

**Workforce Development Board of South Central Wisconsin, Inc.
Planning and Development Committee Meeting Minutes**

Kathy Cromey (Chair), Dave Branson, Marcia Christiansen, Pam Christenson, Paul Dietmann, Julie Enloe, Lynn Forseth, Kevin Gundlach, Lindsay Jones, Todd Kearney, Joe Ledger, Margaret Leitinger, Barb LeDuc, Ann McNeary, Linda Mingus, Dave Phillips, Ryan Pulvermacher, Bryan Woodhouse

**Thursday, May 2, 2019 (Reschedule)
8:30 a.m. to 10:30 a.m.**

**Madison College – Truax Campus – Health Building
1705 Hoffman Street
Madison, WI 53704
Health Building: Room 216**

Members Present: Marcia Christiansen, Julie Enloe, Lynn Forseth, Todd Kearney, Joe Ledger, Margaret Leitinger, Ann McNeary, Linda Mingus, Ryan Pulvermacher, Bryan Woodhouse

Via Phone: Lindsay Jones, Barb LeDuc

Guests Present: Jon Danforth, Melissa Sanchez Cruz, Jason Frey (Phone)

Staff Present: Pat Schramm, Seth Lentz, Erin Bechen, Jackie Hall, Chris Ziegel

Agenda Item 1 – Welcome & Introductions

Ledger called the meeting to order at 8:33 a.m. and welcomed everyone. He noted that he was filling in as Chair because Cromey was unable to attend. Everyone introduced themselves.

Agenda Item 2 – Review and Approval of the September 6, 2018 Planning and Development Committee Meeting Minutes

Ledger asked for a motion to approve the minutes of the September 6, 2018 Planning and Development Committee meeting as presented. Mingus noted the start time of the meeting was incorrect. McNeary moved to approve the minutes with the updated time noted. Dietmann offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 3 – Update on Local Dislocation Activities and Grants



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Nilsestuen reported on the dislocation activities and grants. She stated that we were not impacted as greatly on the closures of the Sears stores. She shared that when a company closes, we send a Rapid Response (RR) team out to the store to talk to the manager and provide information folders. Based on that engagement we make plans to provide access to services and information depending on the situation.

She explained, retail continues to be the dominating sector that we are seeing closures, a trend we are seeing is the majority of workers are interested in staying in retail. We are seeing individuals getting jobs quickly at other retail stores. Some managers are seeking more training in areas like project management.

We held onsite sessions and job fairs for both Western Industries and New Hampshire Industries (NHI) and those were successful. For Bimbo, there was a lot of interest in staff holding office hours onsite at the company. She anticipated additional layoffs may be coming due to business trends in manufacturing.

She reported that EATA (a WDBSCW-contracted WIOA service provider) is coordinating a May 14 informational session. Letters were mailed out this week to approximately 165 people from the retail sector.

Lentz added that there is a handout in the folders that explains the activity and data for the program year-to-date.

Schramm shared that in biotechnology, companies are adding positions which are considered manufacturing. Leitingner added that these positions are production, but “clean room” and automated. She continued to explain that these positions are not as physically challenging as some traditional manufacturing positions.

Lentz reported that dislocations are an opportunity to gain additional resources from the state. We have been able to capitalize on some and they are listed on slide 3.

Kearney asked where the grants are from. Lentz shared that the state retains a pool of WIOA program funds. We can access them when we receive notice of the dislocation for outreach. Once scaled, we can pursue additional resources for more in-depth dislocated worker services.

Agenda Item 4 – Update and Review of DWD and Local Monitoring

Lentz reported that we had the Department of Workforce Development (DWD) onsite monitoring January 22-25, 2019. The scope of the review includes: governance, program, fiscal, civil rights compliance, and equal opportunity.

He reviewed the results. There were 2 positive practices – the locally developed monitoring tool, and the locally developed CRC and EO guidance and related documents. There were 10 (ten) areas of concern – which included opportunities to improve consistent participant reporting practices, opportunities to



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improve or update CRC/EO signage and language, and opportunities to continue improving efforts regarding CRC/EO facility and website issues. There were 7 (seven) findings – all of which were participant record documentation or reporting issues.

Lentz explained that the areas of concern are areas we are developing. If no improvements are made, they will elevate those areas of concern into findings. The areas of concern involve inconsistencies in regards to reporting, policy development, and implementation challenges as WIOA program guidance evolves.

He shared that the promising practices identified have a lot to do with the manager's involvement with messaging, staff training, and monitoring. They have stepped up engagement with staff and internal practices. We started to see the results of the efforts this year.

Kearney asked how monitoring is performed. Lentz explained that WDBSCW staff go out and conduct site visits for civil rights compliance, facilities, and to monitor the staff providing services. We also do desk reviews of files and the electronic records. Lastly, we also do fiscal monitoring.

Lentz shared we monitor ourselves based on goals. Each WDB region is very different and conducts monitoring differently. Performance measures are the best way to determine how our contractors and the overall design are doing. Christiansen stated that she is serving on three workforce boards and South Central's processes are solid; the structures and systems are so important.

Lentz shared details on the federal scorecard measurements as of the 2nd quarter (Q2) of Program Year (PY) 2018 sourced from DWD as of March 2019. The Adult and Dislocated Worker measurements are exceeding the percent goal of planned employment for Q2 and Q4, median earnings, and credential attainment. Mingus inquired if Q2 employment accumulates with Q4. Lentz confirmed. McNeary inquired on median earnings. Lentz provided additional clarification. Jones inquired on actual count of participants. Lentz commented that the participant count is displayed on slide 6, listed next to percentages.

Lentz shared details on the Just-in-Time scorecard measurements and the struggles of obtaining employment information after program exit. Mingus questioned why the DWD is not adopting a program to address this issue. Ledger confirmed this information is not a current subset and this is continually being pushed as a new project. Leitingier commented that United Way programs are also held to this same issue. Ledger pointed out the median earnings as a highlight.

Lentz proceeded with the discussion of system design for PY18 and the specifics behind WIOA Adult and Dislocated Worker activity as of Q3. Schramm provided detail on youth services and dollar commitment. Lentz provided details on core funding and the need to spread out to other funding pools; resources must drive service goals specific to their region.

Ledger requested members to refer to slide 2 of the PowerPoint detailing career pathway framework as a reminder of the multiple skill development strategies utilized within the system. LeDuc questioned if



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the WDB partners with WRTP/Big Step. Lentz confirmed partnership with collaboration of the apprenticeship expansion grant and cohorts, such as the ones recently targeted toward women and minorities. LeDuc mentioned Operation Fresh Start is working with Big Step on a separate partnership she believed was based out of Milwaukee.

Schramm shared there are about 12 (twelve) funding sources with Wisconsin's share of federal resources decreasing each year. There is an expectation for funding to be cut between 10% and 12% with the local area activity driving resources toward Dislocated Workers. She noted that the WDBSCW funding is behind Milwaukee's, with the Bay area acquiring another county this plan year. Current regulations use formulas which are based on the percent of unemployed. Our current unemployment rate of 2.5% unemployed is reported as a zero in the formula. This impacts rural areas across the country and local level. There is a possibility of a shift in these formula-related regulations expected in the coming years.

Agenda Item 5 – Contract Renewal and Funding Recommendations

Lentz directed members to slides 9 and 10 of the PowerPoint regarding supporting staff recommendations. Schramm shared the exceeded plan goal of adult participants is detrimental to other program populations. Kearney and Jones questioned on possible solutions. Lentz shared that the shifting of funds is an option which has been utilized when needed; but this strategy does not capitalize on the recent dislocations which are opportunities for us to request additional resources.

Mingus inquired on the need for different funding allocations for each dislocation. Schramm shared strategies are currently being communicated. Lentz provided additional clarification utilizing changing training strategies and the volume in short-term academies through the college is not as advantageous as in prior years.

Schramm shared details on credits earned for prior learning through the college as well as pre-apprenticeships such as Just Bakery counting toward educational credit attainment. Lentz pointed out that the funding impacts staffing model. Additionally, we are going to feel the budget impacts resulting from the completion of the Rapid Response grant tied to Kraft as of June 30, 2019.

Kearney inquired on the formatting of the information on slide 10 of the PowerPoint, specifically percentages outlined in blue. Lentz shared these are priority goals for quick improvement. Schramm commented that continual work with pre-apprenticeships grow into different industries like healthcare, biotechnology, and IT.

Lentz provided detail on our current core staffing model as well as the recommended core staffing model for the new plan year. Mingus inquired on the removal of 3 (three) full-time employees. Lentz confirmed and detailed slide 14 showing an alternative perspective to the recommended core staffing model. Lentz continued with a breakdown of the budget for PY19 and communicated the need for continuation of Rapid Response efforts.

Kearney questioned when the current plan year ends. Lentz confirmed June 30, 2019. Mingus questioned if rolling over funding between plan years is possible. Schramm confirmed and iterated the continuation of finding new resources and prioritizing continuing participants in the program over any newly enrolled participants. Kearney inquired on fluctuations of the budget. Schramm and Lentz confirmed fluctuation, the need to identify subset budgets for better forecasting, and utilizing additional resources to help support community engagements.

Lentz provided the contract recommendation for the Employment and Training Association (EATA).

- **Employment And Training Association (EATA)**
 - \$378,929
 - To serve 425 (300 new and estimating 125 carryover)
 - Continue service provision to active and follow-up participants as prescribed
 - Staffing Positions (6 positions total – 6 Full Time)
 - 3 Recruitment & Career Planning Specialist
 - 2 Full Time at the Dane County Job Center
 - 1 Full Time at the Sauk County Job Center
 - 3 Career Services Specialists
 - 2 Full Time at the Dane County Job Center
 - 1 Full Time at the Sauk County Job Center
 - Each Staff to Serve a minimum of 100 new participants
 - Contingencies
 - Recruitment and Career Planning Specialist will maintain flexibility to support dislocation and rapid response services

Kearney inquired on the comparison of the budget to prior years. Schramm estimated the average amount of \$150,000 per each program type (Adult, Dislocated Worker, and Out-of-School Youth). Lentz added the budget is based on a 2.2% cost-of-living increase within the staff projections.

Lentz provided the contract recommendation for Opportunities Incorporated (Opp Inc). Schramm commented on core- versus project-based staff and the possibility of adding staff in a project-based capacity if/when funding allows. This will help to delineate the core staffing positions and clearly identify the project-based positions impacted when that project funding ends.

- **Opportunities Incorporated (Opp Inc)**
 - \$131,325
 - To serve 140 (100 new and estimating 40 carryover)
 - Continue service provision to active and follow-up participants as prescribed
 - Staffing Positions (2 positions total – 2 Full Time)
 - 1 Recruitment & Career Planning Specialist
 - 1 Full Time at the Jefferson County Workforce Development Center
 - 1 Career Services Specialists
 - 1 Full Time at the Jefferson County Workforce Development Center
 - Staff to Serve a minimum of 100 new participants
 - Contingency

- Recruitment and Career Planning Specialist will maintain flexibility to support dislocation and rapid response services

Lentz provided the contract recommendations for Madison College and Moraine Park Technical College.

- **Madison College**
 - \$384,222
 - To serve 262 (72 new and estimating 190 carryover)
 - Continue service provision to active and follow-up participants as prescribed
 - Staffing Positions (5 positions total – 4 Full Time and 1 Part Time)
 - 4 Adult and Dislocated Worker focused Training Navigators
 - 2 Full Time at the Dane County (Truax) Campus
 - 1 Adult and Dislocated Worker focused (Manager)
 - 1 Adult and Dislocated Worker focused
 - 1 Full Time in the Northern Region (Portage and Reedsburg Campuses)
 - 1 Part Time in the Eastern Region (Fort Atkinson and Watertown Campuses)
 - 1 Support Staff
 - 1 Full Time at the Dane County (Truax) Campus
- **Moraine Park Technical College (MPTC)**
 - \$66,320
 - Note: Total position funding is \$69,810 with the balance of \$3,490.50 included in the Youth Funding recommendation
 - To serve 56 (46 new and estimating 10 carryover)
 - Continue service provision to active and follow-up participants as prescribed through the Moraine Park Beaver Dam Campus
 - Staffing Positions (1 positions total – .75 Full Time)
 - 1 Adult and Dislocated Worker focused Training Navigator
 - .75 Full Time at the Moraine Park Beaver Dam Campus

Woodhouse inquired on any adjustments to region targets. Schramm confirmed and provided additional insight. Lentz added the breakdown of staffing deployment as well as the program goals by region and funding sources will be broken out for each contractor.

MOTION: Ledger asked for a motion to approve Job Center-based contract recommendations as presented. Kearney moved to approve the motion as presented. Christiansen offered the second. Jones, Woodhouse and LeDuc abstained. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Lentz provided the recommendation to renew the One-Stop Operator (OSO) contract. Lentz referenced the handout included in the folder and reviewed highlights associated with the current OSO contract.

- Renew the contract with the Employment and Training Association (EATA) to serve as the One-Stop Operator (OSO) for the South Central Wisconsin Workforce Development Area (WDA) for Program Year 2019 (July 1, 2019 - June 30, 2020)
- Cost not to exceed \$87,132



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- Note: Total position funding is \$91,717.60 with the balance of \$4,585.88 included in the Youth Funding recommendation

MOTION: Ledger asked for a motion to approve the One-Stop Operator contract recommendation as presented. McNeary moved to approve the motion as presented. Kearney offered the second. Enloe abstained. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Lentz provided the recommendation to renew the Windows to Work (W2W) contract. Lentz referenced the handout included in the folder and reviewed highlights associated with the current W2W contract.

- Renew the contract with the Employment and Training Association (EATA) to provide Windows to Work (W2W) program services for Program Year 2019 (July 1, 2019 – June 30, 2020)
 - Contract with Employment and Training Association (EATA)
 - For up to \$165,000
 - To serve a minimum of 50 new participants
 - Approximately 25 per institution (Oakhill and Fox Lake Correctional Institutions)

Leitinger inquired about inclusion for potential participants and the governing body of the grant. Schramm detailed the program funding through the Becky Young Foundation via the Department of Corrections. Schramm announced the inclusion of the Fox Lake Correctional Institution to program eligibility. Lentz added this institutional service was requested of the WDBSCW. Schramm detailed the collaboration with the Department of Corrections.

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

Agenda Item 6 – Discussion on Local Policies

Lentz shared that there are 2 (two) issues the state requests us to reaffirm.

The first issue is in regards to waitlists. He shared that we have an opportunity to establish a policy regarding the use or process for implementing a participant service waitlist. WDBs can implement waitlists in two situations. The first situation is to engage or enroll in the program for services. The other is when people are seeking resources for training or supportive services. The WDBSCW previously took the stance that we are not going to waitlist individuals for services and we are going to find a way to get them some level of service. Lentz asked for confirmation from the committee that this is the same feeling and stance.

Mingus asked how an individual would get on a waitlist. Lentz shared that if we were at capacity, we would have to establish a policy and supporting procedures to establish a service waitlist. He noted that we are already required to have a priority-of-service policy which relates to establishing a priority for services if funding resources are limited. Since this is already a policy in place with a process to identify

and manage the dissemination of resources we are equipped to address if resources are limited. The process in place is established by which contractors request and reserve training and supportive service funds. The information they provide identifies their status and priority tier and the requests are dated. Through our fiscal system, we are then able to manage the waitlist and disseminate funding accordingly.

The second issue is in regards to incumbent worker training. Lentz explained that we have the ability to designate an amount of the WIOA core resources to support incumbent worker training. We have not pursued the development of a policy and related procedures since we have the Wisconsin Fast Forward funds which have been available through the DWD. Through the Wisconsin Fast Forward funds, companies can pursue to get incumbent worker training resources directly. Schramm stated that we have and will continue to work with companies and the Business and Industry departments at the colleges to help with applications. Lentz recommended continuing with no policy for incumbent working training.

MOTION: Ledger asked for a motion to continue as status quo in regards to the waitlist and incumbent worker training policies. Mingus moved to approve the motions as presented. McNeary offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 7 – Update on Memorandum of Understanding (MOU) Plan

Schramm shared the function of the Memorandum of Understanding (MOU) explaining the need for job centers to describe and document functions, services, and costs. Partners are currently filling out MOU forms which detail offerings in each Job Center as well as the financial investments. MOUs are expected to be finished by the end of May 2019 with a draft coming around the beginning of June 2019. All partners will need to sign the agreement to the MOU as well as the Board Chair and Chief Local Elected Official (CLEO).

Agenda Item 8 – Adjournment

With no additional business for the committee, Ledger motioned to adjourn at 10:24 a.m.
Adjourned: 10:24 a.m.

Respectfully Submitted:

Francis Langer
Board Secretary
Workforce Development Board of South Central Wisconsin, Inc.

Attachment for Board Records:

- Agenda
- September Draft Meeting Minutes
- PowerPoint Presentation



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- Dislocation Update
- Adult and Dislocated Worker Contract Renewal Recommendations
- One-Stop Operator Contract Renewal Recommendation
- Windows to Work Contract Extension Recommendation



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