

Executive Committee Meeting

Laura Cataldo, Chair
Francis Langer, Chair-Elect
Pam Christenson, Past Chair
Elizabeth Roddy, Secretary
Paul Dietmann, Treasurer
Todd Kearney, Chair—Audit Committee
Kathy Cromey, Co-Chair—Planning & Development Committee
Margaret Leitinger, Co-Chair—Planning & Development Committee
Randy Guttenberg, Chair—Youth Committee

Thursday, March 19, 2020
10:00 a.m. to 11:30 a.m.

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

Via Phone: Laura Cataldo, Pam Christenson, Margaret Leitinger, Kathy Cromey, Elizabeth Roddy, Todd Kearney

Staff Present: Seth Lentz, Lameece Tyne, Chris Ziegel, Jackie Hall (via phone)

Agenda Item 1 - Welcome

Cataldo welcomed everyone and called the meeting to order at 10:04 a.m.

Agenda Item 2 - Review and Approval of the November 21, 2019 Committee Meeting Minutes

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

Agenda Item 3 - Fiscal Report and Review of the Form 990

Tyne began with the December Financial Statements that were presented at the February 25, 2020 Board of Director's meeting and requested if there were any additional inquiries since. None were presented. Expenditures such as rent and insurance are fully-paid at the beginning of fiscal year. Occupancy storage is over the expected budget due to the transition of archived documentation between units. Financials are overall on track and in alignment.



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Tyne added the annual audit is completed.

Cataldo inquired on workers compensation.

Tyne explained workers compensation ties in with work experience for WIOA participants. Rates vary on the work environment and type of work performed. Amounts are estimated for the prior year within the current year and are adjusted or refunded accordingly at the end of the current year.

Lentz noted that work experience has seen a decrease this fiscal year as expected with the worker shortage.

Tyne moved into presenting the Form 990. The Form 990 is the corporate tax return for a nonprofit entity which is filed annually and mirrors the financial statement for year-end. In accordance with Board policy, the Executive committee will review for motion of approval prior to submission.

Cataldo requested a motion to approve the 2018 Form 990 as presented. Kearney moved to approve and Langer offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 4 – Update on New Grant Applications

Lentz started with the 2020-2021 Youth Apprenticeship grant. Grant work is currently in process and will involve the same partners (Madison Metro School District, Dane County School Consortium, and Jefferson County School to Career Consortium) from the 2019-2020 Youth Apprenticeship grant. Submissions are due April 1, 2020. Last year's grant submission proposed 490 youth to be served with around the same proposed goal to serve this year. Most of the narrative is complete and has been reviewed by all partners. Partners are getting final count numbers from their districts.

Cataldo inquired on the current status of Youth Apprenticeship for the spring semester with the closure of schools amid the COVID-19 pandemic.

Lentz mentioned no determination has been made as of yet with current focus to determine how hours will be affected. Participants are able to accumulate hours during the summer months when school is normally not in session. Coordinators have reports due at the end of the month which the Department of Workforce Development is planning to address in the near future.

Kearney inquired on any challenges around the forms of communication and impacts that COVID-19 have had on grant administration.

Lentz touched upon switching to web-based work and the uncertainty surrounding the job centers. Initial intention was to move to libraries prior to their closure. Job centers are on the exemption (from closing) list and currently remain open. Contracted service providers have elected to work from home. The only staff left in job centers are State-employed Job Service staff. As the last community-based



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location open and the increase of unemployment claims, we are seeing an increase in walk-ins and issues surrounding assistance while also maintaining a safe distance.

Lentz continued explaining that county locations remain open as we continue working on platforms and documentation to help remote staff. We are actively pushing the use of technology to maintain engagement with existing customers. Most programs require significant documentation and signatures. We first needed to get permission from the state that electronic viewing and signature is acceptable. We are also establishing processes to engage new individuals.

Leitinger noted the barriers behind completing the Form I-9 requirements of original documents being presented in-person.

Leitinger provided feedback on confirming due diligence and honorable intent behind any alternative processing.

Lentz explained working remotely as presenting new challenges for accommodation. Calls are continuous on policies and procedures updates surrounding COVID-19. The state has a webinar set later today providing guidance on rapid response services and additional strategies. Resources are consistently being added to our website as new information is released. Rapid Response videos are in production and will be posted to our website once complete. Our focus is to capitalize on the little time we have, potentially videotaping workshops and exchanging compliant information virtually.

Roddy mentioned ongoing communication regarding consolidation or possible elimination of the Youth Apprenticeship Coordinators through Memorial High School within MMSD and inquired upon how this may affect the situation.

Lentz noted follow-up with MMSD to inquire more on internal staffing. MMSD will present their expected participation numbers for input into the grant submission for this year as the Department does not appear to be postponing the submission date.

Lentz proceeded with updates on the Fast Forward grant, including collaborations with Madison College on a manufacturing proposal in addition to collaborations with UW Health on an Optometric Assistant proposal, the latter of which has been postponed due to the current impact from COVID-19.

Lentz continued on with the Wisconsin Workforce Development Association interests in pursuing a Department of Labor grant targeting preventative re-entry efforts, similar to our current Windows to Work grant. This grant will offer similar concepts to the local and prison levels.

Lentz moved into the Bureau of Apprenticeship Standards (BAS) Expansion grant which has been awarded to us and includes an Apprenticeship Navigator position for hire. Training initiatives that were planned surrounding the work will likely need to be postponed.

Agenda Item 5 – Briefing on DWD January Monitoring

Lentz mentioned BAS monitoring responses have been provided to them and currently awaiting closure. State monitoring was performed in January Initial discussion with the Department surrounded a significant issue identified surrounding potential questioned costs. We reached out to leadership at the Department, serving OSY and their youth eligibility which provided for a great engagement. The State dug into their policies and are rewriting current policy to be less restrictive.

Langer inquired on when we expect the final report.

Lentz noted guidance specifying within 45 days after monitoring. We expect the report to be coming in as early as Friday, March 20 but also acknowledge they may be behind on their timeframes. If we don't receive any information by then, we'll reach out to inquire. Upon receiving the report, we have 45 days to respond. We will provide the committee with comments and responses as they come in.

Agenda Item 6 – Briefing on Updating WIOA Local Plan

Lentz mentioned collaboration on the Memorandum of Understanding started back in May 2019. We received communication in December 2019 of changes in guidance surrounding shared costs of technology located within the resource rooms of area Job Centers. As this was not a part of the initial dialogue in May 2019, we went back to the state inquiring on the One-Stop Operator as a shared cost. The state reconsidered their guidance changes with technology and proceeded to move forward on the original terms from May. We currently await guidance and/or approval.

Lentz moved into the local plan. Final guidance from the state has been received. Service coordination will be articulated in the local plan along with our mission, vision, goals, and strategies. The local plan will be posted for a 30-day review and comment period and will require submission to the state by May 15, 2020. We are looking to finalize the document and post by the first week of April. This will allow us to bring comments to the May 13th board meeting.

Agenda Item 7 – Briefing on Staffing

Lentz announced our Director of Business Services, Danica Nilsestuen, has accepted another opportunity outside of the company and her last day is March 19, 2020.

Lentz provided a summary of Jeff Westra who will be taking over the responsibilities of the position and is starting with us on March 19, 2020.

Lentz noted we are still pursuing candidates for the Workforce Program Manager position and will soon be moving forward with next steps on the Apprenticeship Navigator position.

Agenda Item 8 - Adjournment

Cataldo inquired on other topics or questions for the committee.

Lentz mentioned a new DVR director has been appointed for the region but has not officially been assigned as of yet.

Lentz noted procurements for the Adult and Dislocated Worker program, Out-of-School Youth program, and the local area One-Stop Operator will be posted later today.

Cataldo mentioned the next Executive committee meeting scheduled for April 30, 2020 will incorporate performance evaluation form for the Executive Director will be sent out and discussion will occur in closed session.

With no additional business for the Committee, Cataldo made a motion to adjourn at 10:58 a.m.

Adjourned: 10:58 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Minutes from November 21, 2019
- Fiscal Documents
- 2018 Form 990



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