

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

**September 13, 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, Paul Dietmann, Randy Guttenberg, Alan Langeteig

Via Phone: Brian Pulford

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

Agenda Item 1 – Welcome

Christenson welcomed everyone and called the meeting to order at 8:00 a.m.

Christenson mentioned the recent WEDA awards and that the UW Health HOPE project was a finalist and selected as the winner.

Agenda Item 2 – Review and Approval of June 20, 2018 Committee Meeting Minutes

Christenson asked for a motion to approve the minutes of the June 20, 2018 Executive Committee meeting as presented. Langeteig moved to approve and Pulford offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 3 – Report on the PY 17 Financial Report

Tyne reported that in the packets is the fiscal year end June 30 financial statements and they are preliminary. The Audit starts on Monday, September 17, 2018. She noted that we are on target with the budget. We had significantly more IT expenses this year than in the past but hopefully that will not continue in the future. We are in budget on every line item and expense.

Christenson asked why Middle College came in under budget. Tyne shared that in the past, we have been budgeting but they have been purchasing at the end of the year for the next year. They also ran more efficiently.

Langeteig asked about the revenue vs actual in the WIOA area. The biggest variances are in the WIOA sections because the largest influx is in the WIOA adult program and that is why we have been doing



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transfers of funds from dislocated worker to adult. Schramm shared that we do a sweep for training funds – as bills come in, excess reservations are swept and then re-obligated to the training areas that need additional funds. Schramm shared that staff vacancy at the subcontractor level are the biggest sway in money. If the subcontractors do not have personnel to charge against the grant then they cannot spend the funds which causes accumulation. If they don't spend the staff salary funds, they can't spend the fringe or related office expenses. These kinds of under expenditures causes a carryover in the new fiscal year.

Schramm shared that our budget is based on a simulation document. She noted that staff work on the budget months prior to the new fiscal year. There are core funds and then new money. She directed members to the budget document. Core money comes in admin, youth, adult and dislocated worker funds. Then there program targeted funds such as the Youth Apprenticeship, Rapid Response, etc.

Agenda Item 4 – Report on Updates to the PY 18 Budget

Schramm provided the following update:

- DWD WAGE\$ Grant – We are in the fourth year in a five year grant. This grant supports development in new apprenticeship areas. In south central this work is focused on establishing registered apprenticeships on the Health Care and IT industries.
- Independent Living Grant – Regional grant to serve youth aging out of Foster Care. Grant includes 15 counties with the South Central, Southwest and WOW workforce development areas.
- Apprenticeship Expansion – We had been planning for three years and received this grant at the last minute. Ends April 20, 2019. The work includes expansion of registered apprenticeships in the Construction Industry to persons of color and women and establishing a new Biotech registered apprenticeship.
- Windows to Work – Workforce development work with person who are incarcerated at Oregon and This Fox Lake Correctional Institute and are within 180 days of release.
- Fast Forward – Grant with WWDA that is includes manufacturing training for state institution incarcerated person
- Additional Assistance to dislocated Kraft workers.
- Fast Forward – Partner with UW Health to establish a Medical Assistant Registered Apprenticeship.
- We are also getting smaller first step Rapid Response grants. First we do a staging grant in the max of \$10k around a dislocation. We currently have four in progress: Babes / Toy R Us, Boston Store, West and Western.

Schramm asked the members to look at the total line in green. We were able to free up money in admin. We were also able to free up youth and dislocated worker money. We will reserve the balances to apply to any WIOA funds areas that reduce in the PY19 budget. We will also continue to request transfers of funds from the dislocated workers to the adult program as needed.

Agenda Item 5 – Request to ask the State of Wisconsin Department of Workforce Development to transfer \$100,000 from the PY 18 WIOA Dislocated Worker Revenue to the PY18 WIOA Adult Revenue

Schramm shared that we would like to ask for a transfer from the PY18 funds – from dislocated worker to the adult in the amount of \$100k. We have a high demand to training adult participants. At the end of the first quarter, we are over 50% of our planned training and support budget.

MOTION: Christenson asked for a motion to approve the transfer from dislocated worker into adult in the amount of \$100k. 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 6 – Review and Approval of Fraternalization Policy

Lentz shared that our work with the Department of Corrections (DOC) is continuing to grow and they have in our contracts that we need a Fraternalization policy.

Lentz explained that fraternization is a policy that says you are not going to fraternize with inmates outside of prescribes work interaction. Any non-work related interactions need to be disclosed so there isn't a perception of inappropriate relationships.

We took language from a draft policy that was developed by the Department of Corrections (DOC). DOC has Executive Directive 16 which covers everything and maintains compliance with the organization. It also spells out that the policy is not limited to just DOC, but could cover other reentry engagements.

DOC requires that our subcontractors also have a Fraternalization Policy. We will require our subcontractor to implement the presented policy as part of our subcontracting document.

Cataldo asked if the WDB is responsible for monitoring of contractors. Lentz stated yes. In the subcontractors, there would be another step – information would be disclosed to the Board and then we would forward on to DOC. In addition, we learned that they will monitor utilization of DOC database so there is extra safeguarding of the inmate.

Tyne added that the DOC contract is with us. We need to expect that the subcontractors are held to the same standard.

Christenson asked if the policy stay with the individual/inmate upon release. Tyne shared that this is on the staff serving the inmate. Lentz added it is the personal relationships that need to be disclosed not the work relationship.

MOTION: Christensen asked for a motion to approve the fraternization policy as presented. 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 7 – Discussion of 2019 Workforce Development Board Officer Terms of Service

Schramm shared that we have had some retirements on the Board. For Board Officer Membership, Brian Pulford will stay in place until December 31, 2018. We will be asking Pam Korth from Apache to replace Brian Pulford starting on January 1, 2019.

Schramm asked that the current officers consider holding their current offices for one more year until January 2020. The Executive Committee agreed with the request. The discussion at Executive Committee is that we have many new Board members who need to have an opportunity to serve for another year before they would be asked to step into an officer role.

The Executive Committee will also be asking for appointment of Allen Langeteig into the SAGE position. This will also Alan who retire in June 2018 to continue to serve as past chair until Pam Christenson would advance to past chair on January 1, 2020. With this activity, we will only need to fill the Secretary position for January 1, 2019. The Executive Committee will make a recommendation to the Board for Secretary at the December Annual meeting.

MOTION: Christenson asked for a motion to approve the 2019 Board Officer Terms of Service. Guttenberg 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 – Review of Workforce Development Board Membership Re-appointment and New Appointments for January 1, 2019

Schramm shared that the goal is to bring new members to Executive Committee so that we are positioned for future Board officer leadership. Schramm reviewed the handout of re-appointments and new appointments.

Ask Francis Langer from Nestle (Jefferson Co.) to accept Secretary position. Francis serves on the Youth Committee.

Ask Margaret Leitinger (Spherion) to Chair Planning and Development.

This would start in January 2019. It is best for positioning future leadership if private sector persons serve as Chair or Chair Elect.

Schramm met with the LEO's and brainstormed on replacements, However Vern Gove from Columbia County was not present. Pat will need to review any changes suggested with Vern Gove before extended any asks to possible appointees.

Marquette County – would get someone from Long Term Care or hospitality. Guttenberg recommended Rendezvous (right in the middle of downtown Montello). Gumz farm. The group suggested talking to Kathy about potato farmers in that area.

Ryan Pulvermacher left Ho Chunk and is now working at M3 in Madison. We would want someone from Ho Chunk that lives in Sauk County. Schramm will work to identify a new board member from Ho Chunk,

Agenda Item 9 – Adjournment

With no additional business for the Committee, Christenson asked for a motion to adjourn at 9:40 a.m.

Adjourned: 9:40 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Minutes from June 20, 2018
- Fiscal Documents
- Board Appointments



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