

## **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, April 29, 2021**  
**10:30 a.m. to 12:00 p.m.**

**Workforce Development Board**  
**via Conference Call**  
**(312) 626-6799**  
**Meeting ID: 973 5598 1397**

**Members:** Laura Cataldo, Pam Christenson, Kathy Cromeey, Francis Langer, Margaret Leitinger, Elizabeth Roddy, Randy Guttenberg

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

### **Agenda Item 1 - Welcome**

Cataldo welcomed everyone and called the meeting to order at 10:36 a.m.

### **Agenda Item 2 - Review and Approval of the January 14, 2021 Committee Meeting Minutes**

Cataldo requested a motion to approve the minutes of the January 14, 2021 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 - Review of the Fiscal Report**

Tyne directed Members to the February 2021 financial statements and provided detail on specific program expenses. *Auditing and Accounting* has been expended for the fiscal year along with *Occupancy – Rent* and *Occupancy – Storage Rent*. *Staff Training & Conferences* along with *Travel – Staff* have been low with the COVID-19 environment. *Workers' Compensation* has been refunded from the prior year. Additional grants have been added to the financial statements.

Lentz added *Program Expenses* are significantly down with fewer activity and individuals.



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Cataldo inquired on *Youth Work Experience* and the state's expectation on fund utilization.

Tyne explained *Youth Work Experience* is set aside for WIOA In-School Youth (ISY). Funding for WIOA grants are year periods and there is upcoming programming to expense the funds.

Leitinger inquired on additional flexibility for technology-related needs for work experience participants.

Tyne responded we are allowed to expend WIOA funds on technology however funding requirements for work experience has strict restrictions. WIOA regulations require 10% of WIOA Youth funding be utilized on supporting *Youth Work Experience* development and wages.

Lentz outlined upcoming budgets may allow for piloting and experimenting to bridge gaps and support remote or virtual internships, however with the current program design, it's best to not supplement wage funds toward technology requests.

#### **Agenda Item 4 – Executive Director Updates**

Lentz pointed out office staff are working onsite and is, similar to the job centers, open to the public by appointment only. The Department of Workforce Development – Division of Employment & Training is targeting the 1<sup>st</sup> week of July for reopening.

Lentz briefed the committee on the Department of Labor (DOL) National Dislocated Worker Grant (NDWG) with continued development of additional worksites and the DOL Employment Recovery Dislocated Worker Grant which supports the increased volume of individuals eligible for WIOA Dislocated Worker services.

Cataldo questioned remaining funds held by the State for the Employment Recovery Dislocated Worker Grant.

Lentz acknowledged communication from February 2021 stating \$1,300,000 left to expend by September 30, 2022.

Langer inquired on performance metrics for the grant in comparison to other workforce development area boards.

Lentz speculated higher success in utilization of these funds include our existing relationship with the region's technical colleges and their built-in recruitment tool. Dislocations tend to be the driver behind recruitment, however boards are not seeing the success from Rapid Response activities or engagements as anticipated.

Lentz provided updates surrounding the Apprenticeship State Expansion (ASE) Grant with increased funding to the contract, the Department of Corrections (DOC) Adult Reentry and Employment Strategic (ARES) Implementation Grant with re-engaging community partners and employers, and the progress made on the H1B Rural Healthcare Grant with ongoing curriculum development.

Lentz highlighted pending grants which include the submission of the Youth Apprenticeship (YA) Grant with an increase in funding and individuals served, the Pathway Home 2 Grant submission consisting of collaboration with Employ Milwaukee and the DOC, the State Apprenticeship Expansion (SAE) Grant 2020 that will extend the Apprenticeship Navigator position and provide additional training and supportive service funding, the State Apprenticeship Expansion Equity and Innovation Grants (SAEEI) with a focus on equity and expansion into nontraditional occupations, and the Department of Children and Families (DCF) Chaffee Grant which provides additional training funds for Independent Living participants.

Lentz informed the Committee the monitoring report from DWD has been received. All elements have been addressed and there are no disallowed costs. A corrective action plan and board response has been sent to them for additional follow-up or monitoring closeout.

Lentz reported that local monitoring is concluding and will be discussed in-depth at the upcoming Planning & Development and Youth Committee meetings.

Lentz continued with updates to the 2021 Memorandum of Understanding (MOU) process in regards to each of the three job centers in our workforce development area. New guidance has been received surrounding shared costs. An extension request has been submitted to DWD.

Lentz briefly summarized upcoming Virtual Governance Training on behalf of DWD intended to provide Local Elected Officials with information on board oversight as well as recent activity on dislocations.

Cataldo inquired if metrics are available detailing individuals who were temporarily laid off that are coming back to work for the same employer(s).

Lentz relayed that employees called back to their same employer is not a currently tracked metric, however there is an increase in job postings, with a significant increase in job postings related to the food service and accommodations fields. Collaboration is in the works with Downtown Madison, Inc on setting up a job fair to highlight upcoming summer activities and employment initiatives.

Lentz emphasized upcoming Drive-Thru job fairs in each of our six counties scheduled for May 4<sup>th</sup> at various college campuses and fairgrounds with over 130 employers participating.

Roddy noted experiences with prior virtual job fairs and the necessity of continued follow-up.

Lentz pointed out the State-purchased Job Fair platform allows for follow-up between employers and individuals by storing names and contact information.

Lentz voiced new community collaborations. Stoughton Area School District is planning an expansion of their FabLab with openings to the community for workspace. The Badger Prairie Needs Network provides food distribution and has received additional grant funding for expansion which will include a new community room and the possibility of another office for outreach. Invitation to utilize the office for outreach has been extended to the board. An additional collaboration with the Latino Academy of Workforce Development includes WIOA Youth program expansion as well as employment training assistance and outreach.

### **Agenda Item 5 – Policy for Consideration**

Lentz explained DWD monitoring included specifications on updating fiscal policies for updates to citations, and a push for implementing programmatic policies in addition to organizational policies. Staff has requested to keep policies set strictly to the organization and implementation of programmatic guidance to achieve the desired outcome.

Tyne mentioned the Purchasing Policies and Procedures has been in effect for years and updates this year include reassigned CFR citations, further clarification on sole source procurements, additional inclusions for EO compliance, and new threshold and verbiage requirements.

Tyne requested feedback on the proposed changes. No additional feedback was received.

Cataldo requested motion to accept the revisions to the Purchasing Policies and Procedures. Leitingner made a motion to approve. Guttenberg offered the second. The vote was unanimous in favor of the motion.

Tyne moved into the Record Retention Policy and expressed that the addition of Consumer Data for programmatic applicant and participant records has the required verbiage and will satisfy the actions for DWD.

Cataldo requested motion to accept the revisions to the Records Retention Policy. Christenson made a motion to approve. Guttenberg offered the second. The vote was unanimous in favor of the motion.

### **Agenda Item 6 – Closed Session – Personnel Discussion**

Cataldo requested motion to enter into closed session to discuss personnel. Roddy made a motion to move the committee into closed session. Christenson offered the second. The vote was unanimous in favor of the motion.

The committee discussed personnel and conducted the Executive Evaluation.

Cataldo requested motion to enter into open session. Guttenberg made a motion to move the committee into open session. Langer offered the second. The vote was unanimous in favor of the motion.

### **Agenda Item 7 – Discussion and Approval of the PY21 WDB Corporate Budget**

Cataldo tabled the remainder of *Closed Session – Personnel Discussion* as well as the *Discussion and Approval of the PY21 WDB Corporate Budget*, and requested a reschedule for time availability to finish these agenda items.

### **Agenda Item 8 – Upcoming Meetings and Schedules**

Lentz informed Members on the next convening of committees: May 4<sup>th</sup>, 2021 for Planning and Development Committee, May 6<sup>th</sup>, 2021 for Youth Committee, and June 24<sup>th</sup>, 2021 for Executive Committee.

Cataldo stated the next Board of Directors' meeting is set for May 26<sup>th</sup>, 2021.

### **Agenda Item 9 – Adjournment**

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
- Draft Minutes from January 14, 2021
- Financials Ending February 28, 2021
- March 2021 Dislocation Activity
- Records Retention Draft
- Purchasing Policies and Procedures
- Corporate Budget Handout
- Tentative Meeting Schedule 2021-2022