

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

**Tuesday, April 24, 2018
8:30 a.m. to 10:00 a.m.**

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

Members present: Pam Christenson, Chair; Laura Cataldo, Ed Clarke, Kathy Cromey, Paul Dietmann, Alan Langeteig, Randy Guttenberg

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

Agenda Item 1 – Welcome

Christenson welcomed everyone and called the meeting to order at 8:36 a.m.

Agenda Item 2 – Review and Approval of March 15, 2018 Committee Meeting Minutes

Christenson asked for a motion to approve the minutes of the March 15, 2018 Executive Committee meeting as presented. Clarke 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 and Approval of Board Financial Report

Tyne provided an update on the February 2018 financial statements and noted there are not a lot significant changes; everything seems to be in line for the year end. She shared that this is the time we will start to look at where we are budget wise for the new fiscal year. There will be some shifting due to new grants, old grants, etc.

She noted the Internet and IT line and stated that we did have some server work done. We had to increase our internet. We also had some maintenance on the fiscal computer and software due to a potential virus. We do have a monthly IT maintenance fee that we will plan for in PY18.

Schramm added the LEAP grant will be ending so we will make sure those funds are spent and aligned appropriately.

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

Agenda Item 4 – De-Brief on DWD January Monitoring

Christenson reported that the Board received a 39 page monitoring report. Christenson shared that we do have to take action on two items. Schramm added that approximately 50% of the pages were around the Civil Rights Compliance/Equal Opportunity.

Tyne shared that they switched core reporting systems to a system called COMET. This is where you record expenses, admin expenses, etc. Some of the reporting fields have unobligated admin. Tyne stated that she put unobligated admin into various sections where it was requested the Board was cited for a finding.

Finding #1 – Governance: Standing Committees of the WDB do not include non-WDB members, as required by Federal Regulation.

Required Action: The WDB must appoint at least two non-board members to each Standing committee established in the WDB bylaws.

Appeared in Previous Report: 2016-2017 Coordinated Monitoring

Schramm shared that no one caught this, including DWD. She explained that on July 1, 2016 – changes to regulations included a change in status of standing committees of the Board. In PY15, it said you may have non-Board members serving on standing committees and in PY16, it changed to must have non-Board members serving. Schramm shared there is a liability of non-Board members.

Clarke asked about the MOU and Schramm shared that we will have both sets of documents available to the Department of Labor when they monitor in June. Lentz added that we are in the process of trying to figure out the EO/Accessibility information in the MOU and what needs to be completed and included.

Finding #2 – Program: Eligibility is not sufficiently established.

Questioned Costs: Potential (\$13,868.91)

Required Action: Provide sufficient documentation to establish eligibility for the PINs Identified in Attachment A. If determined ineligible, provide a detailed accounting of all direct costs spent on that participant for DWD-DET review. DWD-DET will then provide guidance on how and when to reimburse disallowed costs. Provide training to career planners on eligibility requirements and allowable documentation of eligibility criteria.

Appeared in Previous Report: 2016-2017 Coordinated Monitoring

Schramm shared that we went through all of the files and we do not have any disallowed costs. Lentz shared that DWD is ramping up documentation, evaluation, EO. This was a new standard for us. There

were a few files that didn't meet their new standards and we were able to track these files down, fix them and train staff on the appropriate documentation. We also asked for further guidance from DWD.

Schramm added that DOL is arriving and the DWD team has not ever been monitored by DOL.

Finding #3 – Program: Failure to follow federal law and local policies on contact, exiting and follow-up.

Required Action: Correct the PINs identified in Attachment A. Conduct a thorough Review of the entire active caseload to determine whether the participants should Remain in participation or exit to the last date of service. Complete this task by 6/30/18, and provide a report to their Local Program Liaison. For participants currently in Follow-up, instruct Career Planners to adhere to the requirements of the local Follow-Up Services Policy.

Appeared in Previous Report: 2016-2017 Coordinated Monitoring

Finding #4 – Fiscal: Obligation of Admin Funds

Required Action: An obligation is only to be reported when there is a legal commitment to pay. Reduce obligations on COMET that don't comply with this definition.

Appeared in Previous Report: 2016-2017 Coordinated Monitoring

Finding #5 – CRC/EO: Update Complaint/Grievance Procedures.

Required Action: Update Complaint and Grievance procedures to include all relevant Timelines. This was a finding in PY14, and although is a work in progress, remains a finding for this PY. Specifically, WIOA Complaint/Grievances policies and procedures must be updated to describe the correct timelines and procedures that must be used when a complaint/grievance does not involve a claim of discrimination. Provide a copy of the updated policies to the DWD-DET EO Officer once the corrections have been completed.

Appeared in Previous Report: 2016-2017 Coordinated Monitoring

Agenda Item 5 – Discussion of Adjustment of Corporate Bylaws due to changes to WIOA Regulations

Schramm directed members to the two handouts and reminded that committee that if the Board has any standing committees, then there must be at least 2 non-Board members on each standing committees. Traditionally all committees were standing committees besides the Board. She shared that Board staff had talked through with DWD staff during our monitoring that it was not appropriate for non-Board members to serve on Executive Committee or Audit due to the nature of these committees.

Schramm is recommended amending the Board Bylaws to remove Executive Committee and Audit from standing committee status and just state these two committees as Committees. She recommended then having two Standing Committees – Planning and Development and Youth. The Board would also have Ad Hoc Committees as needed.

In terms of timeline, she stated that the bylaw change would first need to go to the Board and those will be sent on April 25, 2018. The Board will review the changes at the May 17, 2018 Board meeting. Then the Board will vote on the changes in September (with notification 10 days prior of vote).

Cataldo asked why Youth is a subcommittee. Schramm shared it used to be Youth Committee and Youth Council. Schramm needs to change this to Committee.

Clarke asked where it states who needs to be on the Committees. Schramm said in the regulations.

Schramm noted that our Bylaws say may and she would like to keep this instead of changing it to must because our funds include other funds than Workforce Innovation and Opportunity Act (WIOA). Cataldo suggested having a similar sentence for Planning and Development as well. Clarke suggested for Youth Committee it should read "shall include representative members of the Board" instead of implying "all" members. This would also apply to Planning and Development as well.

MOTION: Christenson asked for a motion to accept the bylaw changes with the discussed notations accept bylaw changes. Guttenberg moved to approve and Cataldo offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 6 – Appointment of Additional Members to Planning and Development and Youth Committee

Christenson shared that we need to appoint non-board members to these two committees. Schramm shared that we initially thought it was one so Christenson appointed:

- Fred Hebert – Youth Committee
- Julie Enloe – Planning and Development

She shared that we need two more appointments and staff recommends:

- Jim Falco – Madison College, Associate Vice President, VP for Student Development (all Satellite Campuses – Youth Committee
- Lynn Forsyth – Director of Jefferson County Literacy Council – Planning and Development.

MOTION: Christenson asked for a motion to accept Jim Falco and Lynn Forsyth for the two committees noted. Guttenberg moved to approve and Clarke offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 7 – Discussion and Approval of Contracting for Apprenticeship Expansion Programming



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Christenson reported that the Workforce Development Board just received the Apprenticeship Expansion Grant. The Board has received \$175,000 to contract for programming targeted to supporting minority person moving into registered construction apprenticeships (minority includes people of color and women). The grant is only available until April 30, 2019.

Schramm stated that we need to build on work that is in progress. After research and contacts with agencies working in this space, the WDB staff makes the following recommendation for contracting:

1. Contract to convene and establish a recruitment and training if needed for women who are interested in entering registered apprenticeship construction trades. Budget up to \$50,000 for outreach and additional training if added instruction is needed. Options for contracting will be UW Extension Center of Workers, Madison College registered apprenticeship outreach personnel and possibly Women in Trades #2 out of Chicago. Schramm shared this may be a contract.
2. Contract with Urban League of Greater Madison to identify persons who have completed the Foundations for Trades or START pre-apprenticeship programs to coaching trainees into positions with registered apprenticeship companies. May involve the Board staff organizing a more direct connection between Urban League and Associated Builders and Contractors (ABC). Contract up to = \$50,000.
3. Work with WRTP Big Step to follow-up with Employers who have registered apprenticeships. Engage in a discussion with hiring entities about any minority and women they did not hire and what does each person need to be hired? Then provide the coaching and mentoring to re-apply. Contract up to = \$75,000 to WRTP Big Step.

In addition, ask WRTP Big Step to hold an additional Pre-Apprenticeship session targeted to minorities. Using the BAS approved curriculum and follow-up with tutoring to the Apprenticeship Exams and place to a company that is a registered apprenticeship sponsor. Schramm shared there is additional money coming and there will be biotechnology programming.

Cataldo expressed her concern with Big Step capacity. Schramm shared that the contract would be with someone in Madison. Schramm shared that in order to contract, we would need to know their staff could do this and there will be discussions prior to any contracting.

Christenson asked about the funding and if we can't spend it. Schramm assured her that we have other opportunities that we can partner to spend the funds.

Lentz added there are potential opportunities with Madison College with individuals in corrections.



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Schramm noted that plan B if the work with Big Step wouldn't work would include working with Latino Academy or Stevens Construction on their pre apprenticeship programs.

Clarke asked about the structure and who gets to identify who gets to be in the grant. Does the money from the state say we will work with this group or that group? Schramm said they are telling us we have the latitude to say who we are going to work with. BAS assisted us in identifying populations and they will approve the work plan. The WDBSCW will submit for approval from BAS recommendations for contracting and will outline initial efforts.

Clarke has some language recommendations that he will send to Pat.

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

Agenda Item 8 – Closed Session

MOTION: Christenson asked for a motion to enter into closed session to discuss personnel. Guttenberg moved that the committee move into closed session, Clarke offered the second. The vote was unanimous in favor of the motion.

The committee discussed personnel.

Motion: Christenson asked for a motion to enter into closed session. Clarke moved, Dietmann seconded. The vote was unanimous in favor of the motion.

Agenda Item 9 – Discussion and Approval of PY18 Corporate Budget

Schramm review the Corporate Budget document. Staff is requesting that the Executive Committee approve a baseline budget until the Board receives its PY18 allocations. The staff removed the funding of vacant positions which reduced the over budget request for PY18 by 9%. The staff will ask the Executive Committee to re-consider the corporate budget for any personal adjustments after we receive PY18 allocations from Department of Labor and the State of Wisconsin. After discussion, Christenson asked for a motion to approve the corporate budget as presented. Guttenberg moved approval, Clarke offered second. The vote was unanimous in favor of the motion.

Agenda Item 10 – Adjournment



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

Adjourned: 10:10 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Minutes from April 24, 2018
- Financials
- Bylaws
- Budget Documents