

**Workforce Development Board of South Central Wisconsin, Inc.  
Full Board Meeting Minutes (Final)**

**Thursday, May 25, 2017  
United Way of Dane County  
Madison, WI  
11:00 a.m. to 1:00 p.m.**

**Members Present:** Pam Christenson, Chair; Turina Bakken, Dave Branson, Laura Cataldo, Kathy Cromey, Paul Dietmann, Nancy Elsing, Alex Fralin, Matt Hurtienne, Bob Kellerman, John Lalor, Nick Lampone, Francis Langer, Joe Ledger, Barb LeDuc, Ann McNeary, Melissa Montey, Ryan Pulvermacher, Howard Teeter

**Via Phone:** Lindsay Jones, Dave Phillips, and Brian Pulford

**Guests Present:** Jon Danforth, Julie Enloe, Aaron Sarbacker, Jason Frey, Chance Strom

**Staff Present:** Pat Schramm, Seth Lentz, Erin Bechen, Danica Nilsestuen, Tia Rice, Jackie Hall, Lameece Tyne

Christenson called the meeting to order at 11:05 am. She noted a quorum was present and the meeting was properly noticed.

**Agenda Item 1 – Introductions & Announcements**

- a. Public Comment – None
- b. Announcements

Schramm congratulated Brakebush Brothers on their recent award. She also noted that this will be Turina Bakken’s last Board meeting because Madison College has appointed Bryan Woodhouse to serve on the college’s behalf. Woodhouse is the Associate Vice President for Strategic Partnerships & Innovation at Madison Area Technical College.

Christenson mentioned the upcoming South Stoughton Road Business Walk where 150 volunteers will visit 400 businesses in the Stoughton Road area. Schramm will follow up with the link to register. Christenson encouraged members to attend.

Bob Kellerman shared that the older worker training program (a federal program) employs persons on a part time basis that are unemployed to get on-the-job training, etc. In Dane County, there are 88-90 people in the program. Participants get paid a minimum wage and also receive supportive services and training. He shared that in the recent federal budget, this program was zeroed out.



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This program will not continue and those in the program will be affected. He noted that some people could be pushed to homelessness and chronically unemployed. He asked the Board and staff to make a statement to the legislation.

MOTION: Christenson asked for a motion to direct the staff to provide a statement to the appropriate legislations on the Board's behalf. McNeary moved to approve the motion as presented. Kellerman offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

### **Agenda Item 2 – Review and Approval of March 16, 2017 Full Board Meeting Minutes –**

Christenson asked for a motion to approve the March 16, 2017 meeting minutes as presented. Teeter moved to approve the minutes as presented. Lalor offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

### **Agenda Item 3 – Report of the Executive Committee**

Christenson shared that the Executive Committee met on April 10, 2017.

The Executive Committee approved a request to transfer \$50,000 from the Dislocated Worker Program to the Adult Program. The Board continues to have the highest demand for services from the Adult Population. She reminded the Board that the Adult Population are unemployed people who are economically disadvantaged, persons with income at or below the poverty level. These people can be both unemployed and/or underemployed.

The Executive Committee also approved the Board's corporate budget for July 1, 2017. Overall the corporate budget increased 3% over last year. The Board's personnel costs increased 5% because the Board is adding one Program Manager Position that we will use to help with the Special Projects that are developing primarily supported by non-WIOA funds. Schramm shared that we are working very hard to diversify our funding base. The new revenue split for PY17 is 75% WIOA and 25% combination of other funds. Our non-personnel related budget decreased by 5%. The budget summary is in your packets on the left hand side. Any questions can be directed to Pat.

The Executive Committee also adopted a new set of Executive Competencies that they will use for Pat's annual evaluation which will take place on June 19, 2017. A copy of the Executive Competencies are on the left hand side of folders. Christenson stated that Pat always meets and exceeds those competencies.

Lalor stated that it seems like there is a gap where people wouldn't be served – in regards to Kellerman's statement. Is there a way to fill this gap? Schramm stated that if this plays out, we could hold a special workshop for older worker individuals.

### **Agenda Item 3 – Recommendation from the Planning and Development Committee for Program Year 2017 Adult and Dislocated Worker funded contracts for July 1, 2017 through June 30, 2018**



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Christenson provided a Planning and Development Committee recap. She stated that the Planning and Development Committee met on April 4, 2017. The meeting had two main agenda items: an update on the MOU status and contract renewal recommendations (Windows to Work (W2W), One-Stop Operator (OSO), and Adult & Dislocated Worker Program (workforce system)).

She stated that Seth will walk the Board through the presentation and recommendations. There are printed versions in the folders and action will be taken on each recommendation.

### **Windows to Work**

Lentz reminded the Board that the current contractor is the Employment and Training Association (EATA). He noted that the program volume has been consistent. The recommendation is to renew the contract with EATA for the same amount. He shared that we are hopeful to have additional funding opportunities for expansion. The July 1 contract date will put this contract on the same procurement schedule as other contracts.

#### **RECOMMENDATION:**

- Extend the contract with Employment and Training Association (EATA) to provide the Windows to Work Program for Program Year 2017 (July 1, 2017 – June 30, 2018)
- For up to \$79,250 to serve a minimum of 30 new participants

**MOTION:** Christenson asked for a motion to approve the Windows to Work recommendation as presented. Lalor moved to approve the motion as presented. Ledger offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

### **One Stop Operator**

Lentz shared that the One Stop Operator will be important to the Memorandum of Understanding (MOU). Julie Enloe from EATA facilitates this role for us. This function is targeted at Job Center coordinated services like cross training of staff, equal opportunity, representation and coordination in the community.

#### **RECOMMENDATION:**

- Renew the One-Stop Operator contract with the Employment and Training Association for the One-Stop Operator for Program Year 2017 (July 1, 2017 – June 30, 2018)
- For up to \$98,900

**MOTION:** Christenson asked for a motion to approve the OSO recommendation as presented. Branson moved to approve the motion as presented. Cromey offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

### **Adult and Dislocated Worker**



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Lentz reminded the Board of the strategic planning process and the importance of short term training engagements. He reviewed the WorkSmart Network Service Model. He noted that apprenticeship is another method of training and the Board is looking to ramp up and expand in this area more. He shared that in the Planning and Development Committee, there were some questions around recruitment and triage. He stated that the Board and contractors weren't capturing the engagement appropriately. This has become part of our recommendation so that the tracking can be more accurate of all of those engagements.

He reviewed the staff functions and strategies. He shared that the model is really working so we didn't have significant changes or recommendations. Volumes and outcomes are looking good.

- Outcomes of Current Program Year:
  - 95.5% of Plan for Enrollments (321/336)
  - 110% of Plan for Exit (369/336)
- Monitoring Results:
  - Contractors and staff are gaining comfort in roles and collaborating
  - Contractors and staff are developing and testing new strategies
  - Main challenge is engagement in Short-Term (Academy) Trainings
- Changes Proposed:
  - Scale back in academy offerings and expand on foundational skill development
  - Reduce to one Academy Navigator position in Dane (currently vacant)

He reviewed the summary of Training and Support Investments.

<b>Training/Support Service</b>	<b>Investment (\$)</b>
<b>Career Readiness Instruction/Boot Camps</b>	\$208,182
<b>Academy Trainings</b>	\$208,182
<b>Pre-Apprenticeship Training</b>	\$94,000
<b>ITA</b>	\$500,000
<b>Support Services</b>	\$500,000
<b>Work Experience (Transitional Jobs)</b>	\$87,000
<b>On-the-Job Training</b>	\$50,000

**RECOMMENDATION #1:**



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**MOTION:** Christenson asked for a motion to approve the training and support investment recommendation as presented. Phillips moved to approve the motion as presented. McNeary offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

**RECOMMENDATION #2:**

- Renew the Adult and Dislocated Worker Contracts for Program Year 2017 for
  - Employment and Training Association = \$546,439
  - Madison College = \$397,093
  - Moraine Park Technical College = \$86,607
  - Opportunities, Inc. = \$304,497

Lentz noted that the staff roster is consistent to the same model as last year. The only difference is the staff vacancy.

**MOTION:** Christenson asked for a motion to approve the adult and dislocated worker contract recommendation as presented. Phillips moved to approve the motion as presented. Branson offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion. Barb LeDuc, Lindsey Jones, Turina Bakken and Matt Hurtienne abstained.

**Agenda Item 4 – Recommendation from the Youth Committee for Program Year 2017 In School and Out of School Youth funded contracts for July 1, 2017 through June 30, 2018**

Cataldo shared that the Youth Committee met on April 7, 2017. The meeting had two main agenda items – contract renewal recommendations and an overview of the Youth Apprenticeship Program activity. She noted that printed versions of the recommendation are included in folders and action items will be taken on each recommendation.

Schramm shared that the Out of School work started new this year. We had a shift in our money – previously, 75% of funds focused on In School Youth (ISY) and 25% on Out of School Youth (OSY). This year, that completely shifted. Last year we did a design and prototype session to launch in July 1, 2016. She explained that OSY is very difficult as it is people who haven't finished a high school diploma and are not connected to education at all. The others have graduated high school but don't have a plan and are floating out there. We are leveraging all avenues to get to these individuals engaged. We have an independent living grant, those who are aging out of foster care, so we are trying to engage these individuals. They are OSY so they will benefit from WIOA programming. We are doing prototyping of our design with the independent living clients. They are the most disadvantaged and without supports.

Schramm shared that we are recommending to stay the course with the contracts in place with a few additions.

- **Dane County School Consortium (DCSC) – Middle College Staff Support**  
\$72,122 – To enroll a minimum of 60 students



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- **Dane County School Consortium (DCSC) – Out-of-School Youth Program**  
\$240,878 – To serve 142 students at an average cost of \$1,696  
Outreach to a minimum of 150 individuals  
Enroll a minimum of 76 individuals  
Refer a minimum of 76 individuals to other programs  
(Note: If Dane County Schools cannot add new staff, the Workforce Development Board will be looking for an additional provider to provide Services to Our of School Youth in the Greater Dane County area including Madison)
- **Operation Fresh Start (OFS) – Out-of-School Youth Program**  
\$291,159 – To enroll a minimum of 80 individuals
- **Operation Fresh Start (OFS) – Resource Specialist**  
\$77,931 – To serve a minimum of 150 individuals  
Role designated to support all WIOA funded contractors in the region and the Workforce Development Board’s Independent Living Grant staff
- **Madison College (MATC) – Youth Training Navigators**  
\$188,809 – To serve 155 individuals at an average service cost of \$1,222
- **Madison College – Instructional Contract – Middle College**  
\$128,716 – To enroll 64 students at an average service cost of \$2,011  
Maximum number of 64 students (16 at Fort Atkinson Campus, 48 at Truax Campus)
- **Madison College – Instructional Contract – Gateway to College Program**  
\$56,000 – To support 8 program slots at a service cost of \$7,000 per slot

**Additional Resources**

- Resource Specialist outside Dane County - \$75,000 to contracted for services outside of Dane County.

Schramm shared that the OSY program has other money included in the table below.

<b>Resource</b>	<b>Amount (\$)</b>
<b>Training Costs for Academies/Pre-apprenticeships</b>	\$75,000
<b>Individual Training Accounts - Tuition</b>	\$75,000
<b>Support Services - Out of School</b>	\$159,174
<b>Work Experience - Out of School</b>	\$162,000
<b>On the Job Training - Out of School</b>	\$50,000

**MOTION:** Christenson asked for a motion to approve the youth contract recommendation as presented. McNeary moved to approve the motion as presented. Lalor offered the second. No discussion followed

on this motion. The vote was unanimous in favor of the motion. Alex Fralin, Turina Bakken and Matt Hurtienne abstained.

**Agenda Item 5 – Presentation and discussion of Board engagement and investments in Offender Re-entry work plus discussion of possible future work.**

Christenson shared that we have a panel of partners and contractors who are working in the program area of offender re-entry. Between the Windows to Work funds from State of Wisconsin Department of Corrections and the Department of Labor Re-entry grants, the Board's investments over 24 months equals \$790,000 for the period of July 1, 2016 through June 30, 2018.

Christenson welcomed the panel and introduced everyone.

- Anna Neal, Employment Program Coordinator, Wisconsin Department of Corrections, Division of Community Corrections, Region 1
- Dynae Saba, Career Services Specialist, WorkSmart Network at the Dane County Job Center
- Julie Larson, Window to Work Coach, Oakhill Correctional and Dane County Job Center

Lentz shared that we have been pushing to better align our WIOA and offender work. Each panel member shared their role and responsibilities and some experiences they have had working with the offender re-entry programs.

Turina asked about the options and if they are the same for male and female. Lentz shared that yes they are the same.

**Agenda Item 6 – Presentation on CUNA Mutual's work with SafetyNet**

Schramm welcomed Mark Green and Green provided an overview of CUNA Mutual's work with SafetyNet.

**Agenda Item 7 – Adjournment**

With no additional business for the Committee, Christenson asked for a motion to adjourn at 1:05 p.m.

Adjourned: 1:05 p.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda



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- Draft Full Board Meeting Minutes from March 16, 2017
- Funding Recommendation from the P&D Committee for PY17
- Recommendation Handouts
- Funding Recommendation from the Youth Committee for PY17
- Youth Budget
- Summary of YA Program Results
- DOC Initiatives and Strategies
- Corporate Budget
- Eval Tool for Executive Director
- Financials Ending March 31, 2017



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