

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, November 3, 2022
10:00 a.m. to 12:00 p.m.
Workforce Development Board
via Conference Call
(312) 626-6799
Meeting ID: 832 9502 0151

Members Present: Francis Langer, Todd Kearney, Pam Christenson, Paul Dietmann, Randy Guttenberg

Staff: Seth Lentz, Lameece Tyne, Chris Ziegel

Agenda Item 1 - Welcome

Langer welcomed everyone and called the meeting to order at 10:03 a.m.

Agenda Item 2 - Review and Approval of the August 25, 2022 Committee Meeting Minutes

Langer requested a motion to approve the minutes of the August 25, 2022 Executive Committee meeting 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 3 - Review of Fiscal Report

Tyne directed Members to the September 2022 preliminary financial statements and provided detail on specific program expenses. Program Expenses – *On-the-Job-Learning Payments* are employer reimbursement payments for utilizing apprenticeships. *Project Costs* include rent for space at the Sauk County Job Center. Non Personnel Expenses *Occupancy – Rent* is paid in advance for the full year.

Tyne outlined completion of the Worker Advancement Initiative (WAI) grant monitoring performed by the Department of Workforce Development (DWD). Their report and response are expected in the coming weeks. The Department of Workforce Development (DWD) monitoring for WIOA programming



Partnerships and pathways for economic growth

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has been completed and the report has been issued to the Board. The annual Audit, conducted by Wipfli, is ongoing and results will be presented at the Audit Committee's Exit Conference meeting scheduled for December 7th.

Lentz mentioned that the Independent Living grant has been added as a major program to be audited due to an increase in funding for stimulus payments.

Agenda Item 4 – Executive Director Updates

Lentz highlighted the Secretary of Labor Marty Walsh, and US Representative Mark Pocan visited the Latino Academy of Workforce Development. Board staff were also invited to tour their facility and learn more about their CDL program.

Lentz emphasized positive engagement with the region's Local Elected Officials and their invitation for Board staff to regularly attend their Intercounty Coordinating Committee meetings.

Lentz presented on grant updates. Carpentry training graduation provided growth and relationship building with many local organizations. The Department of Transportation grant will have Workforce Development Area (WDA) 2 and WDA 10 provide a needs assessment for heavy road builders. Industry, participants, and training providers will be evaluated for curricula, outcomes, and needs.

Christenson inquired on the partners that will be included with the grant work.

Lentz answered the workers, associations, and employers will all be included. The outcome of registered apprenticeships is the goal. Meetings are ongoing to complete the framework of the initiative.

Lentz noted submission of the Fast Forward grant in collaboration with UW Health. DWD received a Quest Dislocated Worker grant. \$6.3 million tentatively scheduled to go to the Wisconsin Workforce Development Boards. The grant is targeted at childcare, education, and pathways and is in collaboration with the Department of Children and Families. Wisconsin's Community Action Councils will also receive funding. Further information is expected.

Lentz summarized the City of Madison has received a grant in collaboration with Summit Credit Union, providing financial literacy training for youth. Another round of grants will be coming through. Board staff will work with partners and contractors to submit a proposal to incorporate the concept into our youth programming.

Lentz outlined Board staff's attendance at a human trafficking prevention training. The request has been made to obtain the presentation which Board staff will share out as appropriate.

Lentz briefed Members on DWD WIOA monitoring updates. Many of the findings are program- and file documentation-related. Board staff and contractors are working through any findings and areas of concern.



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Kearney inquired if the areas of concern are related to the questioned costs.

Lentz concurred. The questioned costs are associated with either the areas of concerns or the findings elements.

Tyne added that many of the questioned costs are directly through contractors and the associated disallowed costs would be passed through to them.

Lentz reiterated the WAI monitoring has been conducted and the report is expected soon. Windows to Work monitoring has been conducted by the Department of Corrections with exceptional performance. One main focus of the grant will now include co-enrollment.

Lentz spoke on Memoranda of Understanding updates. Notice was received that DWD is no longer pursuing the completion of the 2021-2022 documents and attention should be given to prioritize the 2022-2023 documents.

Agenda Item 5 – Update on Activities and Events

Lentz explained updates to logistics for the annual meeting scheduled for December 7th.

Lentz discussed cancellation of the November 15th Planning & Development Committee meeting as well as the November 17th Youth Committee meeting as further developments with contractors will need to occur regarding programming, which will give staff a better understanding of how to frame up procurement.

Agenda Item 6 – Adjournment

With no additional business, Langer made a motion to adjourn at 10:56 a.m.

Adjourned: 10:56 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Draft Minutes from August 25, 2022
- September 2022 Monthly Financials



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