

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

Wednesday, August 26, 2020
10:30 a.m. to 12:00 p.m.

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

Via Phone: Laura Cataldo, Francis Langer, Elizabeth Roddy, Paul Dietmann, Todd Kearney, Kathy Cromey, Margaret Leitinger, Randy Guttenberg

Staff Present: Seth Lentz, Lameece Tyne, Chris Ziegel, Jeff Westra

Guests Present: Timothy McCumber

Agenda Item 1 - Welcome

Cataldo welcomed everyone and called the meeting to order at 10:34 a.m.

Agenda Item 2 - Review and Approval of the June 25, 2020 Committee Meeting Minutes

Cataldo requested a motion to approve the minutes of the June 25, 2020 Executive Committee meeting as presented. Langer moved to approve and Dietmann 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 informed the Committee about recent hiring initiatives: Jeff Westra, Business Service Manager and Jeff Kennedy, Apprenticeship Navigator. A Youth Program Manager position was also posted; however it was hard to find the match of skills appropriate. Current staff responsibilities and workflows were reviewed and shifted to better align with the current environment and provide additional growth



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opportunities. An entry-level Data Analyst position has been posted that provides a broader array for candidate selection.

Lentz noted current legislative bills such as the CARES Act and the HEROES Act which are providing resources to the economy. We continue to monitor for additional resources with a focus on the workforce system.

Lentz informed the Committee of requests for letters of support from multiple community-based sources seeking support for various pieces of legislation, and inquired on input surrounding appropriate public representation of the board. As the WDB strives to be nonpartisan, Lentz sought guidance on discretion to represent the WDB and leadership appropriately.

Kearney expressed that the board and its members provide a great network of contacts. Coming into the view of representatives with decision-making authority surrounding board initiatives is ideal.

Cataldo suggested that federal requests for support from the Wisconsin Workforce Development Association (WWDA) which is an association of all WI WDBs, should be in unison. It is an appropriate approach without misinterpreting member partisan stance.

Roddy provided clarification on the importance of opportunity prioritization. As board staff are intimate with the local workforce system, they are best suited to review and capitalize on promising initiatives that align with larger strategies and goals.

Langer expressed mutual agreement with all input and noted that communication from all board members and board areas is critical and also acknowledged the nonpartisan environment of the WDB is important and refreshing to stay focused on the work.

Lentz thanked the Committee for their dialogue.

Lentz stated that the 2020-2023 WIOA Local Plan has been submitted to the Department of Workforce Development (DWD) for review. Feedback will be forthcoming with potential modifications as needed.

Lentz noted the 2020 Memoranda of Understanding for each local area Job Center is currently in process and the Youth Memorandum of Understanding between the Board and Madison Area Technical College has been submitted to DWD. Feedback will be forthcoming with potential modifications as needed.

Agenda Item 4 – Review of PY19 Financial Report

Tyne informed the Committee of finalized PY19 financials and presented on the preliminary budget ending June 30th 2020. The budget has had a few insignificant changes anticipated prior to closeout.

Tyne clarified upcoming changes to the Uniform Guidance which will require policy updates. Changes incorporated will include definitions, procurement procedures, and purchasing limits.



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Kearney inquired on possible material changes in regards to the revenue stream.

Tyne stated there are no expected changes to current grants. Naming conventions will be most of the updates regarding documentation. The purpose is to eliminate or alleviate the administrative burden.

Lentz added that additional policy or procedure updates may be required from the Department of Labor or Department of Workforce Development which will be brought to the Board once determined.

Agenda Item 5 – Report on Grants and Updates to the PY20 Budget

Lentz noted the recently successful Youth Apprenticeship Summit and ongoing work between the Youth Apprenticeship grant and Apprenticeship Navigator.

Lentz explained the Apprenticeship Expansion grant is continuing to fund pre-apprenticeship trainings and providing some support service funds to support apprentice retention receiving positive outcomes and will be ending in October 2020.

Lentz highlighted the Board has received the COVID-19 Dislocated Worker grant from DWD and participants are set to be on worksites in September.

Leitinger requested further detail on the implementation of the COVID-19 Dislocated Worker grant and the status of participant recruitment.

Lentz mentioned the grant was received by DWD and disbursed to three Workforce Development Boards to implement. The grant is meant to target dislocated workers that have been impacted by the COVID-19 environment. Temporary work placements will be utilized to support food distribution efforts with community-based organizations. These transitional jobs are typically for six weeks, 20 hours a week, up to a rate of \$15.00 per hour with the intent of helping to deliver resources as needed. Outreach has been conducted through WIOA contractors, United Way, community networks, the technical colleges, and participants within the Independent Living program.

Lentz noted recruitment is going well. The positions affect other assistance programs such as Unemployment Insurance in regards to a participant's earnings. While it aligns to program expectations, it can compromise an individual's eligibility or status for other programs.

Kearney inquired if all six counties within our workforce area are being served under this grant.

Lentz confirmed this grant is serving all six of our workforce area counties in collaboration with the Central Wisconsin Community Action Council and the Community Action Coalition for South Central Wisconsin. Site development and recruitment is implemented within all six counties.



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Lentz provided an update to the Windows to Work grant. A 5% reduced allocation was received due to state budget reductions. Co-enrollment into WIOA is actively encouraged to staff to offset the reduction and to support leveraging of resources.

Lentz noted the formula allocation methodology pertaining to the Rapid Response Allotment grant was adjusted this year by DWD due to the current economic environment. This adjustment accounts for a reduced allocation to our local area and is not a result of a reflection of previous performance.

Lentz explained reservation requests for training are decreasing as individuals are not choosing to continue to engage with the current COVID-19 environment. The reservations that are coming in convey a reduction in number of credits enrolled per semester. Feedback received from staff has generally been around individuals with barriers regarding the virtual learning platform.

Agenda Item 6 – Discussion and Approval of Performance Negotiations

Lentz stated performance goals for WIOA programs are sent in from DWD for review every two years to each workforce development area. The proposed levels for PY2020 (July 1, 2020 – June 30, 2021) are consistent with prior program years. Responses from each area are due within a two-week timeframe. Acceptance has been submitted on the contingency these goals can be reviewed and renegotiated at a later date.

Leitinger addressed that presenting the conditional acceptance was strategically advantageous.

Cataldo requested a motion to approve the performance negotiations for PY2020 (July 1, 2020 – June 30, 2021) as presented. Kearney 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 7 – Job Center Updates

Lentz reminded the Committee the physical job center locations are closed to the public. The majority of Job Service staff have been redeployed to DWD's Unemployment Insurance division. Few staff and partners are onsite and handling individuals by appointment.

Lentz acknowledged engagement volumes are decreasing with the current environment. Large scale events such as Job Fairs and Community Resource Fairs have been cancelled or redesigned to help prevent the spread of COVID-19.

Leitinger inquired on innovative strategies to reach dislocated individuals in the current environment and public locations that could serve the purposes for in-person walk-ins.

Lentz explained that virtual services are available. Drive-thru job fairs have been created but are certainly not a replacement to prior in-person job fairs. Information, videos, and additional resources have been placed on the Board's website.

Lentz noted that partner locations are having reduced hours and operating by appointment only. DWD has invested into a mobile job center that will be utilized to increase community awareness but cannot provide direct one-on-one support. Additional outreach has been made to Madison College for their Adult Basic Education ideas and successful implementation around digital skills and proficiency.

Leitinger acknowledged the need for the Board to be the conduit for workforce. The private sector will adapt and implement functional needs as required in regards to training and onboarding. Focus should continue to be the bridge for networking with employer partners.

Lentz articulated the decrease in labor force may be due to anticipation for future subsidies for Unemployment Insurance in addition to uncertainties with schools opening back up. The work search requirement waiver for Wisconsin ends September 1st and monitoring will be ongoing to see if this has any additional impact on the statistics behind Unemployment Insurance claims. Unemployment data is continually updated on the Board's website.

Roddy expressed that the reopening plans for school districts are a crucial factor in determining the upcoming months.

Leitinger suggested to use the current time for training and partnering up with community-based organizations to continue forward momentum in order to eliminate potential barriers with the COVID-19 environment.

Roddy recommended collaboration with the area school districts for use of any technology for dislocated workers or job seekers.

Agenda Item 8 – Review of WDB Membership Re-appointment and New Appointments for January 1, 2021

Lentz noted DWD has set a new appointment for our Board's Division of Vocational Rehabilitation representative; Jennifer Klein, Workforce Development Area Director.

Lentz outlined the following members are up for reappointment as of January 1, 2021:

- Linda Mingus
- Margaret Leitinger
- Bryan Woodhouse
- Lisa Pollard
- Elizabeth Roddy
- Ed White

Lentz stated there is a potential new appointment from the Dane County Executive's Office.

Lentz advised that Pulvermacher has expressed nonrenewal for appointment. The appointment ends 12/31/2020 and we will work to find a great candidate to fill this appointment.

The next Chief Elected Officials meeting is scheduled for September 15 to discuss these appointments as well as the reappointments.

Agenda Item 9 – Schedules, Activities, and Events

Lentz noted the upcoming Board of Director's meeting set for September 23rd will be virtual. The meeting will consist of breakout sessions to dialogue and share different perspectives and insights to help with the direction of activities and service delivery. Childcare trends, remote working, and community challenges look to be the highest interest topics from board responses received.

Lentz highlighted the annual meeting is scheduled for December 9th will also be virtual. Logistics are currently being worked through.

Agenda Item 10 – Adjournment

With no additional business for the Committee, Cataldo made a motion to adjourn at 12:04 p.m.

Adjourned: 12:04 p.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Minutes from June 25, 2020
- Financials Ending June 30, 2020
- PY20 Performance Negotiations
- 2020-2021 Board Reappointment
- Proposed Meeting Schedule 2020-2021
- Dislocation Activity PY19