

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

**Thursday, June 7, 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, Alan Langeteig, Randy Guttenberg

Via Phone: Brian Pulford

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

Agenda Item 1 – Welcome

Christenson welcomed everyone.

Agenda Item 2 – Review and Approval of the April 24, 2018 Committee Meeting Minutes

Christenson stated that the meeting minutes were emailed out. She asked for a motion to approve the April 24, 2018 meeting minutes as presented. Guttenberg moved to approve the minutes as presented. Langeteig 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’s Financial Report

Tyne shared that the April financial statements are in the packets. We are getting close to the end of the year so there will be adjustments with year-end. There was nothing significant that wasn’t planned for besides some IT work and needing new servers, computers, etc.

Cataldo asked what the “other” expense is. Tyne stated that is the salesforce license for Independent Living. It came out of the ILG funds.

We have received some other grants so budget numbers will shift accordingly.

MOTION: Christenson asked for a motion to approve the financial report as presented. Langeteig moved to approve the motion as presented. Guttenberg offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.



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Agenda Item 4 – Request to Transfer funds from the PY17 WIOA Dislocated Worker Grant to the PY 17 WIOA Adult Grant

Christensen reminded the committee that the Board has authority to request a transfer of funds from the Dislocated Worker program to Adult program and vice versa.

WDB staff is requesting the approval to request of the State of Wisconsin, Department of Workforce Development to transfer \$100,000 from the Program Year 2017 WIOA Dislocated Worker funds to the Program Year 2017 Adult Funds.

Schramm shared that we are still experiencing significantly higher enrollments of Adults participants than Dislocated Workers. The Board has Rapid Response funds to help with Dislocated Worker population.

Schramm noted that the Board applied for a 10k grant for Toys R Us and Bon Ton. These are staging grants and if you get enrollments, they are more dollars available that include training funds and supportive services funds.

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

Agenda Item 5 – Briefing on Request to DWD for waiver to reduce the 75% Out of School Youth Expenditure requirement to 50%

Christenson stated that Pat prepared a waiver request to DWD to change the ration of In school/Out of School WIOA funds from 25% In school /75% Out of School to In School 50%/ Out of School 50%.

Schramm shared that this was taken through the WWDA yesterday as all the Boards need this. This would be requested to the Department of Workforce Development (DWD) and then they submit it to the Department of Labor (DOL).

People are needing to do more work with the senior in high school level students.

Schramm reminded the committee that for Out of School Youth (OSY), compulsory education is only to 16 years of age. In Wisconsin, you can't drop out until you are 18. These people are habitually truant. We are asking for habitually truant to be included in the Out of School. For example, MMSD Capital High – those students are all habitually truant so all would be eligible for OSY programming.

The waiver also asked that secondary youth at risk of dropping out per the Department of Public Instructions be classified as Out of School Youth.

Schramm stated that the draft waiver is in packets. This will be submitted by the WWDA to DWD. It is important that we act on this waiver and if granted, it would become part of our strategic plan.

MOTION: Christenson asked for a motion to approve the adoption of the OSY waiver request to DWD. Guttenberg moved to approve the motion as presented. Cataldo offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 6 – Recommendation of programming to support the transition of Out of School Youth participants who are currently enrolled in Program Year 17 contracts that are ending on June 30, 2018

Schramm shared that the Dane County Schools Consortium notified the Workforce Development Board on May 31, 2018 that they will not continue as a WIOA Out of School Contractor on July 1, 2018. The main reason given for ceasing contract status is an incompatibility between the Dane County Schools Consortium school to career work and out of school work. The organization has encountered significant staffing challenges with the Out of School Program and maybe be facing re-location issues in 2019/2012 which will leave the DCSC less office space to support programming.

Schramm stated that staff did a deep analysis of where is programming now. Because OFS is transitioning too, the staff looked at both and determined a strategy to meet both needs. She added that this gives us an opportunity to think bigger than Dane County.

Staff Transition Recommendations

- a. Longer term:** Recommendation to work over the next 2 months on re-engineering the Out of School Youth Program service design.

After in-depth analysis of the current state of the WDBSCW Out of School youth service design, WDB staff is recommending that we spend the month of June and Jul working on a re-engineered out of school youth design. The Board staff have been working to pro-type an Out of School Youth Independent Living Series over the past 12 months that shows promise to be an effective strategy for the Out of School population. Also our contract with Madison College around the “Youth Training Navigators” is gaining traction. Staff believe that this will change in contractors also give us an opportunity to better align the work with our non-metro areas and follow through with ideas that have been discussed with Madison Metropolitan School Districts – Capital High (which targeted at risk students). The Board staff will schedule a joint meeting of the Executive Committee and Youth Committee in late July to forward a new out of school youth service design.

- b. Interim Recommendation**

There are currently 123 enrolled Out of School Youth Students who need to transition to new program arrangement. Of the 123 enrolled, 12 students are co-enrolled with Madison College and will be transitioned at a youth training navigator.



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WDB staff is recommending:

- 1) The Compass Independent Living series be incorporated into the Madison College Career Pathway contract.** Compass was originally designed for those person who are aging out of the foster care system and disabled students who were completing their senior year in high school. Since the initial design, Out of School young people has also participated.

The series is a complete collaboration of the Workforce Development Board, Madison College, the WorkSmart Network Career Services staff, Job Service, DVR staff and other community partners. Series includes Budgeting, Career Exploration, Industry Tours, Community Services work and preparation for a combination of the 3 options:

- Work Experience coupled with Career Services/or short term training;
- Enrollment in adult education or post-secondary education; or
- Career Services.

Cost Recommendation (no additional funds needed): We will staff this work by using a combination of the Career Pathway Coordinator function that is already funded under the Madison College Career Pathway contract and adding a part time Youth Training Navigator that will be funded from the same existing Madison College Career Pathway contract. We expect that 2 to 3 series will be run from July 1, 2018 through December 31, 2018.

This feature will serve approximately 39 to 45 people (programming is built for groups of 15 people)

- 29 young adults currently enrolled in the Dane County Schools Contract and
- A minimum of 10 people who are finishing programming at Operation Fresh Start.

Please note that there may be additional young people who are aging out of foster care in June and July of 2018 who may also participate.

- 2) WDBSCW staff are recommending that a Career Services Specialist be added to the Employment and Training Associations contract for the period of July 1, 2018 through December 31, 2018 to provide Career Services (Additional funds of \$31,381 out of school youth funds needed).**

Services provided will include:

- Approximately 30 young people who are finishing services at Operation Fresh Start
- 15 young people who are finishing services within the Dane County Schools Consortium contract
- Provide follow-up to approximately 63 people from both contracts who are or are entering follow-up on July 1, 2018.



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This staff person will also serve as backup for the Career Planners to support eligibility determination for OFS's new participants if needed.

Cataldo asked if we have talked to EATA yet. Lentz stated that we haven't yet but will and they should have no problem accommodating.

MOTION: Christenson asked for a motion to approve the recommendation to work over the next 2 months on re-engineering the Out of School Youth Program service design as well as the recommendation to add a Career Services Specialist to the Employment and Training Associations contract for the period of July 1, 2018 through December 31, 2018 to provide Career Services. Langeteig moved to approve the motion as presented. Cataldo offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Closed Session: Executive Evaluation and other Personnel Discussion

Christenson asked for a motion to move into closed session. Guttenberg moved, Cataldo second. The vote was unanimous.

Executive Committee conducted Executive Evaluation and discussed other personnel matters.

Christenson asked for a motion to move out of closed session. Pulford moved, Langeteig second. The vote was unanimous.

Christenson then asked for approval of updated PY18 Corporate Budget. Guttenberg moved, Cataldo second. The vote was unanimous.

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
- Draft Executive Committee Minutes from April 24, 2018
- Financials
- Request to Transfer Funds Adult-DW
- WIOA Waiver to DWD



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- Recommendation for OSY
- DCSC Letter
- COMPASS Materials
- Closed Session Materials



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