

## **Local Elected Officials Meeting**

**Russell Kottke, Chair  
Vern Gove  
Joe Parisi  
Steven Nass  
Bob Miller  
Timothy McCumber**

**September 15, 2020  
8:30 a.m. to 10:00 a.m.**

**Workforce Development Board  
via Conference Call  
(301) 715-8592  
Passcode: 071602**

**Members Present:** Russell Kottke, Chair; Joe Parisi, Timothy McCumber, Steven Nass

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

**Guests Present:** Jeff Kostelac

### **Agenda Item 1 – Welcome & Introductions**

Kottke called the meeting to order at 8:35 a.m. and welcomed everyone.

### **Agenda Item 2 – Review & Approval of the September 11, 2019 Meeting Minutes**

Kottke asked for a motion to approve the minutes of the September 11, 2019 Local Elected Officials meeting as presented. Parisi moved to approve the minutes as presented. Kottke offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

### **Agenda Item 3 – Election of Officers**

Lentz stated that the Local Elected Officials consortium needs to conduct an election of officers. Kottke currently serves as the Chair and Parisi serves as the Vice Chair. McCumber nominated Kottke to serve as the Chair. Parisi offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion. McCumber nominated Parisi to serve as Vice Chair. Kottke offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.



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#### **Agenda Item 4 – Review and Approval of Workforce Innovation and Opportunity Act Program Elements**

Lentz began reporting out on the Department of Workforce Development (DWD) monitoring that was performed in January 2020. Lentz provided detail on the one positive practice, two areas of strength, and one technical assistance area highlighted within their report. Lentz noted five areas of concerns and nine findings, providing opportunities to improve participant service, data reporting, and information accessibility as well as improvements to the accounting system and financial management.

Lentz provided detail of the WIOA Local Plan for 2020-2023. The plan was submitted at the onset of the COVID-19 environment for review by DWD along with the Memoranda of Understanding (MOUs) related to each of the job centers within the south-central region. The WIOA Local Plan highlights our mission, vision, and goals. Updates are expected and will be incorporated throughout its life span. The WIOA Local Plan also details our Career Pathways Framework, specifics on the American Job Center and affiliate sites, and other community-based service locations, such as Community Action agencies and technical colleges. Lentz noted that MOUs reflect that partners do not share costs within our region.

- **WIOA Funded Services and Budget**

Lentz provided an update on WIOA procurement, contracts, and budgets. DWD approved the request to sole-source contracts to the region’s technical colleges for the Training Navigator positions in the regional staffing model, Community Action agencies for Out-of-school youth services focused in the rural counties, and Dane County Schools Consortium to provide support to in-school youth within Dane County. Lentz specified the structure detailed the One-Stop Operator structure in South Central was shared statewide and identified as a best practice by DWD.

Lentz continued with WIOA investments in regards to service contracts, training strategies, supportive services, and system project support which includes job fair activities, license for the language line, outreach, and technology needs for service delivery at the job centers.

Lentz provided the WIOA investment budget summary, providing a breakdown of revenue, program costs, and corporate expenses. Additional related resources for the Board include:

- The COVID-19 Dislocated Worker grant was awarded to help support dislocated workers with temporary employment placements at worksites to assist with food distribution. Funds are allocated for about 50 individuals.
- The Apprenticeship State Expansion grant was awarded to help support individuals get connected to youth apprenticeship, pre-apprenticeship, and registered apprenticeship.
- The Windows to Work grant was awarded to help support pre- and post-release individuals.
- The Youth Apprenticeship grant serves around 450 individuals to connect to youth apprenticeship.



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- The Independent Living grant is targeted at youth aging out of foster care and is a collaboration with the Waukesha-Ozaukee-Washington Workforce Development Board and the Southwest Workforce Development Board.

- **Performance Standards for Program Year 2020**

Lentz moved into Performance and Goal Negotiations for PY20 and PY21. Negotiations are performed with the Department of Workforce Development every 2 years. Based on the current COVID-19 environment, negotiations have been conditionally accepted based upon renegotiations going into PY21.

Kottke asked for a motion to approve the conditional acceptance of the Negotiations Performance Goals. Parisi moved to approve the minutes as presented. Nass offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

- **One-Stop Operator Certification**

Lentz explained the requirements behind procurement for the One-Stop Operator and the processes involved. Proposals were reviewed and the Employment and Training Association (EATA) was selected through the completed procurement.

Kottke asked for a motion to approve the certification of the One-Stop Operator for the south-central region. Parisi moved to approve the certification for the One-Stop Operator. McCumber offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

## **Agenda Item 5 – Job Center Updates**

Lentz noted the job centers are open by appointment only. The majority of Job Center Service staff have been redeployed to the Unemployment Insurance division.

Lentz explained rapid response activities continue to occur. Many furloughs have transitioned into permanent layoffs. Videos have been created for individuals since we are unable to go onsite, and frequently the workers are already separated, and are hosted on our [website](#). UI videos are posted on the Department of Workforce Development's [website](#). Presentations have been virtual with few occurrences of onsite support.

Lentz provided further detail about the mobile job center and its future use. Prior events include drive-thru job fairs. An upcoming drive-thru job fair will be happening this Thursday at the Alliant Energy Center (Madison), Columbia County Fair Grounds (Portage), and Jefferson County Fair Park (Jefferson).

Kottke inquired about the Beaver Dam Drive Thru Job Fair. Lentz noted the event was hosted by the Beaver Dam Area Chamber of Commerce and the board is currently looking to collaborate with Moraine Park Technical College to possibly host a Drive Thru Job Fair within Beaver Dam.

Lentz highlighted the Bureau of Apprenticeship Standards collaborations with the Board's newly hired Apprenticeship Navigator staff position.

Lentz noted expanding Independent Living and foster care alignments with WIOA programming to better support individuals. The pandemic has spurred an increase in the need for housing assistance and utilization of resources for educational assistance.

Lentz provided detail on local dislocation activities, the industries most affected, and an update on current Unemployment Insurance data available and updated on the WDB [website](#).

Lentz inquired with the Officials on any additional matters in question. No inquiries were received.

### **Agenda Item 6 – Review of WDB Membership Re-appointment and New Appointments for January 1, 2021**

Lentz moved into board member appointments and re-appointments. Lentz provided summary of members and their respective designations which had been provided to each LEO prior for consideration. Columbia County will see the reappointment of Linda Mingus. Dane County will see the reappointment of Margaret Leitinger, Bryan Woodhouse. In addition, DWD has recommended Jennifer Klein as a replacement for Nicholas Lamponne. Dodge County will see the reappointment of Lisa Pollard. Jefferson County will see the reappointment of Elizabeth Roddy. Sauk County will see the reappointment of Ed White.

### **Agenda Item 7 – Schedules, Activities, and Events**

Lentz provided the following upcoming WDBSCW meetings: Audit committee meeting scheduled for September 17<sup>th</sup>, Board of Directors meeting scheduled for September 23<sup>rd</sup>, and the Annual meeting scheduled for December 9<sup>th</sup>.

### **Agenda Item 8 – Adjournment**

Kottke inquired if there were any other matters to discuss. With no additional business, Kottke moved to adjourn the meeting.

Adjourned: 9:36 a.m.

Respectfully Submitted:

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

Attachments for Board Records:



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- September 11, 2019 Draft Meeting Minutes
- LEO Meeting PowerPoint
- PY20 Performance Negotiations Summary
- Proposed Meeting Schedule 2020-2021
- 2020-2021 Board Reappointment
- Dislocation Activity PY19



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