

Chief Local Elected Officials Meeting

**Vern Gove, Columbia County Board
Joe Parisi, Dane County Executive
Russell Kottke, Dodge County Board Chair
Jim Schroeder, Jefferson County Board Chair
Robert Miller, Marquette County Board Chair
Marty Krueger, Sauk County Board Chair**

**February 16, 2017
8:00 a.m. to 9:00 a.m.**

**Workforce Development Board of South Central Wisconsin
3513 Anderson Street, Suite 104
Madison, WI 53704**

Members Present: Russell Kottke, Chair; Vern Gove, Marty Krueger, Jeff Kostelac

Via Phone: Jim Schroeder

Staff Present: Pat Schramm, Seth Lentz, Erin Bechen

Agenda Item 1 - Welcome & Introductions

Kottke called the meeting to order at 8:01 a.m. and welcomed everyone.

Agenda Item 2 - Review & Approval of the June 6, 2016 Local Elected Officials (LEO) Meeting Minutes

Kottke asked for a motion to approve the minutes of the June 6, 2016 Local Elected Officials meeting as presented. Krueger moved to approve the minutes as presented. Gove offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 3 - Review of WIOA Memorandum of Understanding Requirements and Timetable

Schramm shared that under the new Workforce Innovation and Opportunity Act (WIOA) legislation, this is the second half of the work that needs to be completed. We have to do a Memorandum of Understanding (MOU) and Kottke will sign the document on behalf of the Chief Local Elected Officials (CLEO).

She stated that the CLEO's have been in charge of reestablishing Boards (completed), overseeing the Strategic Plan (completed) and assisting with the development of the MOU with Job Centers (in process). She noted that she has met with the major parties that have a role in the Job Centers and MOU. She reviewed that the MOUs must, at minimum, describe:

1. Services to be provided,
2. Agreement of funding for the infrastructure (operating) costs of job centers and cost of shared services.
3. Methods of referring individuals between the One Stop partners for appropriate services and activities,
4. Strategies to meet the needs of individuals with barriers to employment,
5. MOU duration and procedures for amendment, and
6. Assurances that each MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period.

She explained that there are two parts to the Agreement:

- **Infrastructure Costs** – Understand the cost of the operating structure and how these costs be supported by the required partners. She stated that all of the Job Center leases are built on square footage. In the leases, all of the costs are included and in this MOU, we need to break out the costs. Infrastructure costs are those non-personnel costs necessary for the general operation of the One-Stop center, including but not limited to:
 - Applicable facility costs (such as rent)
 - Costs of utilities and maintenance
 - Equipment (including physical modifications to the center for access, assessment-related products, and assistive technology for individuals with disabilities)
 - Technology to facilitate access to the One-Stop center, including technology used for the center’s planning and outreach activities
 - Local Workforce Development Boards (WDB) may consider common identifier costs as costs of One-Stop infrastructure
- **Resource Sharing Costs** – What are the Career Services and Shared Services to meet the needs of individuals with barriers to employment and how will these costs be supported by the participating partners. She added that there is no hard money because we had to decide on the proportional use by partner. All of the costs are paid for in the infrastructure costs. The Resource Sharing costs will look at resource rooms, workshops and the number of customers using the services.
 - **Career Services**
Includes the costs of the provision of career services in section 134(c)(2), as applicable to each program
 - **Other Costs**
Shared services that are authorized for and may be commonly provided through One-Stop partner programs, such as: initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other One Stop partners, business services.

Required Partners in Infrastructure

<u>Required Partner</u>	<u>Name</u>
Workforce Development Board	Workforce Development Board of South Central WI
WIOA Title 1: Adult, Youth and Dislocated Worker Program	Employment and Training Association, Opportunity Inc.
Title III: Wagner Peyser	State of Wisconsin Job Service
Senior Community Service Employment Program	
Trade Adjustment Assistance Act	State of Wisconsin Department of Workforce Development
Job Counseling, and training and placement services for veterans	State of Wisconsin Department of Workforce Development

authorized under Chapter 41 of title 38.	
Vocational Rehabilitation Services	State of Wisconsin Department of Vocational Rehabilitation

She noted that in Dane County, we are taking the smallest footprint that we can. We are taking the whole facility and breaking it down by the smaller square footage in the actual job center.

Required Partners in Resource Sharing

Required Partner	Name
Workforce Development Board	Workforce Development Board of South Central WI
WIOA Title 1: Adult, Youth and Dislocated Worker Program	Employment and Training Association, Opportunity Inc.
Title II: Adult Education and Literacy activities authorized under title II of WIOA	Madison College
Title III: Wagner Peyser	Wisconsin Job Service
Title IV: Vocational Rehabilitation	Department of Vocational Rehabilitation
Title II: Adult Education and Literacy activities authorized under title II of WIOA	Madison College
Career and Technical Education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006	Madison College
Senior Community Service Employment Program	Greater Wisconsin Agency on Aging

Schramm noted that next year – the Wisconsin Technical College System (WTCS) will have a bid out for adult education. Some of these services will go into Job Centers. They will come into this in the future.

All partner contributions to the costs of operating and providing services within the One-Stop center system must:

- Be proportionate to the relative benefits received,
- Adhere to the partner program’s federal authorizing statute, and
- Adhere to the Federal cost principles requiring that costs are reasonable, necessary and allocable.

Implementation

- Local WDBs must have MOU signed, submitted and approved by the State of Wisconsin Department of Workforce Development by July 1, 2017 to satisfy the requirements of section 121(h) of WIOA for purposes of funding the One-Stop system in PY 2017. Schramm noted that we have to let the State know if this is not feasible for our area by May 1, 2017.
- Note: if the local area cannot meet consensus on the Infrastructure Agreement, the negotiations reverts to the State.

Timeline

- **January / February 2017** – Briefing to Board and Chief Local Elected Officials

- **January / February 2017** – Scheduling Meetings with building owner representatives for Dane, Jefferson and Sauk Counties Job Centers – goal understand what are the costs within leases.
- **January / February 2017** – Distribute Memorandum of Understanding Packets to MOU Partners
 - Required Infrastructure Partners – partners operating within the Job Center foot print
 - Resource Sharing Partners – includes infrastructure Partners and other services that WIOA legislation requires that access to services, includes combination onsite, technological access or referral for an appointment.
- **February / March 2017** – Hold individual and group meeting with partners to develop agreement.
- **April 4, 2017** – Update to the Planning and Development Committee
- **April 15, 2017** – Complete negotiations.
- **May 1, 2017** – Acquire all required signatures.
- **May 25, 2017** – Complete official approval by the Board and Chief Elected Officials.
- **June 1, 2017** – Submit to the State of Wisconsin Department of Workforce Development.

Additional Job Center Related Requirements:

- Complete by July 1, 2017 – Certify a One Stop Operator
 - Completed in July 2016 – Contract in place with the Employment and Training Association
- Complete by July 1, 2017 – Policy and Procedures in place to Certify One Stop Centers; will be the work of the Planning and Development Committee – Minimum requirements for compliance is completion of MOU by July 1, 2017.
 - Workforce Development Board must evaluate the one-stop centers and one-stop delivery system for effectiveness, including customer satisfaction, physical and programmatic accessibility, and continuous improvement.

Schramm shared that in 2017-18, we have to monitor the Job Centers to make sure they are operating. We have to make sure services are integrated. We have to make sure all partners are working toward performance standards. We have to look at accessibility and equal opportunity. We will look at continuous improvement.

She reviewed the MOU tool-kit document that will be provided to partners.

Schramm stated that we will send the document to CLEO's before Russell signs the document for submission.

Agenda Item 4 – Update on Aging Out of Foster Care Program

Schramm shared that in April 2016, the State Department of Children and Families started to move from 72 counties to regions because it is hard to predict where the youth will be in the foster care program. They first tried this model in Green Bay and Fox Valley and then they put out a bid for Region 5, 6 and 2. She shared that the Workforce Development Board of South Central Wisconsin, the Southwest Workforce Development Board, and the WOW (Waukesha, Ozaukee, and Washington) Workforce Development Board, which covers 15 counties, developed a proposal and received the Independent Living Grant. She noted that South Central is where most of the activity is.

She shared that county is responsible for individuals in foster care (age 14.5 to 17.5) and they must have a transition plan for these individuals. Once they turn 18, they age out and there are not any

systems or services for these individuals. Most don't have a job, most have IEP's, etc. Children and Families recognized that Boards have 18 and older money in WIOA.

She noted that we can help anyone in school at the time of transition. We can help individuals apply to the state for Chafee funds in scholarship form. We can help with clothing, housing, etc. There is also a fund to help with security deposits, rent and housing materials. This is a package to transition.

She stated that we know that between now and June 30 – we have 35 young people aging out. We had 12 people aging out that are in college. We are responsible to find people who have aged out. She shared there are 159 between of 19 and 21. We will be using OSY contractors to reach out.

She shared that we have created a pre-transition series that we will run in June. Two weeks of focusing on independent living skills; how to get a job, how to establish a budget, how to find a home, etc. This will be followed by a job or a work experience paid for by the Board.

She noted that for the young people not thinking about college, we will be working with them to encourage them to do a short term credential at the least. The series will be run in December as well. The young people in college will be assigned a person from Madison College to help navigate financial aid, etc.

Schramm encouraged CLEO's to send individuals to us. We will be running a workshop for foster care parents as well. We are hoping to snag the youth earlier in age so we have strategies to hopefully start working with these individuals earlier on.

Krueger asked how this is being rolled out so partners and county staff understand. Schramm shared that in the fall, the state organized briefings. On January 13, the Board did a briefing on a more local level. We will be doing a briefing to schools as well.

Schramm shared that they met with Elderspan and the kids who are in college during breaks don't have a place to go. The idea would be to barter services for housing during those breaks.

Agenda Item 5 – Adjournment

Kottke asked if there was any other issues to discuss. With no other business, Kottke moved to adjourn the meeting.

Adjourned: 8:35 a.m.

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

Attachment for Board Records:
Draft Meeting Minutes
PowerPoint Presentation