

## **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, June 25, 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, Francis Langer, Pam Christenson, Elizabeth Roddy, Paul Dietmann, Todd Kearney, Margaret Leitinger, Randy Guttenberg

**Staff Present:** Seth Lentz, Lameece Tyne, Chris Ziegel

**Guests Present:** Julie Enloe

### **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 April 30, 2020 Committee Meeting Minutes**

Cataldo requested a motion to approve the minutes of the April 30, 2020 Executive Committee meeting as presented. Leitinger moved to approve and Roddy offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

### **Agenda Item 3 - Executive Director Updates**

Lentz noted that staff is back in office and PPE is implemented. Customized plexiglass screens are utilized at the front entrance. Office availability aligns with the Forward Dane plan. Meetings with partners and participants are remote meetings and have been successful. We will continue to monitor and move along with the Forward Dane plan.



Partnerships and pathways for economic growth

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Leitinger mentioned The Emerging Workforce Study by Spherion, noting demographic themes and observations of staff which are hesitant with going back into the office environment, and requested additional input.

Tyne noted her observations that parental anxieties tend to drive the request to come back into the office setting to bring stability back. The younger workforce seems a bit more hesitant with coming back.

Cataldo stated their office is closed and surveys were conducted, with about 25% of employees requesting to return back to an office setting at full capacity.

Langer agreed and added this sentiment holds true in their office.

Lentz spoke on digital literacy and preparedness for learning and working virtually. He noted from some of our recent dislocation events we observed tenured and newer employees struggle with the adaptation, which could prevent upward mobility.

Roddy noted there may be a correlation to the higher risk demographic of COVID-19 as a larger cause for hesitation.

Lentz provided additional input and thanked the Executive Committee for their dialogue.

Lentz proceeded on with Local Elected Official updates. Steven Nass has been elected in Jefferson County and Timothy McCumber in Sauk County. Nass was in attendance on the May 13<sup>th</sup> Board of Director's meeting. Communication will be going out to make formal introductions.

Lentz noted the Board was awarded the 2020-2021 Youth Apprenticeship Grant. A reduced amount was received in comparison to the prior year due to the decrease in the overall state grant amount. The application score was improved from the prior year's application. A Business and Education Summit focused on enhancing Youth Apprenticeship to Registered Apprenticeship is being planned for August 12<sup>th</sup> and scheduled for Waunakee High School with possible virtual presence. Employers will talk about utilizing different strategies. Josh Johnson, the Wisconsin Bureau of Apprenticeship Standards director, will share the state's vision of Apprenticeship. Dennis Winters, the Chief Labor Market Analyst for the Department of Workforce Development is also in the queue to present.

Lentz moved onto the Department of Labor Humanitarian Grant, which will support humanitarian assistance to the community. Temporary work placements will be conducted to help support individuals in need, with the targeted demographic of dislocated workers or those who have exhausted Unemployment Insurance. Engagements will typically be part-time. The state received \$1,000,000. Our region received \$242,571. We may be able to acquire additional resources and funding if other areas are not able to fully-utilize their portions. We are meeting with the United Way of Dane County, CWCAC, and CACSCW for collaborations.

Lentz provided an update to Rapid Response initiatives which include an increase in WARN notices. The State is requesting training from us for other workforce development areas for innovation. Social distancing platforms are utilized onsite for businesses through individual laptops. PPE is maintained during and between sessions. The sessions were learning experiences, primarily in regards to individuals' levels of technology experience and knowledge.

Lentz mentioned the Dane County Job Center has opened. Job Service is not onsite. Our service providers are onsite. Job Service Staff at other locations continue to be reassigned to Unemployment and as such, their centers remain closed.

Lentz mentioned Unemployment Statistics are continually updated on our website and we continue looking further into industry, county, and demographic data.

#### **Agenda Item 4 – Review of Financial Report**

Tyne reviewed the financial statements ending April 30, 2020 and opened the room up for any inquiries. None were presented. Tyne reminded the committee that expenditures such as rent and insurance are fully-paid at the beginning of the fiscal year. Occupancy storage is over the expected budget due to the transition of archived documentation between storage facilities. Tyne noted we expect to see *Office Cleaning* and *Office Supplies* expenses to be higher due to PPE requirements.

Kearney inquired if there are any foreseen risks coming up in regards to the revenue stream.

Tyne stated there are no expected changes to current grants. We have received an increase of support services from the Department of Children of Families for Independent Living participants who are in need of rent and living expenses.

Tyne provided the Board with a summary of projected versus actual allocations for the upcoming plan year. Projected allocations were in alignment to the actual allocations received.

Lentz noted the Department of Education recently released a Reimagine Workforce Preparation grant opportunity. Submission must come from the state workforce board. We will continue to monitor for possible opportunities.

Tyne mentioned we have been granted the opportunity to designate an additional 10% into administration funding. The funding would need to be reallocated from program expense. We do not see the need for this opportunity and have kept the funds centralized to program expense.

Cataldo inquired on updates to the work being performed by the Department of Corrections and the current Windows to Work contract.

Lentz mentioned focus is higher on the participants who have been released and/or are close to immediate release. New classes were placed on hold by DOC with existing participants receiving the majority of focus.

### **Agenda Item 5 – Update on Local Plan and MOU**

Lentz noted the PY20-23 Local Plan has been submitted to the Department of Workforce Development. One response was received from Operation Fresh Start which requested focus on supporting drivers' license training and recovery. Our Local Plan does note a valid driver's license as a top common workplace skill. Board staff has reviewed the request and does not feel a rewrite is necessary. Comments are welcome from the committee if they feel adjustments are needed. DWD has 90 days to review our submission and request any changes. The document will be updated as priorities and the environment change. Typical check-in on the Local Plan is every two years. We foresee the need to check-in will increase with the future environment.

Leitinger confirmed a Local Plan change should not be needed, however inquired if there is availability to capitalize on the drivers' license comment mentioned.

Lentz noted partnership with Operation Fresh Start and full-supportiveness of their investment into WIOA. We do utilize resources to help support WIOA individuals with funding toward drivers' license testing. OFS has purchased a vehicle to help support the initiative. The Employment and Training Association is currently working through a grant addressing individuals with legal issues preventing them from obtaining their drivers' license. BAS provides apprenticeship funding and has provided approval to support drivers' education to participants in fields which require a drivers' license.

Lentz informed the Board that the 2019 Memorandum of Understanding (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 1<sup>st</sup>. This date may be postponed with the current COVID-19 environment.

Lentz noted a new requirement from DWD has been received on implementation of a Youth Memorandum of Understanding. The Youth MOU will document how each of the 14 required Youth Program Elements will be delivered throughout the area. Communication was received in June with an expected due date of July 1<sup>st</sup>. A 30-day extension has been requested as we work through PY20 contracts. We will first focus on meeting the compliance requirements and then continue to augment with other relationships and MOUs as appropriate.

### **Agenda Item 6 – Discussion and Approval of updated Personnel Policies and Procedures**

Lentz moved into the Pandemic Flu Policy and the Infectious Disease Preparedness Policy. Recommendation was received from DWD to implement policies surrounding the current environment. We have collaborated with our auditing firm, Wipfli to draft up policies.

Tyne noted the requirements are a part of Uniform Guidance. Policies are to be put in place to continue the allowance of receiving federal funding and to continue business operations.

Cataldo requested a motion to approve the updated Personnel Policies and Procedures as presented. Kearney made motion to approve the updated Personnel Policies and Procedures, Langer offered second. The vote was unanimous in favor of the motion.

### **Agenda Item 7 - Adjournment**

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

Adjourned: 11:17 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Minutes from April 30, 2020
- Financials Ending April 30, 2020
- Revenue Projection Worksheet
- Public Comment Responses to Local Plan
- Infectious Disease Preparedness Policy
- Pandemic Flu Policy
- WDB COOP Plan



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