing committees of Planning and Development and Youth Committee.

The non-board members are expected to have:

Planning and Development – expertise in the one stop delivery system – we are recommending the One Stop Operator and maybe South Central Wisconsin Community Action Coalition.

Youth – include a community base organization with demonstrated record of success in serving eligible youth. Schramm added that the decision on who to ask is difficult. We need to select a representative who does not have a conflict of interest as a contractor and must be a 501c3 organization. She noted that we might want to look at an organization that is offering critical supportive services to our eligible youth such as the Central Community Action Council's. It would also be good to include an agency that has a more rural focus. Schramm shared that this may be an opportunity to re-engage the Central Community Action Council who serves Columbia, Dodge, Sauk and Marquette Counties. Schramm suggested Fred Hebert of a designee.

Clarke asked if either of the proposed recommendations would need to abstain on many votes the committees take. Schramm said yes they would likely need to abstain if they are directly impacted by a



funding recommendation which is the same rule that applies to all Board members. In addition, we would need to put their names under our insurance policy. That is the lowest risk.

Christenson's only concern is Fred's status and not having turn over if he is planning to retire anytime soon. Schramm will find out as she believes he has a succession plan and the person has a lot of experience.

Clarke asked if the One Stop is a 501c3. Schramm said yes that it is a separate contract and EATA receives the money.

DWD provided the following positive feedback:

- 1) Positive feedback on Middle College.
- 2) They really liked how the Board defines internal staff roles in our bid.
- 3) They really liked the out of school model with the consistent caring adult.
- 4) They really liked the Board talking cards.

Schramm shared that on the program side we do have issues around the timing of data entry into the state ASSET system and our backup documentation in the field. We work at this constantly. DWD has offered to come to a system wide staff meeting to offer training on what is expected so that our contractors hear the message from DWD, not just from us.

Also, Schramm will be having a conversation with DWD on what needs to be done with DWD before the DOL visit. Schramm reported that we did a Memorandum of Understanding (MOU) which was a huge body of work. We figured job center costs, negotiated with LEO's, etc.

Schramm researched and found a Department of Labor (DOL) tool kit on MOU development. Schramm is going to call DWD to follow up on this to be sure that we will have everything available for the DOL monitoring in June.

DOL is specifically coming to look at the MOU and the youth program.

### **Agenda Item 6 – Briefing on Updating WIOA Local Plan – Content and Timeline**

Schramm reported that DWD will submit their plan to DOL. Any changes will then trickle down to Boards.

She directed people to the document about regional planning.

She shared that we are not in this but the new plan will include two regional planning areas: WOW, Employ Milwaukee and South East; Fox Valley and Bay Area. These 5 Boards will have to do regional plans. DOL has engaged a consulting company to help them through this process. Schramm shared on the Local Plan itself, DWD sent the criteria for us to do a plan modification. The criteria includes: 1) significant change in labor markets; 2) increase or decrease 15% or more in Title 1 funds and partners

funds; 3) any serious changes to One Stop System. Schramm said we will likely have to address the labor market information. We would present to the Board at the May meeting.

**Agenda Item 7 – Adjournment**

With no additional business for the Committee, Christenson asked for a motion to adjourn at 10:32 a.m.

Adjourned: 10:32 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Minutes from January 12, 2018
- Financials
- Regional Plan DWD



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