

Executive Committee Meeting Minutes

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 4, 2021
10:00 a.m. to 12:00 p.m.

Workforce Development Board
via Conference Call
(929) 205-6099
Meeting ID: 939 2791 7545

Members: Laura Cataldo, Kathy Cromeey, Paul Dietmann, Todd Kearney, Francis Langer, Margaret Leitinger, Elizabeth Roddy

Staff: Seth Lentz, Lameece Tyne, Chris Ziegel

Agenda Item 1 - Welcome

Cataldo welcomed everyone and called the meeting to order at 10:08 a.m.

Agenda Item 2 - Review and Approval of the August 26, 2021 Committee Meeting Minutes

Cataldo requested a motion to approve the minutes of the August 26, 2021 Executive Committee meeting as presented. Langer moved to approve and Roddy 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 on MOU updates and Department of Workforce Development (DWD) monitoring updates. DWD monitoring responses for program year 2020 (July 1, 2020 – June 30, 2021) has been submitted. Review and feedback from DWD will be forthcoming. The desk survey for the 2021 monitoring process is underway and due to DWD next week. The 2021-2022 Memorandum of Understanding for each of the region's job centers have been submitted. The local contractor monitoring process is also underway with many lessons learned. Stability with the WIOA Youth platform in the rural areas of the region is steadily increasing. State-agency partners such as the Division of Job Service and



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the Division of Vocational Rehabilitation are increasing their remote workplace offerings which provides new challenges to the current system's shared service delivery platform. These challenges will be communicated to DWD during our monitoring.

Lentz summarized the Worker Advancement Initiative (WAI) grant funds were approved for \$2,000,000. The implementation plan has been received which helps to clarify insights, and meetings have been scheduled for any additional questions. The Bureau of Apprenticeship Standards has requested a preliminary budget for the possibility of adding a bilingual navigator position to the Apprenticeship State Expansion grant.

Lentz noted the H-1B Rural Healthcare Grant Program is on-track with participation and the collaborations with Moraine Park Technical College (MPTC) are proving successful.

Leitinger requested a summary of the H-1B Rural Healthcare Grant Program and current progress of the curriculum.

Lentz responded the grant program is targeted at individuals living in rural areas of the State as well as individuals employed within the healthcare industry. WDBSCW is collaborating with MPTC for a Telehealth certificate offering. Existing curriculums will frame the structure of the program and enhance current students and professionals already within the industry.

Lentz highlighted the Youth Apprenticeship grant has received additional funding and articulated the details behind the increase of funds. A contract modification has been received from the Department of Corrections for expansion of the Windows to Work grant which will provide additional funding to support the inclusion of program offerings at the Columbia Correctional Institution as well as additional staffing support to the Oak Hill Correctional Institution Job Center.

Lentz notified Members that our region will likely receive a portion of the approximate 12,600 Afghan refugees currently stationed in Fort McCoy. Further details are expected and will be communicated out.

Lentz outlined details surrounding planning of the 2021 Annual Celebration scheduled for December 8th. The event will be virtual. Award nominations are in review by Board staff. The annual report has been drafted.

Cataldo proposed the preceding Board of Directors' meeting be a hybrid offering of in-person and virtual attendance, and noted the headquarters of Baker Tilly should have adequate space available to host.

Lentz commented that the Audit Committee is scheduled to meet 9:30 am to 10:00 am, the Board of Directors' meeting will follow from 10:00 am to 11:00 am, and the Annual Celebration will begin afterward, starting at 11:00 am.

Lentz proceeded into discussing organization planning and scheduling needs. Many of the larger projects for the year are currently awaiting response or feedback from DWD. It may be possible that a

reconvening of the Executive Committee may be needed for any action items to start implementing new practices, policies, or staffing configurations with the addition of the WAI grant offering.

Kearney asked if there is any existing hierarchy in regards to staffing placements for administration of grants that have limited timeframes.

Lentz answered staffing is adjusted based upon grant parameters. The Board typically avoids having direct service staff and prefers to contract these positions out. As more information is released surrounding the logistics of the grant, the Committee may need to convene to further discuss opportunities.

Lentz reiterated that many of the larger projects for the year are currently awaiting response or feedback from DWD, and as such, suggested the cancellation of the upcoming Youth Committee meeting scheduled for Tuesday, November 16th as well as the upcoming November 18th Planning and Development Committee meeting.

Leitinger and Roddy concurred.

Agenda Item 4 – Review of Fiscal Report

Tyne directed Committee Members to the September 2021 Monthly Financials. *Occupancy - Rent* and *Strategic Planning* has been fully expensed for the fiscal year.

Kearney inquired if there are discounts provided for the prepayment of rent.

Leitinger inquired if there are discounts for prepaid insurance.

Tyne responded there is not a discount for the prepayment of rent, but there is a discount for the prepayment of insurance.

Cataldo enquired about the absence of expenditures for *Staff Training & Conferences*.

Tyne stated that Board staff are told to participate in training offerings and noted many training offerings are free. Equal Opportunity training for Board staff is forthcoming.

Lentz acknowledged the National Association of Workforce Development Professionals have been offering regular seminars and sessions. Jobs for the Future recently hosted an annual conference with trainings that were free.

Leitinger requested detail on remote work offerings for Board staff, and expressed that recruitment for positions that are remote are being filled four-to-five times faster than positions which do not offer the flexibility.



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Lentz indicated Board staff have elected to work onsite. Accommodations are made to work outside the traditional business hours and office location if situations may arise for the need, such as childcare coverage. Board staff have been issued technology for these instances. Onsite employment provides benefits that are not as easy to achieve with remote employment. Staff were informed they may have the opportunity to work remote, but there are not set schedules pertaining to remote work.

Cataldo inquired with Leitinger on employers who are adamant about onsite working and any adjustments to their staffing models with the current environment.

Leitinger responded many employers have shifted to offering remote employment when possible as well as an increase in wages. Individuals who have been surveyed are expressing the interests of part-time remote work and straying away from positions which require more hours than the typical forty. Onsite-only employers that were once able to draw candidates in with lucrative benefit packages are not able to compete with employers who may not have a great benefits package, but do offer remote employment. Remote working is not only essential for recruitment, but also for employee retention. Many companies are restructuring their organization to accommodate their needs for labor.

Agenda Item 5 – Membership Update and Officer Nominations Discussion

Lentz advised that Board Member renewals were presented to the Local Elected Officials (LEO) for their respective county. Approvals are being received by the LEOs and reappointments will be finalized. Recruitment for new membership is ongoing.

Lentz pointed out that the Planning & Development Committee currently has Co-Chair Officer positions. The Youth Committee could implement the same Co-Chair Officer structure to help facilitate with Board Member growth.

Lentz acknowledged that Langer will serve as Board Chair effective 1/1/2022. Lentz shared he had discussions with the current Executive Committee Members regarding leadership opportunities and shared the results of those conversations. Staff recommendations for Board Officer positions include Kearney as Chair-Elect and Dietmann agreed to continue as Board Treasurer. Cromey and Leitinger will continue to serve as Co-Chairs for the Planning & Development Committee. Roddy expressed the interest to Co-Chair the Youth Committee to serve alongside Guttenberg. Christenson was willing to serve as Board Secretary.

Leitinger recommended biannual updates with Executive Committee Members to help develop and nurture Board Members into succession plans.

Lentz recognized recruitment efforts include Hugh Wing with the City of Madison to replace the non-Board Member representative on the Youth Committee. The Executive Committee agreed with the recommendation and approved staff to pursue the appointment accordingly.

Agenda Item 6 – WIG Grant Update and Reflections



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Lentz reported the Workforce Innovation Grant (WIG) Program is a collaboration between the Wisconsin Economic Development Corporation (WEDC) and the Department of Workforce Development (DWD). The program provides up to \$10 million grants to regional organizations to design and implement innovative plans that help solve the workforce challenges the COVID-19 pandemic has caused in their regions. This program encourages the development of leading-edge, long-term solutions that enable businesses to more easily find workers and empower those workers to more successfully prepare for and connect to the family-supporting careers in their regions.

Lentz outlined the organizations that have requested a letter of support from the WDBSCW, which include the Boys and Girls Club of Dane County for their McKenzie Regional Workforce Center Skilled Trades Program, Madison College focusing on childcare, MadREPs proposal encompassing multiple strategies, Latino Academy for Workforce Development focusing on CDL training, Operation Fresh Start to enhance their current programming, and Greater Watertown Community Health Foundation's focus on childcare through their ChildcareWorks proposal. Decisions should be made by December 15th. Many of the proposals requested that the Board perform the data collection and reporting. Board staff proposed the recommendation to support the setup of new guidelines and systems but refrain from owning the data collection or reporting.

Agenda Item 7 – Adjournment

Cataldo made a motion to adjourn at 11:30 a.m.

Adjourned: 11:30 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, 2021
- September 2021 Financial Statements



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