

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 Cromeey, Co-Chair—Planning & Development Committee
Margaret Leitinger, Co-Chair—Planning & Development Committee
Randy Guttenberg, Chair—Youth Committee

Thursday, November 5, 2020
10:30 a.m. to 12:00 p.m.

Workforce Development Board
via Conference Call
(929) 205-6099
Meeting ID: 999 3762 7051

Members: Laura Cataldo, Pam Christenson, Francis Langer, Elizabeth Roddy, Paul Dietmann, Randy Guttenberg

Staff: Seth Lentz, Lameece Tyne, Chris Ziegel

Guests: Julie Enloe, Jennifer Arzt

Agenda Item 1 - Welcome

Cataldo welcomed everyone and called the meeting to order at 10:33 a.m.

Agenda Item 2 - Review and Approval of the August 26, 2020 Committee Meeting Minutes

Cataldo requested a motion to approve the minutes of the August 26, 2020 Executive Committee meeting as presented. Christenson 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 3 - Fiscal Updates

Cataldo congratulated Tyne on her performance with the internal Wipfli audit.

Tyne explained the internal audit was conducted in September and the cost allocation plan will be finalized after audit. *Workers Compensation* was refunded for program year 2019 in August. The *Other Expense* is a direct expense to the Independent Living grant for Salesforce' licenses. Rent has been paid



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in full for the program year. *Project Costs* includes Sauk County rent for the Sauk County Job Center. No other significant changes.

Lentz pointed out grant funds from the Department of Labor (DOL) are allocated out to the state at two different intervals; once in the first quarter of the program year and once in the third quarter of the program year. The state allocates funds to the workforce development boards in the same manner. As our Board receives allocations in from different grants and sources, fiscal management has become a larger process.

Tyne added when grants are awarded, they tend to be retroactive. Budgets need to be modified for each grant received.

Agenda Item 4 – Executive Director Updates

Lentz outlined the upcoming Audit Committee meeting scheduled for December 9th will conclude the internal audit and the information from the process will be presented.

Lentz informed Members of the new addition to WDB staff. Alexander Allon joins the WDBSCW staff fulfilling the Data Analyst role as of November 2, 2020.

Lentz noted the Memorandum of Understandings for each Job Center within our workforce development area (WDA) are still in review with DWD.

Lentz mentioned the 2020-2023 WIOA Local Plan has been returned to us from the Department of Workforce Development (DWD) for revisions to provide additional clarity. The WIOA Youth program has a locally-defined “Youth Requiring Additional Assistance” criteria. This definition criteria needs additional clarification and will be going through our Youth Committee and the Full Board for approval. Discussions and working sessions were performed with our WIOA Youth contractors for feedback and suggestions. Feedback received from WIOA Youth contractors has been positive with the additional clarification to the plan.

Lentz highlighted the implementation of the National Dislocated Worker Grant (NDWG) which is targeted at providing temporary work opportunities supporting COVID-19 related assistance needs and we have focused on food distribution. \$242,571 has been received to cover the 3 year grant to serve 50 individuals. 30 worksites have been developed and 13 participants have been placed on sites. Another round of public awareness for opportunities has been scheduled.

Lentz spoke on the Employment Recovery Dislocated Worker Grant and the similarities to Rapid Response grants we have previously pursued. Our initial request will be for \$275,000 with the potential of additional resources if we are able to fully-utilize the initial installment.

Lentz covered updates on the Apprenticeship State Expansion Grant which supports the Apprenticeship Navigator position. The grant originally included a 4% administrative rate which has now been expanded to 10%.



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Lentz shifted focus to grants in process and informed Members of the Department of Corrections (DOC) Adult Reentry and Employment Strategic (ARES) Implementation Grant to bring professional development to community-based organizations working with the reentry population. The grant is \$500,000 and intended to be a one-year project.

Lentz provided explanation on the H1B Rural Healthcare Grant and the H1B Advanced Manufacturing, IT, and Transportation Grant. These grants are workforce training initiatives to address shortages in related occupations.

Lentz specified the H1B Rural Healthcare Grant project plan will be implemented by six workforce development boards within Wisconsin. Dodge County, Marquette County, and a portion of Columbia County qualify as rural within our WDA area for the grant. We are partnering with Fox Valley Technical College and Moraine Park Technical College to create a Substance Use Disorders Counselor program as well as a Telemedicine curriculum that can be imbedded into other medical professional offerings as a certificate or as a rider to current degree students or incumbent workers. Our portion of the grant request will cover \$335,000 over a four year period and serve around 50 new and incumbent workers in total.

Lentz detailed the H1B Advanced Manufacturing, IT, and Transportation Grant includes collaboration with Madison Area Technical College (MATC) for our region. Industrial, mechanical, and electrical engineering will be included as stackable offerings through MATC and transferrable to the University of Wisconsin-Madison. Program offerings will be a blended format of virtual and lab training. Our portion of the grant request will cover \$816,000 over a two year period and serve around 32 new and incumbent workers per year.

Lentz noted DWD has acknowledged technology requests related to WIOA and the Wisconsin Workforce Development Association (WWDA) has approached the governor's office for possible implementation. General requests have been packaged, making sure we have adequate technology for staff and operations associated with participant engagements, licenses for virtual products, and additional access to technology for WIOA participants.

Cataldo inquired on the long-term plan for the Department of Corrections Job Center and trainings.

Lentz stated the Job Center within the Oakhill Correctional Institution is closed. Conversations are in process with relocating the technology within the Job Center to help individuals get connected to virtual Advanced Manufacturing trainings.

Agenda Item 5 – Membership Updates

Lentz highlighted the addition of Nikia Morton to the Board as recommended by Dane County's Executive Office and will be joining the Planning & Development Committee.



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Lentz reported that Ryan Pulvermacher has expressed nonrenewal going into 2021. Insurance, finance, and IT will be the focus for recruitment. In addition, Joe Ledger has elected to leave the Board for pursuit of future initiatives outside of workforce development. We await communication from DWD on the next Job Services Director for our area.

Lentz acknowledged Dave Branson has announced his retirement. Introductions are scheduled with the new Executive Director for the Building and Construction Trades Council.

Lentz welcomed any suggestions for exploration on any future Board Member nominations.

Agenda Item 6 – Job Centers and LMI Update

Lentz explained the Job Centers continue to remain closed and contractor staff are onsite by appointment only. Job Service staff are still redeployed to the Unemployment Insurance (UI) division with uncertainty on when they will return to their original positions.

Lentz pointed out the most recent unemployment percentages released reflects the same environment to that of the pre-COVID-19 environment. Further clarification has been requested by state economic advisors, city economic advisors, and UW-system economic advisors on the labor force during the pandemic and trying to find the industries hardest hit, the workforce profile, and how it can target our outreach and messaging to the affected individuals. Insight and discussion from our last Board of Director's meeting has been helpful and will be further discussed and presented at the upcoming Planning & Development Committee and Youth Committee meetings.

Roddy inquired on the roles of the redirected Job Service staff to Unemployment Insurance.

Lentz noted staff were reassigned to all UI initiatives such as new applicants; the existing backlog adjudication; and new, expanded program projects.

Agenda Item 7 – Monitoring Preparation

Lentz outlined monitoring preparation and engagements with contractors. Intentional focus will be on adjustments made due to the current environment, evaluating staff development needs, technology access needs, needs-related payments, and any other innovative strategies to prepare for the next program year.

Guttenberg confirmed lack of access to internet and hot spots as an ongoing challenge for education.

Cataldo added this is especially crucial for rural areas where infrastructure is not currently built to handle the demand.

Roddy agreed and observed this as the challenge for many industries.

Lentz noted working with Madison Area Technical College to further the digital literacy initiative for their students and potential implementation for use with our programs and services.

Agenda Item 8 – Upcoming Meetings and Schedules

Cataldo stated the next Board meeting is set for December 9, 2020.

Lentz outlined upcoming meetings which include Planning & Development Committee on November 10th, Youth Committee on November 12th, Audit Committee on December 9th at 9:00 a.m., Board of Directors on December 9th at 9:30 a.m., and the Annual Celebration on December 9th at 11:00 a.m.

Agenda Item 9 – Adjournment

With no additional business for the Committee, Cataldo made a motion to adjourn at 11:52 a.m.

Adjourned: 11:52 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Draft Minutes from August 26, 2020
- Financials Ending September 30, 2020
- Grant Updates & Timeline handout