

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, January 14, 2021
10:30 a.m. to 12:00 p.m.

Workforce Development Board
via Conference Call
(929) 205-6099
Meeting ID: 974 7439 2001

Members: Laura Cataldo, Pam Christenson, Francis Langer, Elizabeth Roddy, Paul Dietmann, Todd Kearney, 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 10:34 a.m.

Agenda Item 2 - Review and Approval of the November 5, 2020 Committee Meeting Minutes

Cataldo requested a motion to approve the minutes of the November 5, 2020 Executive Committee meeting as presented. Kearney 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 Report and Review of the Form 990

Tyne directed Members to the November 2020 financial statements and provided detail on specific program expenses. Work experience wages include the COVID-19 Dislocated Worker Grant. Youth work experience will cover In-School Youth (ISY) participants during the summer months between school semesters. Workers' Compensation has been refunded from the prior year. The *Other Expense* line item includes Independent Living grant expenses for Salesforce licenses. The *Strategic Planning* expense includes EMSI licensing.



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Lentz added the *Meetings* expenses are fewer with the COVID-19 environment, along with *Staff Training & Conferences* expense.

Tyne noted *Participant Support* expenses has decreased this year with fewer postsecondary enrollments and traveling-related needs.

Kearney inquired on any feedback received surrounding the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Tyne stated work has not halted and personnel are in office. There currently is not a need to pursue any utilization of the CARES act, nor do we foresee any guidance pertaining specifically to efforts of workforce development.

Tyne provided an overview of the information contained within the 2019 Form 990 and requested any feedback or questions. No feedback or questions were presented.

Cataldo requested a motion to approve the 2019 Form 990 as presented. Kearney 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 4 – Executive Director Updates

Lentz explained progress made on the H-1B Rural Healthcare Grant and the H-1B One Workforce Grant, both offered by the Department of Labor (DOL). Grant submissions are a collaborative statewide with six other workforce development boards enveloping sixteen counties.

Lentz outlined the submission and subsequent approval for administration of DOL's Statewide Employment Recovery Dislocated Worker Grant targeted at recovery to support the increased volume of individuals eligible for dislocated worker services. The initial allotment consists of \$275,000 targeted at Dislocated Workers. If the initial allotment of \$275,000 is expended there is the ability to request additional resources in increments up to \$250,000 until all resources are expended.

Lentz summarized collaborations with the Department of Corrections (DOC) in regards to Adult Reentry and Employment Strategic (ARES) Implementation. The one year implementation grant has been approved by the Department of Justice to the Department of Corrections. The grant will focus on best practices and look to build capacity of existing community partners, reinforce relationships and processes, and identify opportunities for investments to fill gaps with the goal to reduce recidivism and increase employment outcomes.

Lentz informed Members of progress made under the Bureau of Apprenticeship Standards (BAS) Apprenticeship State Expansion (ASE) Grant. Funds have been utilized to hire an Apprenticeship Navigator to provide administration for training and support services for pre-apprentices and Registered Apprentices. About \$200,000 will be used for training expenses and about \$150,000 for



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supportive services. Support services will likely be targeted toward newly-enrolled apprentices. Training and support services are a collaboration with the Wisconsin Regional Training Partnership (WRTP | BIG STEP) and Operation Fresh Start.

Roddy inquired if the BAS ASE Grant covers a specific subset of industries.

Lentz pointed out funds from the grant can be utilized for traditional industries like manufacturing and construction in addition to industries such as healthcare, information technology, and transportation. A call is scheduled for tomorrow to inquire about additional details on grant priorities.

Lentz reported the 2020 Memorandum of Understanding (MOU) for each of our region's job centers are in review with the Department of Workforce Development (DWD). Communication received from DWD has stated 2021 MOUs to be in place by July 1st, 2021.

Lentz highlighted the 2020-2023 WIOA Local Plan has been approved by DWD.

Lentz spoke on the Youth Waiver requests sent in from DWD to the Department of Labor (DOL) which allows for added flexibility to serve WIOA In-School Youth. DOL has granted approval of the requests and additional guidance will be released in the near future. Work will continue with partner agencies on innovative youth programming ideas.

Lentz acknowledged the State is pursuing further resource alignment between one-stop partners, specifically the alignment of the Trade Adjustment Assistance (TAA) program and the WIOA Title I Dislocated Worker (DLW) program.

Lentz expressed Dave Branson has retired from the Building and Construction Trades Council of South Central Wisconsin. Jac Weitzel has been appointed as the new Executive Director and Joe Parisi has approved her appointment to the WDBSCW Board. Joe Ledger has moved away from the Job Service Director position with David Shaw as the replacement for WDA 10.

Lentz pointed out the annual DWD monitoring process was performed virtually. The monitoring report should be coming in late February. Feedback received thus far identified positive practices and strengths, four areas of concern, and ten finding areas; all surrounding participant reporting. Additional feedback includes the implementation of Local Elected Official's approval of yearly budgets and updates to medical disclosures within participant records for EO compliance.

Langer inquired on the expectations of the areas of concern and findings from monitoring.

Lentz put forward that areas of concern which are found throughout multiple program years may progress and be considered a finding area. Finding areas will be associated with corrective action areas. Corrective action recommendations will be provided as options. We must respond with a plan and/or actions taken. All issues must be addressed during the monitoring process.

Lentz stated local, internal monitoring is being finalized and is similar with issues found during the DWD monitoring process. Contractors have been asked to provide detailed feedback on program recommendations going forward. Housing, child care expenses, and technology needs have increased with the COVID-19 environment and we want to be mindful of flexibility for supportive services.

Cataldo inquired if any federal level changes will be coming with the new administration and a new Department of Labor Director.

Lentz expressed a presentation at the next Board of Director's meeting is scheduled with the National Association of Workforce Boards and the National Skills Coalition to further discuss these initiatives and priorities of the new administration. Additional outreach has been made to DWD for further discussion with the Interim State of Wisconsin DWD Director.

Agenda Item 5 - Policy Discussion

Lentz inquired with Committee Members regarding the administration of policies surrounding COVID-19 and vaccination requirements. Outreach has been made to partner organizations inquiring on any planned implementation and perspective.

Kearney explained vaccination is highly encouraged but not required for employees.

Guttenberg concurred; encouragement is noted but not required for employees.

Langer emphasized that mandatory flu shot policies tend to be redacted depending on the industries and roles.

Christenson inquired on WWDA initiatives pursuing quicker response time for essential board staff vaccinations.

Lentz confirmed the topic is being discussed by WWDA.

Agenda Item 6 - Upcoming Meetings and Schedules

Lentz informed Members on the next convening of committees: May 4th, 2021 for Planning and Development Committee, May 6th, 2021 for Youth Committee, and April 29th, 2021 for Executive Committee.

Cataldo stated the next Board of Directors' meeting is set for February 10th, 2021.

Agenda Item 7 - Adjournment

With no additional business for the Committee, Cataldo made a motion to adjourn at 11:39 a.m.

Adjourned: 11:39 a.m.



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Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Draft Minutes from November 5, 2020
- 2019 Form 990 and WI Form 1952
- Financials Ending November 30, 2020



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