

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

**July 23, 2019
10:30 a.m. to 11:15 a.m.**

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

Members Present: Pam Christenson, Chair

Phone: Laura Cataldo, Paul Dietmann, Randy Guttenberg, Francis Langer

Staff Present: Seth Lentz, Lameece Tyne, Jackie Hall, Chris Ziegel

Agenda Item 1 – Welcome

Christenson welcomed everyone and called the meeting to order at 10:35 a.m.

Agenda Item 2 – Review and Approval of June 19, 2019 Executive Committee Meeting Minutes

Christenson asked for a motion to approve the minutes of the June 19, 2019 Executive Committee meeting as presented. Cataldo moved to approve and Dietmann offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 3 – Recommendation of Contract Service Adjustments to Support the Out-of-School Youth Design for PY19

Christenson provided a brief introduction to the agenda item relating to the nonrenewal of the Dane County Out-of-School Youth Training Navigator position held with Madison Area Technical College and introduced Lentz to provide an update on the issue.

Lentz stated on July 3rd, WDBSCW staff was notified the position at Madison College for the Out-of-School Youth Training Navigator at the Truax campus will soon be vacated with no intent to refill. The position at the college has proven difficult for retention of a dedicated individual, and provides challenges to enroll participants within WIOA who are not currently enrolled in a training facility as engagement and outreach is typically conducted at the college.

Lentz summarized the current WorkSmart resources for youth utilized within Dane County, which include a WDBSCW Youth Program Manager, a WDBSCW Independent Living Program Assistant, a Career Service Specialist with the Employment and Training Association, a Resource Specialist with



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Operation Fresh Start, and the aforementioned Out-of-School Youth Training Navigator. The scope of these position's focuses on the delivery of services previously approved by the WDBSCW which includes a career services academy model. This model is leveraged toward Independent Living, Out-of-School Youth, and In-School Youth participants to prepare for post-secondary education and independent living.

Lentz provided the recommendation to reallocate the resources dedicated to the Out-of-School Youth Training Navigator position with Madison College over to the Employment and Training Association located within the Dane County Job Center and to re-title the position to a Career Services Specialist to maintain consistent titles within the model design. The college has assured their continued partnership with youth guidance outside of Dane County, as well as communicated the possibility of providing space for EATA to meet with current, continuing and/or potential WIOA Out-of-School Youth participants seeking training services at Madison College. This adjustment will add a Career Services Specialist to the service delivery design and complement the current Career Services Specialist position at the Dane County Job Center who has primarily focused on supporting Out-of-School Youth pursuing Pre-apprenticeship training.

Lentz continued to provide additional details regarding the impact of the current caseload pertaining to this staffing shift. The college will still retain the WIOA participants who are co-enrolled Out-of-School Youth and Adult participants. The remaining sixty-three (63) participants (thirty-eight [38] active within a program and twenty-five [25] in follow-up services) will be transferred to the Employment and Training Association.

Funding allocation for PY19 has been reduced in comparison to the prior plan year and has again provided a challenge for budgeting. Budgets and staffing patterns from last year were evaluated to provide a methodology on determining this plan year's costs such as salary, fringe, and non-personnel costs associated with each staff position reflected in the services delivery model. The Madison College Out-of-School Youth Training Navigator position is continuing into July with one months' funding of PY19, thus the reduction amount was adjusted proportionately.

Recommendation:

- 1. Reduce Madison College Contract:** Reduce the Madison College contract by \$78,929 associated with the Dane Out-of-School Youth Training Navigator Position and reduce their contracted number of active youth participants to be served by 75.
- 2. Increase the Employment and Training Association Contract:** Increase the EATA contract by \$58,927 to support the additional Out-of-School Youth Career Service Specialist. This would increase the number of active youth participants to be served by 75, while also resulting in the transition of 38 active participants and 25 participants in follow-up.

Christenson inquired on the time frame for the position to be filled with the Employment and Training Association. Lentz mentioned EATA has recently recruited for similar positions and is hopeful that there will be candidates from those recruitment efforts who may shorten the timeline. Previous employment



initiatives with the Employment and Training Association have typically been quick with hiring and the onboarding process.

Christenson questioned on the impact of the transitioning participants and what affect they will see. Lentz shared communication will be sent out to the affected participants informing them of the change in staff, with the new staff position reaching out for introductions and further collaboration.

Langer requested additional information on the cost difference between Madison College and the Employment and Training Association. Lentz provided detail on the cost-per-staff-position methodology which was utilized based on the prior year's budget to assist in creation of the budget recommendations. There is a difference in the reduction and resulting award amounts, and this balance will be retained within the WDBSCW budgets for reallocation to support participant services such as training, supportive service, or special project budget needs that may arise throughout the year.

MOTION: Christenson asked for a motion to approve the recommendation to shift the funding of the Out-of-School Youth Training Navigator position held with Madison College over to a Career Services Specialist position held with the Employment and Training Association. 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.

Lentz communicated out upcoming meetings which include the Audit Entrance Conference on Thursday, September 12th, the next Full Board meeting on September 25th, and the Annual Meeting on Wednesday, December 4th. Additional subcommittee meeting schedules will be forthcoming.

Agenda Item 4 - Adjournment

With no additional business for the Committee, Christenson asked for a motion to adjourn at 9:20 a.m.

Adjourned: 10:59 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Minutes from June 19, 2019
- OSY Recommendation



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