

Executive Committee Meeting Minutes

Francis Langer, Chair
Todd Kearney, Chair-Elect
Laura Cataldo, Past Chair
Pam Christenson, Secretary
Paul Dietmann, Treasurer
Kathy Cromey, Co-Chair—Planning & Development Committee
Margaret Leitinger, Co-Chair—Planning & Development Committee
Randy Guttenberg, Co-Chair—Youth Committee
Elizabeth Roddy, Co-Chair—Youth Committee
Todd Kearney, Chair—Audit

Thursday, April 28, 2022
10:00 a.m. to 12:00 p.m.
Workforce Development Board
3513 Anderson Street, Suite 104
Madison, WI 53704

Members Present: Pam Christenson, Francis Langer, Elizabeth Roddy

Members Present via Zoom: Kathy Cromey, Todd Kearney

Staff: Seth Lentz, Lameece Tyne, Chris Ziegel

Agenda Item 1 - Welcome

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

Agenda Item 2 - Review and Approval of the December 21, 2021 Committee Meeting Minutes

Langer requested a motion to approve the minutes of the December 21, 2021 Executive Committee meeting as presented. Christenson 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 - Financials

Tyne directed Members to the February 2022 financial statements and provided detail on specific program expenses. *Supplies – Office* expense includes PC purchases. *Public Notice and Advertising* expense has increased with staffing of new positions. *Meetings* expense will show a slight increase once expenses from the National Association of Workforce Boards (NAWB) Forum 2022 trip in Washington D.C. has been entered. Additionally, a transfer of \$100,000 has been initiated for funding from WIOA Dislocated Worker over to WIOA Adult.



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

Kearney requested further detail behind the process of fund transfers.

Tyne reviewed the documentation process involved between the workforce development boards (WDB) and the Department of Workforce Development (DWD).

Tyne provided an overview of the information contained within the 2020 Form 990 and requested any feedback or questions. No feedback or questions were presented.

Langer requested a motion to approve the 2020 Form 990 as presented. Kearney moved to approve and Christenson 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 briefed the Committee on updates to the Local Elected Officials. Christopher Polzer has been elected as Chair for the Columbia County Board. David Frohling has been elected as Chair for the Dodge County Board. Kenneth Borzick has been elected as Chair for the Marquette County Board. Joe Parisi remains Executive for Dane County. Steven Nass remains as Chair of the Jefferson County Board. Tim McCumber remains as Chair of the Sauk County Board.

Lentz mentioned attending the NAWB conference in Washington D.C. Nationally, 25 WDBs were convened under a Jobs for the Future initiative to discuss next steps with the workforce development system. Discussions were had surrounding additional resources targeted at workforce and youth.

Tyne added that many boards struggle with the requirements behind achieving the WIOA In-School Youth and WIOA Out-of-School Youth metrics and are introducing youth waiver policies.

Lentz shifted the discussion to the topic of Diversity, Equity, and Inclusion (DEI). Many organization's boards are increasing awareness in regards to member composition, and requested feedback on how the Board should approach the topic with Members.

Roddy explained the apprenticeship program requests the disclosures, but providing the information is not a requirement.

Cromey summarized expansion of DEI initiatives across all industries.

Christenson agreed and noted the initiative is not industry-exclusive.

Langer suggested it be best to collect the information by request prior to it being a requirement.

Lentz thanked the Committee and stated further discussion will be conducted at the upcoming Board of Directors' meeting.



Lentz informed Members that several of the larger workforce development boards across the nation are strategically opting to establish additional boards to govern WDB practices involving programs administered that are not WIOA. Boards have historically covered the full composition of the WDB's organizations strategies. Many boards are looking to split board operations so that an individual board would cover the strategies of WIOA whilst other board(s) would cover the strategies related to other programs administered by the organization.

Tyne added that the funding for WIOA is becoming a smaller portion of total funding received by many boards.

Langer inquired if board size and composition drives the initiative.

Lentz responded that larger-sized boards are conceptualizing the process with many smaller-sized boards following suit.

Lentz provided Members with updates on grant processes. The Worker Advancement Initiative grant is active with plans to serve 200 individuals over a two year period. 25 participants are in engagement with the program. Training cohorts are scheduled for the year, with the planned 200 individuals completing within the first year of the grant. Incentive payments have helped drive the success and partner collaborations.

Lentz continued explaining that WIOA allocations have been announced with a 10% decrease in allocation to each workforce development board.

Lentz outlined The Department of Transportation has received a grant to support the workforce development pipeline and will be looking to partner with WDBSCW as well as Employ Milwaukee for further initiatives.

Lentz detailed that DWD's Bureau of Apprenticeship is requesting the Board administer reimbursement payments and data collection statewide. \$350,000 will be for payments to be issued by June 30th, 2022.

Christenson inquired if there are any missed opportunities by not accepting this request.

Lentz pointed out the payments would help to facilitate collaborations or partnerships with organizations outside of our workforce development region.

Lentz highlighted the 2022-2023 Youth Apprenticeship grant application has been sent in for review. Adjustments were made to this year's grant to accommodate the increase of students and additional funding available.

Lentz explained the Workforce Innovation Grant Program is going through a second round of proposals from organizations; many of which have requested letters of support from the Board. The Wisconsin Workforce Development Association has submitted their proposal entailing Road Trip Nation. Latino Academy of Workforce Development will be looking to increase support for their truck driving program.



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

Herzing College is looking to expand their nursing initiatives. MadREP is undertaking a transportation project between Enterprise Rentals and local area employers. The city of Stoughton is looking to expand their FabLab concept. Beaver Dam Chamber of Commerce is developing an Agricultural-focused expansion. The United Way of Dane County is looking to update their HIRE initiative. The Boys and Girls Club of Dane County is requesting additional funding for their newly established McKenzie Family Boys & Girls Club. Madison College is requesting their funding for increased childcare training. Little John's Kitchens is requesting their funding for scaling up their efforts.

Agenda Item 5 – Monitoring Update

Lentz acknowledged the Board's response to DWD's annual monitoring has been sent to them for review. DWD has requesting future monitoring to be conducted around the August or September period.

Lentz reported that the Local Elected Officials (LEO) agreement, the WDB/LEO agreement, and the organization's Bylaws have been updated to reflect change requirements associated with disallowed costs. The documents will be brought to the Local Elected Officials as well as the upcoming Board of Directors' meeting for review and approval.

Agenda Item 6 – Closed Session – Personnel Discussion

Langer 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.

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

Agenda Item 7 – Discussion and Approval of the PY22 WDB Corporate Budget

Lentz reviewed with the Committee the Corporate Budget Handout.

The Statewide Employment Recovery Dislocated Worker Grant has been expended and staff is considering the possibility of requesting another installment.

Langer asked for a motion to approve the corporate budget as presented. Christenson made a motion to approve the PY22 budget, Roddy offered the second. The vote was unanimous in favor of the motion.

Agenda Item 8 – Upcoming Meetings and Schedules

Lentz informed Members on the next convenings: June 1st, 2022 for the Board of Directors' meeting and June 23rd, 2022 for the Executive Committee meeting.



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 recommended cancellation of the upcoming Planning & Development Committee meeting scheduled for Tuesday, May 10th as well as the upcoming Youth Committee meeting scheduled for Thursday, May 12th. Committee members concurred.

Agenda Item 9 – Adjournment

Langer made a motion to adjourn at 12:22 p.m.

Adjourned: 12:22 p.m.

Respectfully Submitted:

Pam Christenson
Board Secretary
Workforce Development Board of South Central Wisconsin, Inc.

Attachment for Board Records:

- Agenda
- Draft Minutes from December 21, 2021
- February 2022 Monthly Financials
- 2020 Form 990
- DRAFT-WDB Bylaws
- DRAFT-Chief Elected Officials Charter Agreement
- DRAFT-WDB/CEO Agreement
- Corporate Budget 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