

Workforce Development Board of South Central Wisconsin, Inc.

Full Board Meeting

**Wednesday, May 15, 2019
11:00 a.m. to 1:00 p.m.**

**Anderson United Way Center
2059 Atwood Avenue, Madison, WI
Evjue Board Room
(Also via conference call)**

Members Present: Pam Christenson, Chair; Laura Cataldo, Paul Dietmann, Michelle Eilbes, Kevin Gundlach, Rich Hands, Pam Korth, Nick Lampone, John Lalor, Joe Ledger, Barb LeDuc, Margaret Leitinger, Ann McNeary, Melissa Montey, Lisa Pollard, Ryan Pulvermacher, Elizabeth Roddy, Ed White, Bryan Woodhouse

Members Present Via Phone: Marcia Christiansen, Lindsay Jones, Chuck Klein, Francis Langer, Linda Mingus, Dave Phillips, Dave Robinson

Staff Present: Pat Schramm, Seth Lentz, Lameece Tyne, Erin Bechen, Jackie Hall, Briana Shekels, Megan David, Kim Larson, Chris Ziegel

Guests Present: Caleb Frostman, Rebecca Collins, Jon Danforth, Julie Enloe, Jason Frey, Mark Jochem

Agenda Item 1 – Introductions & Announcements

Christenson welcomed everyone and everyone introduced themselves.

Christenson introduced Caleb Frostman, Secretary for the Department of Workforce Development (DWD). Frostman congratulated Schramm on 34 years of exceptional service to the Workforce Development Board. Frostman continued explaining the scope of the DWD along with current economic trends, obstacles, and a four- (4-) year projection model.

Shekels provided a quick update on the talking point cards enclosed in board folders.

Agenda Item 2 – Review and Approval of the February 20, 2019 Board Meeting Minutes

Christenson asked for a motion to approve the minutes of the February 20, 2019 Full Board Meeting minutes as presented. Robinson moved to approve and McNeary 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

Christensen shared report of the April 29, 2019 Executive Committee meeting. She explained that the committee received an update on the transition and that it continues to progress as planned from an organizational and staffing perspective.

Christenson shared that the Committee also received an update on the DWD annual monitoring. She reflected on the comprehensive nature of the review and the results of the review were relatively standard.

Agenda Item 4 – Planning and Development Committee Updates and Recommendations for PY 19 Contracting

Ledger referenced the overview of the Planning and Development committee and introduced Lentz.

Lentz provided updates to the current economic trends around the retail employee market, advancement efforts, and statewide grants targeted toward impacted workers. Dislocation grants for ShopKo and Bimbo Bakeries were created for proactive outreach engagement efforts. Distribution of mailings and press releases have provided little activity and the staff will be focusing on new strategies for creativeness that will help to achieve increased engagements, activities, and outcomes. Schramm added retail employees tend to hold two (2) or more part-time jobs with little to no time off to look for a full-time job. Cataldo inquired on the percentage of full- vs part-time workers. Lentz commented this trend held true speaking with ShopKo employees, but did not have data to validate. Most employed were students or individuals who prefer to work part-time with little interest to transition into the program.

Lentz proceeded to the Federal and Just-In-Time Scorecards detailing performance metrics. Of the 648 participants served in program year 2018, 391 were engaged in WIOA career services and 257 engaged in WIOA training services. Exited participants will continue to grow with school graduation in the next month.

Lentz continued with regional totals based on Adult and Dislocated Worker programs for PY 2018 to supplement staffing recommendations for the new plan year (PY 2019). Services provided to the Adult program in Dane County are higher than anticipated, whereas the same services provided to the Adult program in the east (Dodge and Jefferson County) are lower than anticipated.

Leitinger inquired on the struggles surrounding the north (Columbia, Marquette, & Sauk Counties) and east regions. Ledger clarified that the struggle appears to be more pronounced in the east. Lentz commented that rural areas do not have as many community-based partners as the Dane region. Schramm specified the north program holds strong focus to healthcare and participation is increasing. White requested confirmation this information is based as of the third quarter (January through March). Schramm confirmed. Cataldo commented that Dislocated Worker numbers should be low. Lentz added that he felt we needed to better communicate the value of our services to connect individuals to careers,

quality jobs, and quality employers. Given the abundance of job opportunities, it is easy to jump to another job but that may not last.

Lentz moved into the current core staffing model and ongoing work to align opportunities with core funding. The Kraft Rapid Response grant is ending with the plan year (June 30, 2019). Service levels and resources are coming down and right-sizing will be needed to adhere to these decreasing resources and services levels.

Christianson inquired on the duties of support staff. Lentz provided specifics such as data entry, meeting with participants, determining employment status, filling out paperwork, as well as compliance and quality assurance efforts. White asked if numbers would be affected. Schramm mentioned a 25% reduction of individuals from the recession. Lentz added that tools were created to help increase improvement, ranging from resource utilization with technology-based assessments and guidance documents to help gain efficiencies and reduce redundancies.

Schramm mentioned decreased funding is expected until the 2020 census. Our allocations will adjust once the census data is out, just as it did with the 2010 census. The state of Wisconsin is losing funds with the loss of population and these data points influence resource allocations.

Lentz delivered the specifics on contract recommendations for the Employment & Training Association (EATA), Opportunities Incorporated (Opp Inc), Madison College (MATC), and Moraine Park Technical College (MPTC).

Employment & 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

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



Partnerships and pathways for economic growth

WDBSCW
3513 Anderson St, Ste 104
Madison, WI 53704 USA

+1 608 249 9001
info@wdbscw.org
www.wdbscw.org

- 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

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 position total – .75 Full-Time)
 - 1 Adult- and Dislocated Worker-focused Training Navigator
 - .75 Full-Time at the Moraine Park Beaver Dam Campus

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
 - Note: Total position funding is \$91,717.60 with the balance of \$4,585.88 included in the Youth Funding recommendation.
- Highlights
 - Successful achievement of WDBSCW contract expectations
 - 118 recorded community engagements since July 1, 2018
 - Increased support of reentry initiatives, including launch and support to the new Oakhill Correctional Institution Job Center
 - 17 unique engagements with Windows to Work and OCI Job Center projects
 - Led initiatives to support AJC programming and collaboration in the community
 - 23 partner trainings and meetings on WIOA and Job Center resources



- 51 community-based organization engagements
- 4 events supporting Job Center accessibility and equal opportunity compliance
- 253 responses collected for the AJC customer service satisfaction survey as of Q3 end, PY18
- Provided support to the Independent Living grant program connecting individuals aging out of foster care to programs and resources

Lalor inquired on the specifics for the motion to each recommendation. Lentz stated these are the committee recommendations and can all be under one motion.

MOTION: Christenson asked for a motion to move forward with the recommendations specified for EATA, Opp Inc, MATC, MPTC, as well as the renewal of the One-Stop Operator contract as presented. Lalor moved to approve and Leitinger offered the second. LeDuc, Pollard, and Woodhouse abstained. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Lentz provided the specifics on the Windows to Work recommendation.

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
- Program Highlights
 - Successful achievement of WDBSCW and DOC contract expectations
 - The program has served 92 total participants year-to-date
 - 43 new participants-to-date (goal to serve 50)
 - 49 continuing participants from last year
 - 28 participants have been released
 - 58 have secured employment
 - Average wage of \$14.04 per hour
 - 5 co-enrolled with WIOA (4 additional in process)

Leitinger inquired about current enrollment. Lentz mentioned the addition of the Fox Lake Correctional Institution within our program region that effectively doubles the participant count of enrollment. Each institution would generally target around 25-30 new participants annually. Enhancements made to the program this current plan year will help to facilitate the goal of 50 new participant enrollments for the upcoming plan year.

MOTION: Christenson asked for a motion to move forward with the recommendations specified for the Windows to Work (W2W) contract. White moved to approve and LeDuc offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.



Agenda Item 5 – Youth Committee Updates and Recommendations for PY 19 Contracting

Christianson introduced Cataldo to present updates on Youth Apprenticeship. Cataldo mentioned the going rate in Jefferson and Dodge county for youth apprentices at \$15.00 an hour. Schramm iterated the discontinuation of the Middle College program due to decreased participation and program design costs. High schools are actively working with the colleges, enabling high school students to attain college credits while enrolled in high school which wasn't happening when Middle College was first enacted.

Between 7/1/2018 and 3/31/2019 we served 178 Out-of-School Youth participants. EATA collaborates with Operation Fresh Start (OFS) serving participants through pre-apprenticeships. Schramm proceeded to the Federal Scorecard detailing on exceeding performance metrics, attributing the pre-apprenticeship model as the crucial factor in this metric.

Recommendation #1 – Deliver a multi-funded Career Services Academy model (branded STEP), built on the Independent Living Career Services model. Fund Dane County Schools Consortium \$128,027.87 to serve 45 In-School Youth students.

The model is based on two (2) parts. Part one (1) targeted to students who are at their senior year in high school, or high school graduates that do not have significant past employability instruction. The goal of part one (1) is to have each young person exposed to career opportunities, learn how to apply skills in current employment, or attain new employment to advance their future options and participate in technical skill-related instruction. This academy could be offered three (3) times per year to align with the recruitment into the Youth Apprenticeship program.

Part two (2) appeals to students who are completing their senior year, or youth who have recently graduated from high school and who have completed part one (1) or similar programming. The goal of part two (2) is to make the transition from being a high school student to an independent young adult. This academy would be offered up to two (2) times per year with the young person moving into independent living. Focuses include making sure the participant is setup with FoodShare Wisconsin, BadgerCare Plus, and personal financial knowledge (banking accounts, reconciliations, etc.) when applicable. Young people may be also be eligible for Pre-Employment Transition Services (Pre-ETS).

Training Navigators (TN) are funded under Out-of-School (OSY) funding whereas In-School Youth (ISY) is anchored on Independent Living (IL) students and others engaged through their high schools.

Recommendation #2 – Out-of-School Youth

1. WDB staff will coordinate the Out-of-School youth work through the WDB Youth Program Manager and team.
2. Continue to fund one Youth Career Specialist as a member of the Dane County WorkSmart team.
 - Fund Employment and Training Association \$62,823 to serve 100 youth through June 30, 2020
3. Continue funding for Training Navigators.
 - Fund Madison College \$176,697 to serve 145 youth (75 Truax, 35 North, 35 East)

- Fund Moraine Park Technical College \$3,491 to serve 2 youth (note this is a 5% share of 0.75% FTE funded with Adult/DW funding)
- 4. Continue funding for the Resource Specialist
 - a. Dane County: Fund Operation Fresh Start (OFS) \$64,204
 - b. Columbia, Dodge, Marquette & Sauk Counties: Fund CWCAC \$21,329
 - c. Jefferson County: Fund CACSCW \$16,121
- 5. One-Stop Operator (EATA): Fund \$4,586 [5% of the cost allocated to Out-of-School Youth (OSY)] to support a Resource Specialist.

Students which dropout from high school, graduate without a career plan, participate in the Gateway to College program, and students who cannot afford school with financial aid will be the focus of the Training Navigators. A Resource Specialist performs troubleshooting for all Out-of-School Youth contracts. In the past, Training Navigators spent significant amounts of time helping students addressing independent living challenges such as, housing challenges, obtaining supplies such as cell-phones, or finding other community resources to make ends meet. Now the Resource Specialists help to support the Training Navigator and other Youth program staff to facilitate some of these connections to support participant ability to successfully participate in programming. This will be a team effort and require significant amounts of communication and collaboration for mutual success. This is the basis of the youth-centered design.

McNeary inquired on alignment with the Madison College south campus and our overall presence there. Schramm mentions the Truax campus staff will work itinerantly at the South campus, but does not anticipate that there will be permanent staffing located there.

Lalor inquired on adult apprenticeship programs involvement with youth apprenticeship programs. Schramm commented the ongoing work of two (2) grants with the Department of Workforce Development (DWD), the Wage\$ grant which focuses on manufacturing, IT, and health, and the Apprenticeship Expansion grant which focuses on the expansion of multi-cultural people in construction and the launch of biotechnology.

The State of Wisconsin is actively working on Bridge programming, trying to bridge youth apprenticeship competencies with registered apprenticeship. Cataldo added that the Bridge programming is an alignment with youth apprenticeship and registered apprenticeship where participants are asked to complete a list of competencies. The DWD makes sure these competencies are aligned with the respective apprenticeship.

Schramm continued explanation on the Step process; youth apprenticeship to pre-apprenticeship to registered apprenticeship with youth apprenticeship being the most comprehensive. Lalor stated that it is important that the Board take a leading step by having adult apprenticeship talking with the youth. Schramm agreed and mentioned Nilsestuen having these conversations with adult apprenticeship companies and aggressively pursuing. Cataldo mentioned the industry is at the mercy of the state with implementation. Leitinger added that well-established youth apprenticeships already work with pre-apprenticeships and we see an increase in this happening.



MOTION: Schramm asked for a motion to move forward with the recommendations specified for the In-School Youth (ISY) and Out-of-School Youth (OSY) funding for program year 2019. Ledger moved to approve and McNeary offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 6 – Update on Expansion of Offender Re-entry Work

Lentz mentioned expansion of the Windows to Work (W2W) grant into the Fox Lake Correctional Institution. Lamphone inquired if the numbers are based on the area exited. Lentz mentioned we focus on people releasing within our area but can coordinate with other W2W programs to coordinate transfers. This supports us training full cohorts as well as connecting us with those who have received the training and are returning to our region from other facilities statewide. Phillips inquired if we do any kind of housing work for W2W participants. Lentz responded the DOC has programs to help with housing but we do not have adequate resources available for short-term housing.

Lentz finished with the Integrated Reentry and Employment Strategies project focused on strategic planning. Identifying and inventorying the various community-based organizations and their service offering (job readiness training, AODA, housing), target audiences (who are the participants working with, and determining higher vs lower risk populations) and capacity. There are three (3) committees associated with the project. Executive committee (legislators, department heads, company owners), core planning team which is working with agencies, and an industry advisory team. This current phase of the project is covering the community inventory process and goal is to pursue the next phase of funding, which is to implement the strategies to fill gaps in the services spectrum and coordinate technical assistance opportunities to improve the community services spectrum.

Agenda Item 7 – Adjournment

With no additional business for the Committee, Christenson asked for a motion to adjourn at 1:06 p.m. Adjourned: 1:06 p.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Draft Full Board Meeting Minutes from February 20, 2019
- PowerPoint Presentation – Agenda, Discussion and Recommendations
- Financials Ending March 31, 2019



Partnerships and pathways for economic growth

WDBSCW
3513 Anderson St, Ste 104
Madison, WI 53704 USA

+1 608 249 9001
info@wdbscw.org
www.wdbscw.org