

Executive Committee Meeting

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

Thursday, November 21, 2019
10:00 a.m. to 11:30 a.m.

Workforce Development Board
3513 Anderson Street, Suite 104
Madison, WI 53704-2607

Members Present: Pam Christenson, Chair; Alan Langeteig, Laura Cataldo, Kathy Cromeey, Paul Dietmann

Via Phone: 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 10:34 a.m.

Agenda Item 2 - Review and Approval of the August 30, 2019 Committee Meeting Minutes

Christenson requested a motion to approve the minutes of the August 30, 2019 Executive Committee meeting as presented. Langeteig moved to approve and Cataldo offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Lentz mentioned DWD came onsite at the end of September to monitor the WAGE\$ and Apprenticeship Expansion grants, who are in turn being monitored by DOL. Responses are forthcoming. DWD is requesting budget modifications from DOL for the second round of the Apprenticeship Expansion grant in order to get contracts out.

Agenda Item 3 - Report on PY19 Financials

Tyne directed the committee to the September financials and mentioned the annual external audit has been completed. Financials are consistent with prior years. *Occupancy-Rent* and *Insurance-General* is paid annually and has been paid in full for the year with no expected additional expenses to incur. The



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Pathways grant has ended and will be added in the next update on financials. We will reallocate once the Apprenticeship Expansion grant is completed.

Christenson inquired on contractor's expenses. Tyne mentioned we'll see a few more invoices prior to year-end in addition to training and support expenses for the fall semester as it wraps up. Lentz mentioned a close eye is being kept on these expenses as we are seeing a decrease in student enrollment and an increase in utilization of financial aid.

Agenda Item 4 - Review and Approval of 2020 Workforce Development Board Slate of Officers and Committee Chairs

Lentz reminded the Executive Committee that the Full Board had approved Cataldo to the position of Chair for the two-year period of January 1, 2020 through December 31, 2021 with Christenson transitioning to Past Chair as of the conclusion of the annual meeting.

Lentz continued that follow-up was conducted to inquire and verify nominated officers would be interested in the positions being nominated by the Executive Committee. Langer will accept nomination for the position of Chair-Elect, Roddy will accept nomination for the position of Secretary, and Dietmann will accept nomination for the position of Treasurer. These elections will also serve for the two-year period of January 1, 2020 through December 31, 2021.

Langeteig moved to approve the recommended slate of officers to the Full Board. Cataldo offered the second.

Cataldo suggested discussion involving committee chair term limits should be set for the upcoming year as individuals may hesitate to consider nominated positions assuming high expectations and long commitments. The limit is meant to serve as a long-term strategy, provides assurance for term lengths, and support board development.

Langeteig noted the enactment would require a bylaw change. Lentz mentioned we need to be cognizant about the specific wording as membership is classed into a three-year rotation and the suggestion will be added to discussions going into the new year.

Agenda Item 5 - Review and Approval to Contract for Independent Living Grant Contracts

Lentz mentioned the letter of intent was received from DCF and this was reported out at our August Executive Committee meeting. The contract from DCF has been received and contracts to the Southwest Workforce Development Board and Forward Careers, Inc. (Washington-Ozaukee-Waukesha) are currently being reviewed.

Cromey motioned to approve the recommendation to contract with the Southwest Workforce Development Board and Forward Careers, Inc. for maintaining the Independent Living grant. Langer motioned for the second.



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Cataldo inquired if the DCF contract is renewable. Lentz confirmed and added the contract is eligible for renewal for up to four additional years.

Agenda Item 6 - Review and Approval to Renew TEC Center Lease

Tyne mentioned the rent amount has decreased from the prior five (5) years as improvement costs were incorporated into the lease and are now paid in full. Tyne continued we receive a refund portion on CAM expenses every year. Lentz mentioned McAllen are responsive and good to us as tenants.

Langeteig inquired if an attorney has reviewed the lease. Tyne mentioned legal expenses are not a cost that can be charged toward grants and the need has not presented itself.

Christenson inquired if the dates listed on the lease are correct. Tyne mentioned this lease documentation is preliminary and the verbiage will reflect accurate dates on the final iteration.

Tyne pointed out a separate lease for the second conference room. Base rent for this portion is \$4,600.00 annually and has CAM expenses associated with it.

Cataldo requested verification the second conference room is not a shared space. Tyne confirmed it is not shared. Lentz added this space is utilized for meetings and trainings, and warrants a permanent rental of the space.

Langeteig made a motion to approve the renewal to the TEC lease for July 2020-June 2025. Dietmann offered the second. No discussion followed. The vote was unanimous in favor of the motion.

Agenda Item 7 - Review and Approval to Purchase Fiscal System Source Code

Tyne stated the accounting system utilized is Microsoft Dynamics which houses a customized reservation system. Gary Wood wrote the code for this customization and has always worked with us in regards to technical assistance. The source code is \$2,250.00 and purchase would allow us to make modifications to the source code, and would transfer ownership of the intellectual property for the code. Lentz noted the long relationship has helped to keep the price low.

Langeteig inquired on the necessity of approval as the cost is under the threshold requiring approval. Lentz mentioned openness as best practice and alleviates uncertainties with audit or monitoring. Tyne added the use of SVA Consulting to collaborate with the requirements set by Microsoft. Tyne noted Gary Wood has offered his services for technical assistance in the future if needed.

Langeteig questioned if there were any retainer fees associated with the request for technical assistance. Tyne confirmed there are no retainment fees for his services.

Christenson requested a motion to approve the purchase of the fiscal system source code. Dietmann motioned to approve the \$2,250.00 purchase. Cromey provided the second. No discussion followed and the vote was unanimous in favor of the motion.

Agenda Item 8 - Adjournment

Christenson inquired on other topics or questions for the committee.

Langeteig inquired on strategic planning dates. Lentz noted an attempt to convene the Planning & Development committee in November but could not confirm quorum. Tentative dates are being sent for January to discuss the remaining portions of program design and service delivery. The state recently released their draft State Plan and further communication regarding the local planning guidelines is expected and should provide direct expectations and visions.

Lentz stated the Memorandum of Understanding (MOU) in collaboration with the Department of Workforce Development is in review status. A meeting with DWD was held to discuss challenges related to deadlines when direction is requested but not received. DWD has acknowledged they are working through the process and will provide further clarification in the future.

Cataldo inquired on the audit frequency of the DWD. Lentz noted the Department of Labor came onsite last year and collaborated with DWD on further improvements. DOL plans to come back to monitor DWD this upcoming summer, but we are unsure if they will be coming to visit us again.

Christenson continued with discussion on the Wisconsin Fast Forward grants.

Lentz noted engagement with the boards has been a priority for DWD which helps to reinforce the workforce system. WDBs are the extension for the state system with the intent to engage and deliver to our businesses and partnerships. Workforce advancement and development is crucial.

Christenson inquired on the annual meeting. Lentz mentioned planning is ongoing with registration around 150 individuals. The format will be similar to last year; the Audit committee starts, then the Full Board convenes, and lastly the presentation and awards luncheon. Kevin Little from the Chamber of Commerce will present on their work in branding the Madison region to attract talent. Implementing strategies to see our region.

With no additional business for the Committee, Christenson requested a motion to adjourn at 10:53 a.m.

Adjourned: 10:53 a.m.

Respectfully Submitted:

Francis Langer



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

Attachment for Board Records:

- Agenda
- Minutes from August 30, 2019
- Fiscal Documents
- Election of Officers
- Contracts DCF RS
- TEC Lease Documentation



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