

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

**Friday, January 12, 2018
10:30 a.m. to 11:30 a.m.**

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

Members present: Pam Christenson, Laura Cataldo, Randy Guttenberg

Members present via phone: Brian Pulford

Staff present: Pat Schramm, Seth Lentz, Lameece Tyne, Jackie Hall

Agenda Item 1 – Welcome

Christenson welcomed everyone and called the meeting to order at 10:33 a.m.

Agenda Item 2 – Review and Approval of the August 4, 2017 Executive Committee Meeting Minutes

Christenson asked for a motion to approve the minutes of the August 4, 2017 Executive Committee meeting as presented. Cataldo moved to approve and Guttenberg offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 3 – Approval to Transfer Funds from the PY16 WIOA Dislocated Worker Funds to PY16 Adult Funds

Christensen stated that the Board staff is requesting approval to request of the State of Wisconsin Department of Workforce Development to transfer \$125,000 of funds from the Program Year 2016 (PY16) WIOA Dislocated Worker program to the PY16 WIOA Title I Adult program. Schramm added that recent evaluation of the system shows an increase in adults enrolling into WIOA and seeking services. She reminded the Committee that the Board is allowed to request a transfer of up to 100 percent of the funds available for any program year from the Adult to Dislocated Worker program and vice versa.



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Cataldo asked how much funding remains in PY16. Tyne shared that as of November 2017, the Adult program had an estimated \$142,000 remaining; the Dislocated Worker program held an estimated \$140,000. She added that most will be spent by the December 2017 closeout timeframe, but that PY16 funds must be spent out as carryover is limited to the previously program year. Schramm added that we are able to offset WIOA Dislocated Worker program funds with Special Response funds as needed.

MOTION: Christenson asked for a motion to approve a request to transfer of funds from the PY16 WIOA Dislocated Worker funds to PY16 Adult funds as presented. Cataldo moved to approve and Guttenberg offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 4 – Update on New and Pending Grants

Schramm provided an update on grant activity, including funding focused on special projects. She noted that dislocation activity is slowing, but that special grant funds are available should activity rise. An example of this is a Special Response Grant (SRR) for the Kraft company closure. Core WIOA funding is about 75 percent of total funds. She added that special project funding has also increased to support reentry programming at Fox Lake Correctional Facility. The facility will support the Department of Corrections-supported Windows to Work programming. The Board staff have applied for funds to support short-term skill training for justice-involved individuals at Fox Lake, as well. Schramm continued that the Independent Living Grant, a four-year grant through the State of Wisconsin Department of Children and Families, allows for annual renewal.

Cataldo asked if grant funding is earmarked for specific employers. Lentz and Schramm responded no and that we have annual allotments for grants, but grants are contracting for longer periods of time now. Schramm added that this structure helps us build capacity. Schramm continued to say that we are working with Division of Vocational Rehabilitation (DVR) on the PRETS project. The project focuses to support in-school youth eligible for Title IV and Title I programming. Alignment of the project with the early college (Middle College) initiative could support internships.

Cataldo added that the DVR participants are included as an eligible population for the Opportunity Tax Credit. It's an incentive for employers to hire. SNAP recipients and offenders also qualify.

Christensen asked if current funds can support the dislocation activity for the Sam's Club store(s) dislocation. Schramm noted that we can request special response funding to support this activity.

Agenda Item 5 – Review of Schedule for Planning and Development and Youth Committees to the Board to Support PY18 procurement of WIOA Services, Procurement Activity, State DWD Monitoring, Department of Labor Monitoring and Local Strategic Plan Updates



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1. Christensen reminded the Committee of the procurement schedule and process for Program Year 2018 WIOA Adult, Dislocated Worker and Youth programs that will operate from July 1, 2018 through June 30, 2020.
 - o Planning and Development and Youth Committees meeting twice each between November and mid-January to prepare recommendations to present to the full Board on January 18, 2018.
 - o WDB staff will release bids mid-February which will be due at the end of March 2018.
 - o Review Teams will meet in April to prepare recommendations for the May 17, 2018 Board meeting.

Schramm noted that the recommendations presented at the January 18th Board meeting will include sole-sourcing of some programmatic elements. Sole sourcing will be recommended for portions of the WIOA programs for adults and youth, as well as for the Windows to Work contract. She commented that the Board has the option to approve sole sourcing, especially when bid competition is absent. She also noted that recommendations will include contracting with Operation Fresh Start to support pre-apprenticeship efforts.

2. The State of Wisconsin Department of Workforce Development (DWD) will be conducting its annual monitoring starting on January 29, 2018. DWD will have teams onsite at the Board office and at the Dane County Job Center.
3. The U.S. Department of Labor (USDOL) will be monitoring the State of Wisconsin's WIOA implementation. South Central has been selected as a site to visit the week of June 11, 2018.
4. USDOL is requiring all States to update their strategic plans. The State of Wisconsin will be required to submit their plan updates in the spring. Once the State Plan is approved and the State receives feedback, the State will turn around and request plan updates from the Workforce Development Boards. Schramm said to expect a request for summer 2018.

Lentz added that the Board staff are in the midst of internal contractor monitoring efforts.

Christensen asked if DWD monitors each of the workforce development boards. Schramm confirmed.

Agenda Item 6 - Update on New Workforce Development Board Members

Schramm updated the Committee on pending Board appointments. Michelle Elbe's of EK Machine in Fall River, Wisconsin has been asked to represent Columbia County. Lisa Pollard is the newly appointed member chosen to represent Moraine Park Technical College's Beaver Dam campus. Pollard serves as MPTC's Dean and will succeed former Board member Matt Hurtienne. Schramm added that two additional members are needed – one to represent Marquette County and another to represent the biotechnology sector. She hopes to solicit members from at Nelson and Pade and Covance.

Christensen asked if the Board staff offer an intensive orientation occur for new Board members. Schramm confirmed.

Agenda Item 7 – Briefing on Open Record Request

Schramm provided an update on an open records request. The request was made by a Chicago-based law firm. The elements of the request focused on adult programming specifics, including which vendors were awarded the contracts, the performance outcomes, and invoices to contractors. Schramm speculates that the request could be to test the responsiveness of supporting an open records request. Alternatively, it may be USDOL making a pre-monitoring request in anticipation of an upcoming visit, as the firm is headquartered in Washington D.C.

Christensen asked if the request was in regards to a previous contractor, including Urban League of Greater Madison. Schramm said it's possible. The records request was from the program year in which Urban League was a contractor. But the request for such documents is outside the timeline for such a grievance request. Lentz added that the Board documented the reviews, scores of the procurement. This open records request cited a need for specific program performance reviews for the last quarter. He explained that the State of Wisconsin DWD could not provide some requested data to us. As a result, we supported the open records request with the data available to us. Schramm noted that given the specificity of the request, it could be USDOL preparing for its upcoming visit.

Cataldo asked if the source of the request will be revealed. Schramm said potentially when USDOL comes on-site. Lentz noted that it was a good exercise for us, as it was our first open records request.

Christensen asked if we plan to update the full Board on this request. Schramm confirmed that an update will be made at the Board meeting.

Agenda Item 8 – Adjournment

Christenson asked for a motion to adjourn. Guttenberg moved, Cataldo seconded. The vote was unanimous in favor of the motion. Meeting was adjourned at 11:32 am.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Minutes from August 4, 2017
- Financials