

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, August 26, 2021
10:00 a.m. to 12:00 p.m.

Workforce Development Board
via Conference Call
(929) 205-6099
Meeting ID: 984 1415 8344

Members: Laura Cataldo, Pam Christenson, Paul Dietmann, Todd Kearney, Margaret Leitinger, Elizabeth Roddy

Staff: Seth Lentz, Lameece Tyne, Chris Ziegel

Guests: Julie Enloe

Agenda Item 1 - Welcome

Cataldo welcomed everyone and called the meeting to order at 10:04 a.m.

Agenda Item 2 - Review and Approval of the June 24, 2021 Committee Meeting Minutes

Cataldo requested a motion to approve the minutes of the June 24, 2021 Executive Committee meeting as presented. Christenson moved to approve and Kearney 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 briefed the committee with updates on the Memorandum of Understanding for each of the region's job centers. Expectations of financial contributions to the one-stop system has brought challenges into the process. Historically this has been achieved through in-kind exchange of services which will not suffice for this years' requirements. Technical assistance has been obtained from the



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Department of Workforce Development (DWD) and a solution has been proposed. The process will continue moving forward with an expected completion by the end of September.

Kearney requested further detail on the solution proposed.

Lentz clarified that partners are able to provide digital access to services which will fulfill the shared cost obligations without a direct exchange of resources between partners. Cost can be allocated to the digital access of these services.

Lentz continued with updates into DWD's 2020-2021 annual monitoring. Cleanup and record adjustments have been made. A few last pieces to follow-up on in regards to definitions and MOU expectations. A forthcoming response is expected within the next week.

Lentz provided detail behind the performance scorecard. The draft of the final report demonstrates goal expectations for the region are Met or Exceeded.

Kearney asked about ongoing performance metrics tracked in real-time.

Lentz responded that there are real-time performance scorecard results and they are consistent with the goal performances. The real-time performance results will be included with the next set of committee meetings. Initial indications reflect that participant volumes have decreased locally as well as statewide.

Cataldo added there were no concerns with any failures in measurements.

Lentz mentioned the region's job centers are open and accepting walk-in traffic. Metrics are tracked of the walk-in traffic within resource rooms. The Dane County Job Center averages around 60 individuals a week. The Workforce Development Center of Jefferson County is averaging around 15 individuals in a week. Sauk County Job Center is averaging around 10 individuals a week. Walk-in traffic at all the region's job centers has decreased significantly with the COVID-19 environment.

Leitinger inquired if there is tracking for virtual engagements.

Lentz explained metrics are not provided for some services such as Dane County Human Services and their walk-in traffic. The Dane County Job Center is currently under remodel. The Sauk County Job Center will be moving into a new suite that will be located at their current building location as Sauk County government needed to expand their space capacities. Discussions are ongoing with DWD's Job Service and DVR departments to maintain their presence onsite. Leased space will be decreased by about 50% with the loss of the training room.

Lentz briefed the Committee on grant updates. \$130 million for the Governor's investments, of which, \$10 million has been allocated to community support in Milwaukee and the Green Bay area via an infusion of state staff placed into the community to help individuals navigate and connect to the workforce system. \$20 million has been allocated to the Worker Advancement Initiative grant which is



available to the state's local workforce boards. WDBSCW's region proposal has been submitted for a \$2 million request, covering over two years, to serve 200 people. The proposal reflects piloting new workforce strategies which WIOA funding does not allow for, in addition to populations that are not allowed under WIOA funding. The initiatives will look to capitalize on digital literacy and provide additional incentives for training. The remaining \$100 million left is currently being discussed at multiple levels throughout the State.

Christenson requested further detail on the community support envisioned for Milwaukee and the Green Bay area.

Lentz articulated that DWD shifted many of their specialized project staff persons over to the Unemployment Insurance Division during the start of the pandemic. A portion of these staff persons will be reassigned to this new initiative.

Cataldo inquired on the potential for a Spanish-speaking Apprenticeship Navigator that would be identified statewide to help with these workforce initiatives.

Lentz responded the proposal has been relayed to DWD's Bureau of Apprenticeship Standards.

Leitinger requested definition in the terminology between unemployed and underemployed in regards to the requirements for the Worker Advancement Initiative grant.

Lentz expressed the grant will serve individuals who self-attest that they do not meet self-sufficiency. The weaving of resources will help to appeal and bring in new audiences. Additional guidance on metrics and requirements is expected from DWD.

Roddy highlighted the creation of the certified pre-apprenticeship program will help to expend the grant.

Lentz spoke on updates with the Statewide Employment Recovery Dislocated Worker Grant. The initial funding request of \$275,000 targeted at WIOA Dislocated Workers, primarily focusing on training expenses has been expended. The proposal submission was geared toward serving 50 individuals. The grant has served 86 and the next request of funding will be for \$250,000.

Lentz stated the Department of Corrections (DOC) has reached out to pilot a Windows to Work program in Columbia County at the Columbia Correctional Institution. They are requesting a budget to augment the current Windows to Work contract.

Agenda Item 4 – Review of Fiscal Report

Tyne directed Committee Members to the June 2021 financial statements. The financials are preliminary as Board staff wrap up remaining fiscal year items along with DWD providing final closeout forms. An audit with WIPFLI has been scheduled starting September 20th. Office supplies expense increased with the additional licenses purchased for the Salesforce platform under the Independent Living grant. Dues



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and Subscriptions expense increased with the additional licenses purchased for the Zoom platform. Worker's Compensation expense remains under budget as previously mentioned at the April 29th Executive Committee meeting.

Cataldo requested further analysis on the *Staff Training & Conferences* expense.

Lentz commented the WIOA State Roundtable was cancelled for 2021. Many trainings and conferences have shifted to virtual platforms with a vast majority of free training offerings. There has been a lot of movement on the legislative front with the possibility that more federal and national conferences will be held during Spring 2022 based on new legislations enacted this year.

Tyne clarified that subcontractors have also decreased their *Staff Training & Conferences* expenses with the current environment.

Cataldo suggested providing opportunities for staff.

Tyne expressed that staff were encouraged during their annual reviews to attend conferences and webinars.

Leitinger articulated methods many organizations utilized as guidance for staff training.

Lentz presented examples of recent staff trainings.

Cataldo inquired on the logistics of the upcoming audit.

Tyne responded the audit will be a hybrid of onsite and virtual presence.

Christenson requested further analysis on the lower expenditure rates associated with the H1B Rural Healthcare Grant.

Tyne replied that the grant is for a four-year period and in collaboration with the Northwest Workforce Investment Board. Many of the expenses listed are for implementation during the first year of the grant.

Lentz added many of the new grants run through different time periods. The final year of the grant will be to collect follow-up and participant data with few implementation expenses.

Kearney asked if all grants received by the Board are multi-year grants.

Tyne answered the budgeted amounts are for a single year. The H1B Rural Healthcare grant started as a single-year budgeted amount and has progressed into a multi-year budgeted amount reported on the financial statements.

Roddy inquired on the *Excess of Revenue (Expense)* line item.

Tyne stated the two-year grants listed include carryover for the next program year. The excess amount would include a fee-for-service charge from the last fiscal year.

Agenda Item 5 – Review and Update on Workforce Development Board Memberships Reappointment and New Appointments for January 01, 2022

Lentz acknowledged a new Board Member has been added from Sauk County. Eric Peterson is a former County Board Supervisor, serial entrepreneur and small business owner, and airport manager for the Portage Municipal Airport. Eric has prior experience with economic development, business, and supply chain management. Eric will be seated at the next Board of Directors meeting on September 29th.

Lentz pointed out Ed White has departed from the Sauk County Development Corporation and will be stepping down from the Board. Jim Falco has retired from Madison College and served as a Non-Member Youth Committee representative.

Lentz briefed the Committee on recruitment efforts and requirements. Driver industry sectors that would beneficially serve to have representative on the Board include Information Technology, Biotechnology, and Healthcare. Additional consideration is needed to mind regional representation to include the region's rural counties in addition to diversification. Reappointment letters will be forthcoming.

Lentz reminded the Committee that leadership transitions for Board Officer positions will also be taking place going into 2022.

Agenda Item 6 – Labor Market Discussion Update

Lentz reported the closing of Tyson Foods in Jefferson County slated for September 16th which will affect 62 individuals. Their staff were notified as of August 11th. Operations will cease as of September 16th. Workers will be paid up until October 10th. Rapid response sessions were held yesterday. Staff will continue to be deployed to help with the dislocation.

Cataldo inquired if Jefferson County's Economic Development department is notified of WARN notices.

Lentz replied that Thrive Economic Development has been included and they have been in close contact with WDB staff and Tyson Food representatives.

Lentz voiced the Business and Education Summit contained presentations from Matt Kures, Community Development Specialist at UW-Madison, and Taylor Maag, a Senior Policy Manager at Jobs for the Future. These presentations will be packaged together and sent to Board Members prior to the next Board Meeting.

Agenda Item 7 – Update on Activities and Events



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Lentz stated the next Youth Committee meeting is planned for September 9th, the next Planning & Development Committee meeting for September 16th, and the next Board of Directors' meeting for September 29th. These meetings will be held virtual. Planning for the Annual meeting scheduled for December 8th has started with the planned venue being the Overture Center.

Agenda Item 8 – Adjournment

Cataldo made a motion to adjourn at 11:29 a.m.

Adjourned: 11:29 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Draft Minutes from June 24, 2021
- Federal Scorecard Handout
- June 2021 Financial Statements



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