

Executive Committee Meeting

Pam Christenson, Chair
Laura Cataldo, Chair-Elect
Alan Langeteig, Past Chair
Francis Langer, Secretary
Kathy Cromey, Chair-Planning & Development, Treasurer
Randy Guttenberg, Chair-Youth
Paul Dietmann, Chair-Audit

Friday, August 30, 2019
11:30 a.m. to 1:00 p.m.

Workforce Development Board
3513 Anderson Street, Suite 104
Madison, WI 53704-2609

Members Present: Pam Christenson, Chair; Randy Guttenberg, Alan Langeteig

Via Phone: Francis Langer

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

Guests Present: Melissa Sanchez-Cruz

Agenda Item 1 - Welcome

Christenson welcomed everyone and called the meeting to order at 11:42 a.m.

Agenda Item 2 - Review and Approval of the July 23, 2019 Committee Meeting Minutes

Christenson requested a motion to approve the minutes of the July 23, 2019 Executive Committee meeting as presented. Langer 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 - Report on PY18 Financials

Tyne presented on the fiscal report included for the June 30, 2019 month-end. The amounts are preliminary and reconciliations are in process. Budgeted figures are expected to change with grants and modifications coming in. Tyne noted figures such as total non-personnel expenses and corporate expenses staying under budget. Lentz mentioned the consistent need for reconciliation based on factors such as timing of grant renewals, funding sources on different cycles (e.g. annual, quarterly, monthly), and different funding years; including grants based on a federal fiscal year (October 1 through September 30), calendar year, or on the date of signature as the grant start date.



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Langeteig inquired if this will make the audit process difficult. Tyne mentioned we have not received communication on the focus of the audit this year, though we know the primary focus relates to WIOA grant funding which should not make the audit any different than prior years.

Langeteig questioned if we pass up applying for any grants due to their size or complexity. Tyne explained it is an option for workforce boards, however we have not as the opportunity is always worth going for. Lentz added that obtaining additional funding provides additional support with the adult and dislocated worker populations.

Christenson inquired on the strategic planning funds and if they are eligible to carry over into the new program year. Tyne mentions the budgeted amount is higher than total spent due to costs associated with our economic modeling software, EMSI. The budgeted amount accounts for a full-years' license. The tool provides great value and is an excellent resource for planning and development. In addition, we have strategic planning coming up in the next few months which will expend more of the funds. Lentz adds it does carryover. Lentz mentions the closing of expenses help to give us a sense of true carryover and support a revised budget for PY19.

Agenda Item 4 - Report on Grants and Updates to the PY19 Budget

Lentz proceeded to explain grant funding for Youth Apprenticeship. The original allocation came out which granted fewer dollars than requested, potentially causing reimbursement at a lower rate per student. The state went back to legislature requesting unspent Fast Forward grant dollars be reallocated toward Youth Apprenticeship, which was approved. The plan year allocation amounts to \$437,400 serving 486 students in our region.

The Rapid Response allotment grant historically has been a two- (2) year allocation. This year the allocation is scheduled for one (1) year totaling \$94,062 which is an increase in a one- (1) year allocation as the prior two- (2) year allocation totaled around \$170,000. Determining the contribution factors to the allocation reinforced the need for a more aggressive approach to reporting, securing the higher allocation.

The Retail grant, used for dislocations associated with the retail industry, was approved for \$100,000 expanding training and support services for 41 individuals. The state has around \$1,000,000 still available with the grant. Continued focus will be on acquiring additional funding to help support additional dislocated retail workers.

Notice was received from the Department of Children and Families to renew the Independent Living grant which is shared between 15-counties under partnership with the Southwest Workforce Development Board and the Washington-Ozaukee-Waukesha Workforce Development Board to support youth aging out of foster care. The youth committee and youth design are focused on engaging youth early to prepare them for youth apprenticeship as well as post-secondary employment and education. Prior grants awarded for Independent Living were awarded for three- (3-) year periods. This grant



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award is a five- (5-) year grant allocating \$340,000 each year. Tyne mentions this is in addition to a separate pool of funds set aside for post-secondary education for the Independent Living youth.

Lentz summarized work on the Registered Apprenticeship Expansion grant which has been extended through September 2019. Round one (1) amounted to \$278,000 with round two (2) crossing the anticipated \$300,000 threshold, placing expenditures under the budgeted amount. Round two (2) of the grant incorporates working intensively with the Bureau of Apprenticeship Standards. Our involvement within the first round provided two-thirds ($\frac{2}{3}$) of the Department of Workforce Development's and Bureau of Apprenticeship Standard's success. The state does have a third round planned which we are awaiting to hear more information about.

Lentz mentioned there were two (2) monitoring engagements involving the Expansion grant as well as the Independent Living grant.

The Department of Labor came to monitor the state, and then came on-site to monitor us for the Expansion grant. Monitoring included site visits with contractors, front-line staff, and impacted participants. The state is working on finalizing their portion and a report back will be forthcoming.

The Department of Children and Families came in to monitor the Independent Living grant and met with the three respective workforce areas, front-line staff, and participants along with performing file reviews. Responses appeared pleasing at the exit conference and a monitoring report will be forthcoming.

Christenson inquired where the site visits were for the Expansion grant. Lentz mentioned Urban League came on-site to meet with the Department of Labor. Site visits incorporated Operation Fresh Start under Youth Build pre-apprenticeship and a visit to the Carpenter's Training Center to meet with WRTP/Big Step to meet with Findorff carpenter trainers for the union and pre-apprenticeship individuals.

Agenda Item 5 - Review of Workforce Development Board Memberships Reappointment and New Appointments for January 01, 2020

Lentz explained here are four (4) members currently serving on the board who are up for reappointment, Dave Branson, Marcia Christiansen, John Lalor, and David Phillips. All four (4) members have confirmed their interests to continuing serving on the board.

Board member Alex Fralin has resigned from his position with Madison Metropolitan School District and is relocating to Chicago. Mike Hernandez, Chief of High Schools with MMSD, has been recommended by Jane Belmore, Interim Superintendent with MMSD, as a replacement for Fralin to the board. We have set a meeting with our Local Elected Officers on September 11, 2019 to discuss this new appointment as well as the reappointments. If approved by the LEOs and he's willing to accept the position, Hernandez will be seated at the annual meeting.



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Agenda Item 6 - Discussion of 2020 Workforce Development Board Officers and Committee Chairs

Lentz reviewed the roster of board members and current slate of officers and committee chairs. The election of officers for the new year is approaching and a request for nominations is presented.

Langeteig inquired if any action is needed on this item currently. Lentz explained the transition will take effect with the annual meeting and into the start of 2020. The goal is to establish co-chairs where appropriate, to support having an intentional succession plan in addition to providing leadership opportunities.

Agenda Item 7 - Report on Strategic Planning and Committee Timeline

Lentz explained every workforce development board requires a local plan. Our local plan was originally written in 2016 and revisited in 2018. Regulations require a two- (2-) year check-in on an implemented four- (4-) year plan. Revisions are needed if driver industries have changed, performance is not up to standard, or significant changes in funding or vision. When brought to the board in 2018, agreement was made that the local plan be maintained as such. The state is hopeful to have more information in November as to their state plan. Our procurement process is set to begin around February 2020. Submission for our local plan is due in April, which provides few opportunities for any adjustments that we can make to the local plan.

Round 1 – visions, goals, and strategies

Round 2 – labor market and industry engagement

Round 3 – populations and regional accessibility

Lentz proposed initiating the process with the next round of committee meetings starting with our vision, goals, and strategies. Specific attention should be made locating any gaps, missing elements, refinement or industry changes, labor market changes, or business & industry engagements since 2016. The Planning & Development Committee will maintain their focus on adult and dislocated workers, whereas the Youth Committee will maintain focus on youth participants, with an end goal of bringing all feedback up to the full board for review and approval.

The state plans to include additional departments, such as the Department of Corrections, Department of Children and Families, and Department of Human Services as partners within their state plan, which was not a factor previously. We're currently collaborating with the DOC and DCF on other initiatives and proven to work well with each. Our target populations are aligned with these departments, focusing on reentry individuals, disconnected and underrepresented populations, and in-and-out-of-school youth. Our concerns are more about expectations on the specific strategies, policies, or populations the state decides, which they have yet to communicate.



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Lentz mentioned a Department of Labor publication ([A Call to Action](#)) and goes over a summary of it describing the expectations of what role workforce boards play. Christenson mentions to email out to the board for review.

Agenda Item 8 - Adjournment

With no additional business for the Committee, Christenson asked for a motion to adjourn at 12:29 p.m.

Adjourned: 12:29 p.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Minutes from July 23, 2019
- Fiscal Documents
- 2019-2020 Board Reappointment
- 2019-2020 Strategic Planning & Committee Timelines



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