

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

Tuesday, December 21, 2021
3:00 p.m. to 4:00 p.m.

Workforce Development Board
via Conference Call
(312) 626-6799
Meeting ID: 854 0111 6127

Members: Laura Cataldo, Randy Guttenberg, 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 3:02 p.m.

Agenda Item 2 - Review and Approval of the November 4, 2021 Committee Meeting Minutes

Cataldo requested a motion to approve the minutes of the November 4, 2021 Executive Committee meeting as presented. Kearney 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 updates to the Department of Workforce Development's (DWD) annual monitoring process. The monitoring process which occurred in December 2020 has now been closed and accepted by DWD. The monitoring process which occurred in December 2021 has been conducted and a response report is forthcoming.

Kearney inquired on the significance of changes that may need to be added to corporate documentation.



Partnerships and pathways for economic growth

WDBSCW
3513 Anderson St, Ste 104
Madison, WI 53704 USA

+1 608 249 9001
info@wdbscw.org
www.wdbscw.org

Lentz specified updates may include current language in the Local Elected Official's (LEO) agreement and DWD's role in dispute mediation, especially DWD's role in the handling of disallowed cost mitigation.

Lentz clarified that contractors assume the liability in cases of misuse of funds. If the costs are of a significant value, the respective LEO is the one ultimately liable. The current agreements have DWD being the negotiator but DWD has now said they will not take on that responsibility.

Lentz noted staffing updates. Recruiting for the Programs Assistant position. A new hire will be starting January 18th. Notice has been received that the current South Central IL Coordinator has accepted another position and will be leaving the WDBSCW.

Lentz highlighted grant updates. The Governor's Workforce Innovation Grant program was awarded to agencies including \$2.9 million to Madison College for their childcare initiative and \$3.3 million to Operation Fresh Start. We plan to partner with both agencies for technical assistance, data collection, and data reporting. The Department of Transportation (DOT) received a federal grant for \$250,000 to support workforce recruitment and training in regards to construction-related and distribution logistics industries and occupations. The Board will be partnering with Employ Milwaukee for this initiative.

Agenda Item 4 – Closed Session – Personnel Discussion

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

The committee discussed the schedule for PY22 and reviewed associated matters.

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

Agenda Item 5 – Adult Incentive Policy

Lentz advised the Committee on draft Adult Incentive Policy which mirrors the Youth Incentive Policy recently approved at the May 2021 Executive Committee meeting. The Adult Incentive Policy applies to the WAI grant and are not approved costs under current WIOA legislation.

Lentz pointed out WIOA Youth participants may earn no more than \$1,000 in incentive payments during a program year. Incentive payments may only be awarded for unique achievements leading to defined outcomes. Extenuating circumstances can be presented for consideration to the WDBSCW Executive Director or designee. The policy is written specifically to be expanded upon if necessary.

Cataldo inquired how many participants from the prior year would these incentives impact had they been rolled out in years' prior.



Partnerships and pathways for economic growth

WDBSCW
3513 Anderson St, Ste 104
Madison, WI 53704 USA

+1 608 249 9001
info@wdbscw.org
www.wdbscw.org

Lentz explained the current program year plan is to serve 100 individuals each year for a total of 200 served by the grant.

Cataldo requested motion to approve the Adult Incentive Policy. Leitinger made a motion to approve. Guttenberg offered the second. The vote was unanimous in favor of the motion.

Agenda Item 6 – WAI Staffing and Contracting

Lentz recommended the hiring of one new full-time staff member to the Board to administer the Workers Advancement Initiative grant.

Kearney inquired on past staff brought onboard for grant initiatives, if these were all planned to be brand-new hires, and if their work would strictly be under the WAI grant.

Lentz noted one full-time staff would work closely with contractors. We have budgeted another full-time position as well as a part-time position that we plan to contract out. The position would be funded under the WAI grant, but working to support system programs and initiatives.

Roddy inquired if contractors have been included in these discussions or if there may be issues.

Lentz reported that contractors have not been included in these discussions.

Kearney inquired if the Board pursued the grant or if the grant was a mandatory requirement by the state or federal government.

Lentz noted the grant opportunity was only intended for workforce development boards. The Board's proposal was written to augment existing WIOA funding.

Cataldo requested motion to approve the staffing and contracting under the WAI grant. Kearney made a motion to approve. Leitinger offered the second. The vote was unanimous in favor of the motion.

Agenda Item 7 – Adjournment

Cataldo made a motion to adjourn at 3:44 p.m.

Adjourned: 3:44 p.m.

Respectfully Submitted:

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



Partnerships and pathways for economic growth

WDBSCW
3513 Anderson St, Ste 104
Madison, WI 53704 USA

+1 608 249 9001
info@wdbscw.org
www.wdbscw.org

Attachment for Board Records:

- Agenda
- Draft Minutes from November 4, 2021
- Adult Incentive Policy Draft Handout



Partnerships and pathways for economic growth

WDBSCW
3513 Anderson St, Ste 104
Madison, WI 53704 USA

+1 608 249 9001
info@wdbscw.org
www.wdbscw.org