

Executive Committee Meeting Minutes

Francis Langer, Chair
Todd Kearney, Chair-Elect
Laura Cataldo, Past Chair
Pam Christenson, Secretary
Paul Dietmann, Treasurer
Kathy Cromeey, 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, August 25, 2022
10:00 a.m. to 12:00 p.m.
Workforce Development Board
3513 Anderson Street, Suite 104
Madison, WI 53704

Members Present: Laura Cataldo, Paul Dietmann, Randy Guttenberg, Elizabeth Roddy

Members Present via Zoom: Pam Christenson

Staff: Seth Lentz, Lameece Tyne, Chris Ziegel

Agenda Item 1 - Welcome

Cataldo welcomed everyone and called the meeting to order at 10:06 a.m.

Agenda Item 2 - Review and Approval of the April 28, 2022 Committee Meeting Minutes

Cataldo requested a motion to approve the minutes of the April 28, 2022 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 – Review of Fiscal Report

Tyne directed Members to the June 2022 preliminary financial statements and provided detail on specific program expenses. *Personnel* expenses remain within budget. *Supplies – Office* expense includes new PC purchases. *Public Notice and Advertising* expense has increased with staffing of new positions. *Dues and Subscriptions* are increasing with licenses purchases for electronic meetings.



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Lentz mentioned many of the new grants received were unanticipated during initial budget planning for the program year.

Cataldo inquired if technology purchases should be their own separate line expense.

Tyne responded that technology purchases are not frequent and would not require a separate line expense.

Leitinger noted many organizations have seen an increase with technology purchases due to employees increasing their work-from-home status.

Lentz continued explaining additional Independent Living grant funds received, about \$30,000 targeted at survivors of human trafficking. Convergence Resource Center has opened a new location in Madison, and Board staff are working closely with in collaboration.

Leitinger provided additional examples of the increase of human trafficking.

Dietmann inquired if information or training sessions are offered by Convergence Resource Center.

Lentz acknowledged trainings are provided and will inquire about them being provided to contractors and Board members or staff if any are interested in attending.

Lentz moved into updates with Youth Apprenticeship (YA) and the building of bridge strategies into Registered Apprenticeships. The Bureau of Apprenticeship Standards (BAS) is including \$1,000 incentives to YA consortiums for YA participants who have successfully bridged into Registered Apprenticeship. Board staff identified 42 youth individuals who have bridged into Registered Apprenticeship within the past three years and staff were able to negotiate with consortium partners on a split of the funding resources.

Lentz provided detail on the breakdown of apprenticeship grant funds from BAS. The State Apprenticeship Expansion (SAE2020) Grant has resulted in 43 trained pre-apprentices totaling \$130,000, 304 support payments to Registered Apprentices for up to \$600 reimbursement, and On-the-job learning reimbursements to employers totaling about \$60,000, with another \$150,000 in process to be reimbursed. The Apprenticeship State Expansion Grant has resulted in 35 trained pre-apprentices, 50 support payments to Registered Apprentices, and on-the-job learning reimbursements totaling \$300,000 to about 40 employers, with another \$750,000 in process to potentially be reimbursed.

Roddy inquired on the industries and occupations of the pre-apprenticeship programs offered.

Lentz responded that training cohorts and projects offered are construction-orientated such as industrial maintenance and welding.



Agenda Item 4 – Executive Director Updates

Lentz explained that the Memoranda of Understanding for the region’s job centers are under review by the Department of Workforce Development. Monitoring is currently underway and the exit conference will begin directly after this meeting.

Lentz mentioned the Wisconsin Workforce Development Association (WWDA) has recently conducted a two-day strategic planning retreat to refocus and prioritize on advocacy, funding pursuits & leveraging, strategy, collaboration, shared resources, and training & educational opportunities.

Cataldo inquired on the funding behind WWDA.

Lentz stated Wisconsin’s workforce development boards contribute annual dues to fund the association. Additionally, Talent and Development conferences as well as a few grant opportunities have also contributed to fund the association.

Roddy asked for a status update on the WWDA talent committee.

Lentz mentioned the plan is still active, albeit slower with the pandemic and subsequent economic recovery.

Lentz will be presenting to the Governor’s Council of Workforce Investment (CWI), which has requested further information and presentations on behalf of the WWDA for the Worker Advancement Initiative (WAI) grant. The Legislative Committee on Reentry has requested further information and presentations in regards to employment barriers.

Lentz commented the region’s job centers are seeing an increase in traffic. Employers are going onsite at job centers to directly recruit. The Dane County Job Center is finalizing their remodeling. Sauk County Job Center is undergoing a remodel.

Roddy inquired if many of the job seekers are currently employed.

Lentz responded many are employed and are looking for better opportunities. Engagements with business will need to be adjusted to suit the current economy.

Lentz informed the committee that a Local Elected Officials (LEO) meeting was conducted June 22nd. The changes to the LEO Consortium Agreement and the WDB/LEO Agreement were approved. Tim McCumber, Sauk County Chair, serves as the Chair for the LEO Committee.

Lentz provided updates on potential grant opportunities. Board staff continue to meet with the Department of Transportation on workforce development pipeline prospects. UW Health may be applying for two separate Fast Forward grants and have approached the Board for collaboration. These



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grants would allow UW Health to build out an Ophthalmology Technician Assistant Registered Apprenticeship program as well as a Culinary Medicine track to expand into Registered Apprenticeship.

Leitinger asked if UW Health continues to operate their Hope Academy.

Lentz answered the Hope Academy tends to be broader in scope. These new educational tracks will be treated like prerequisites to the Hope Academy.

Lentz acknowledged the full award for the Youth Apprenticeship grant has been received but a public announcement by DWD has not been made.

Lentz advised that DWD is planning to give WDBs up to \$20,000 to perform road shows across Wisconsin. A meeting with WWDA has been setup to further discuss the opportunity.

Dietmann requested further information pertaining to the road show concept.

Lentz responded that requirements would entail one road show per quarter, per WDA.

Lentz outlined that the Greater Madison Chamber of Commerce has put a proposal in for workforce development academy to the Aspen Institute. The proposal is a collaboration between the Chamber, United Way, Madison College, and WDBSCW. The focus is to facilitate a community conversation around how to optimize talent demand of local business with supply opportunities of the workforce and educational systems, identify key challenges and opportunities, and establish an advisory council of community leaders to be action drivers. It is an 18-month project including 10 months of academy work. A \$50,000 match requirement would equate to \$12,000 per partner.

Leitinger requested a brief history of Aspen Institute.

Lentz answered they do a lot of research development and consulting. Focus is on a variety of topics. They are similar to a Brookings Institute. A lot of fellowship work. Very well known and respected.

Agenda Item 5 – WIOA Performance Negotiations

Lentz moved into performance negotiations. Goals were met and/or exceeded. Metrics for the next two program years have been released by DWD for negotiation. Metrics are well within reach and have been accepted.

Cataldo requested additional information on the measurable skills gain goal.

Lentz responded the goals that were previously set were initial benchmarks. As the metric has been incorporated for a few years, more realistic percentages were set for the goal.

Agenda Item 6 – Update on Activities and Events



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Lentz explained strategic planning would typically occur around this time of the year. The State originally had planned to have guidance on local planning from the Department of Labor (DOL) and DWD, but the information has not yet been received. The current Local Plan runs through 2023. Board staff suggest to wait on strategic planning.

Lentz reported that the Board is in year three of contracts. Performance remains good with no major issues. Board staff suggest working with the committees to review, confirm, discuss, and frame the procurement process planned for Spring 2023. The process entails a confirmation of essential design elements as well as sole-source use. Contractors who typically have been sole-sourced could still be asked to respond and provide a narrative and budget for their respective elements.

Leitinger requested a summarized document for any new elements with the procurement process.

Lentz requested feedback from the Committee on annual meeting logistics and offered multiple options for the presentation.

Cataldo suggested a hybrid option with pre-recorded material. Committee Members concurred.

Agenda Item 7 – Adjournment

With no additional business, Cataldo made a motion to adjourn at 11:32 a.m.

Adjourned: 11:32 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Draft Minutes from April 28, 2022
- June 2022 Preliminary Monthly Financials
- Federal Scorecard Q4 2021 Handout
- 2022-2023 Performance Negotiations Handout
- Aspen Institute Proposal Handout



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