

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, April 30, 2020
10:00 a.m. to 11:30 a.m.

Workforce Development Board
via Conference Call
(224) 501-3412
Access Code: 114968981

Via Phone: Laura Cataldo, Pam Christenson, Margaret Leitinger, Elizabeth Roddy, Paul Dietmann, Randy Guttenberg

Staff Present: Seth Lentz, Lameece Tyne, Chris Ziegel

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 March 19, 2020 Committee Meeting Minutes

Cataldo requested a motion to approve the minutes of the March 19, 2020 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 - Review of Financial Report

Tyne began with the financial statements ending February 29, 2020 and requested if there were any inquiries presented. None were presented. Tyne reminded the committee that 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 storage facilities.



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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 during 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.

Agenda Item 4 – Executive Director Updates

Lentz explained the office remains closed. Staff are working from home and setup with printers and laptops. Resources are online and available for staff. Staff check-ins are scheduled three times per week to provide updates and requests.

Lentz noted the WDB website includes a COVID-19 page which covers videos for unemployment and resources for individuals and the community. The recent addition of UI data on the COVID-19 page show more than 1,000 page views.

Lentz provided an update to Rapid Response initiatives which include an increase in WARN notices. WARN notices are not required during the COVID-19 environment but rather, keeping focus on community updates to stay ahead of dislocations and on business resources to help with reopening.

Lentz transitioned onto the Department of Labor (DOL) National Dislocated Worker grant. The grant works similar to prior transitional jobs and floor recovery grants. Impacted individuals are placed on temporary work experience. The state requested \$3,000,000 for the grant, which if approved, provides us with the potential to reach out to organizations like the United Way to help support humanitarian relief efforts..

Lentz noted the Fast Forward grants have been postponed. Grant submission dates have been extended.

Lentz provided an update to the Youth Apprenticeship (YA) Readiness grant. The goal of the grant is to increase the youth apprenticeship transition to the registered apprenticeship. The Wisconsin Bureau of Apprenticeship Standards is submitting the grant with the WDBSCW providing a letter of support.

Lentz mentioned the Wisconsin Department of Public Instruction (DPI) Career Pathways grant is a collaboration with MadREP and DPI's Cooperative Education Service Agency (CESA). The full grant request amounted to \$142,000 with \$10,000 of this pertaining to our role in the grant.

Lentz noted the Wisconsin Workforce Development Association (WWDA) submitted a \$4,000,000 Pathway Home grant. The grant shares similarities with the Department of Corrections (DOC) Windows to Work grant and is utilized to incorporate the Oregon and Thompson Correction Centers. \$98,000 grant proposal for our region per year.

Lentz shared the DOC Correctional Adult Reentry, Education, Employment, and Recidivism Reduction Strategy. Regional budgets have not been released but our region will be implemented into the grant.

Lentz mentioned the DOC Adult Reentry and Employment Strategic Implementation Grant is a one-year, \$500,000 project. We are currently working on the grant submission.

Lentz noted anticipated additional resources as we proceed through the current environment.

Lentz transitioned onto the monitoring report which was received from the Department of Workforce Development (DWD). The report contains two technical assistance areas, five areas of concern, and nine findings. We are right on par with the other state boards and are currently working through the response.

Lentz provided an update on program procurements. Adult and Dislocated Worker, OSO, and OSY each received two submissions. Review teams met this week and did a great job. Recommendations will be packaged and be brought to the May 13th Board of Director's meeting for approval.

Lentz shifted focus toward tracking of unemployment within our region and the state. The information is housed on our website for public download.

Cataldo inquired on potential revision of youth career preparation strategies due to the current COVID-19 environment at the state level.

Guttenberg mentioned the status is unknown. Schools are running through potential scenarios. Many ideas are being presented for possible implementation.

Lentz added that communication received surrounding Youth Apprenticeship follows suit and the state is working to actively find additional strategies to continue growth. We're facing the current situation with youth qualifying as dislocated workers.

Leitinger noted the Boys and Girls Club of Dane County are looking into alternatives for their summer youth program, such as bringing in an intern with a focus on transitioning projects to online capabilities and suggested moving the Youth Apprenticeship platform to being more accessible online might help to keep the grant running well.

Cataldo noted many industries are struggling with keeping their current employee base and suggested brining sector groups together to formulate solutions to keeping youth engaged within their positions.

Leitinger noted that while some industries are experiencing furloughs and layoffs, others are desperately seeking additional help. Initiatives are being made to fill these industries seeking employees from the industries that are furloughing or laying off their employees.

Agenda Item 5 – Update on Local Plan and MOU

Lentz noted the Local Plan due date was extended by DWD to June 15th. We'll be posting it for public review on May 1st. This will be for a 30-day period. We'll incorporate any comments or suggestions as needed and submit. Any adjustments needed after submission will be brought to the Executive Committee.

Lentz noted the 2019 MOU process is now complete and fully-executed. The 2020 MOU process will start in the next few weeks. DWD will be reaching out to each local area on guidelines and expectations. MOUs should be signed and in place by July 1st. This date may be postponed with the current COVID-19 environment.

Agenda Item 6 – Closed Session – Personnel Discussion

Cataldo requested motion to enter into closed session to discuss personnel. Roddy made a motion to move the committee into closed session. Christenson offered the second. The vote was unanimous in favor of the motion.

The committee discussed personnel and conducted the Executive Evaluation.

Agenda Item 7 – Discussion and Approval of the PY20 WDB Corporate Budget

Lentz review the Corporate Budget document. Staff is requesting that the Executive Committee approve a baseline budget until the Board receives its PY20 allocations. The staff will ask the Executive Committee to reconsider the corporate budget for any personal adjustments after we receive the PY20 allocations from the Department of Labor and the State of Wisconsin.

Tyne noted the corporate expenses are put through a historical analysis to validate the proposed budget.

Cataldo asked for a motion to approve the corporate budget as presented. Langer made motion to approve the PY20 budget, Guttenberg offered second. The vote was unanimous in favor of the motion.

Agenda Item 8 - Adjournment

With no additional business for the Committee, Cataldo made a motion to adjourn at 11:54 a.m.

Adjourned: 11:54 a.m.

Respectfully Submitted:

Elizabeth Roddy
Board Secretary



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Workforce Development Board of South Central Wisconsin, Inc.

Attachment for Board Records:

- Agenda
- Minutes from March 19, 2020
- Financials Ending February 29, 2020
- Grant Updates & Timelines Handout
- SC WDA UI Claims as of April, 23, 2020
- Revenue Schedule & Corporate Budget Handout



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