

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, January 19, 2023
10:30 a.m. to 12:00 p.m.
Workforce Development Board
3513 Anderson Street, Suite 104
Madison, WI 53704

Members Present: Francis Langer, Todd Kearney, Pam Christenson, Margaret Leitinger, Elizabeth Roddy

Staff: Seth Lentz, Chris Ziegel

Agenda Item 1 - Welcome

Langer welcomed everyone and called the meeting to order at 10:46 a.m. Langer noted that the meeting was properly noticed however a quorum could not be established and that no motions or voting will occur until a quorum is recognized. The meeting convened with reports only.

Agenda Item 2 - Review and Approval of the November 3, 2022 Committee Meeting Minutes

Due to the absence of a quorum, approval of the minutes was deferred to the next full committee meeting.

Agenda Item 3 - Review of Fiscal Report and the Form 990

Lentz directed Members to the November 2022 preliminary financial statements and provided detail on specific program expenses. Expenses incurred include the addition of another cubicle in the front lobby. *Non Personnel Expenses - Staff Training & Conferences* will see an increase in utilization during the spring conferences such as the annual National Association of Workforce Boards (NAWB) convention, and the annual Wisconsin Workforce Development Association's (WWDA) TDCON event.



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

This is an open meeting and will be held in accordance with all applicable laws, ordinances, and regulations pertaining to open meetings. The Workforce Development Board of South Central Wisconsin and WorkSmart Network are equal opportunity employers and program service providers. If you need this information or printed material in an alternative format or in a different language (any of these free of charge), please contact us at 608-249-9001. Deaf, hard of hearing or speech impaired callers may contact us through Wisconsin Relay Services at 7-1-1. Proud partners of the American Job Center network. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.

Christenson inquired further on the NAWB convention.

Lentz responded that no decision has been made, due to the timing of spring conferences coinciding with issuing of procurements and the cost to attend. Staff await the agenda for the convention to determine if attendance would be productive.

Kearney inquired on past experience at the events.

Lentz replied prior attendance was quite regular and the WDBSCW would also take Board Members. The conference provides detail on regional activities and common solutions to barriers. The conference is valuable for perspective and possible innovations. The crafting of new legislation may provide for an increase in attendance this year.

Christenson commented that the WDBSCW is miles ahead of other boards around the country. Focusing on local collaborations to improve experiences may be more impactful for the Board at this time.

Langer inquired on the responsibilities of the Board in relation to many of the other boards.

Lentz noted the importance of nurturing the development, and sharing may influence other's designs. Shared experiences and counseling are benefits but are not the sole responsibilities of the Board. The Board gives as much as it takes.

Kearney acknowledged that it is a judgment call of Board staff and he was supportive either way. The group agreed with that sentiment.

Lentz stated *Non Personnel Expenses - Other Expense* reflects the bridging of Youth Apprenticeships to Registered Apprenticeships.

Lentz relayed the Form 990 reflects information from the financial statement. The audit has already been approved and submitted to the clearing house. The Executive Committee approval is required and due to lacking a quorum the staff will coordinate to reschedule the Executive Committee as soon as possible and the meeting will be brief and virtual.

Agenda Item 4 – Executive Director Updates

Lentz provided updates on the Department of Workforce Development (DWD) engagements

- WAI monitoring for Program Year 2022 (July 1, 2022 – June 30, 2023) has concluded
- WIOA monitoring response on behalf of the Board has been provided to DWD
- Memoranda of Understanding (MOU) and Youth MOUs have been submitted to DWD

Lentz directed Members to the Grants Summary handout and provided updates:



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- Independent Living grant has increased with additional funds received. Adjustments are being made to allow for carryover.
- Department of Transportation (DOT) Highway Construction Workforce Partnership Initiative is a two-year grant offering \$50,000 per year to facilitate ASSET mapping and data analysis in regards to road construction.
- Winning in Wisconsin provides each workforce board in Wisconsin with \$20,000 to coordinate business engagement showcases. DWD's Secretary can talk about state initiatives while boards provide LMI information. Funds will pay for venues and catering. Board staff are working to connect the events to other activities, such as YA 101 or Job Fairs. Four events are required for the year with two of these events already mapped out.
- UW Health Career Pathway Expansion grant is a Fast Forward Grant for up to \$395,590 to address critical healthcare workforce needs. UW Health will provide a Registered Apprenticeship Program for Ophthalmology Assistants (OA) that will provide paid training for 10 OAs each year for a total of 20 OAs. UW Health would support up to 20 incumbent and unemployed trainees attending the program. UW Health will provide instructional facilities, materials, and faculty. Clinical sites will be provided by UW Health.

Christenson inquired on the amount of the increase of the Independent Living grant.

Lentz clarified that contractors need to submit their final invoices for December 2022 before Board staff are able to determine final carryover amounts.

Roddy inquired if the DOT grant is in relation to their Transportation Alliance for New Solutions (TrANS) program.

Lentz affirmed and shared that there will be outcome data analysis as well as various stakeholder surveys to provide a review and recommendations to the DOT.

Christenson inquired if Winning in Wisconsin funds can be utilized for the Board's annual meeting and celebration.

Lentz supported the proposal and will follow-up with DWD to see if the event is eligible for cost incurrence.

Roddy suggested the 40th event is worth investing into.

Christenson recommended that an invitation to DWD be made for them to present on their excellence over the past 40 years, such as the Fast Forward grant offerings.

Christenson inquired on the funding for the UW Health Career Pathway Expansion Grant, specifically for administrative expenses.



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Lentz affirmed the Board will be the direct administrator for the grant and will receive administrative funding. The goal is to use funding on current employees to upskill their career paths. UW Health is willing to utilize the funding on new hires if current employees are uninterested in the offering.

Lentz added that UW Health is also going after a U.S. Department of Labor (DOL) grant for nursing expansion into registered apprenticeship as well as continual building out of their registered apprenticeship pathways. The Board will be a partner and play the role of a community resource navigator. Offerings are for employees at UW Health in their apprenticeship pathways that run into housing or transportation challenges. The grant would provide the Board with additional employment opportunities for a resource navigator.

Christenson asked who may be able to fill that role.

Lentz replied the Board is well positioned to convene and collaborate with many of the community based providers. The organization also strives to be a quality employer with competitive compensation for the region.

Kearney inquired about start date.

Lentz responded the grant funds could be available as early as July 1, 2023. It would be a four-year project with the possibility of continued contracting after the grant has been expended. UW Health may elect to directly employ the position after grant completion or we may have additional opportunities that have evolved.

Langer stressed the importance of employee retention.

Lentz noted the Bureau of Apprenticeship Standards (BAS) has another \$220,000 to expend on on-the-job learning payments to employers as well as apprenticeship support services. BAS is requesting an extension for another year which will allow the Board to keep the apprenticeship navigator position.

Lentz highlighted procurement of WIOA services is planned for Spring 2023. The Planning & Development Committee meeting scheduled for January 31st will provide further elaboration.

Lentz stated current contractors were told that the cost of doing business is increasing and employee cuts may need to be made.

Roddy suggested that a career developer position may be advantageous.

Agenda Item 5 – Closed Session – Personnel



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The committee could not take action to go into closed session but continued their discussion regarding personnel strategies and scenarios for the organization as well as contract and grant alignment scenarios associated with the upcoming procurements.

Agenda Item 6 – Update on Activities and Events

Lentz provided Members with updates on Board Committees’ schedules and topics.

Agenda Item 7 – Adjournment

With no additional business, Langer made a motion to adjourn at 11:59 a.m.

Adjourned: 11:59 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Draft Minutes from November 3, 2022
- November 2022 Monthly Financials
- 2021 Form 990
- Grants Summary Handout