

Executive Committee Meeting Minutes

Todd Kearney, Chair, Chair—Audit
Elizabeth Roddy, Chair-Elect, Co-Chair—Youth Committee
Francis Langer, Past Chair
Ann McNeary, Secretary
Paul Dietmann, Treasurer
Pam Christenson, Co-Chair—Planning & Development Committee
Dave Shaw, Co-Chair—Planning & Development Committee
Randy Guttenberg, Co-Chair—Youth Committee
Laura Cataldo, SAGE

Thursday, January 18, 2024
11:00 a.m. to 1:00 p.m.

Workforce Development Board
3513 Anderson Street, Suite 104
Madison, WI 53704

Members Present: Todd Kearney, Elizabeth Roddy, Francis Langer, Ann McNeary, Pam Christenson, Dave Shaw

Staff: Becky Kikkert, Seth Lentz, Lameece Tyne, Chris Ziegel

Agenda Item 1 - Welcome

Kearney welcomed everyone and called the meeting to order at 11:01 a.m.

Agenda Item 2 - Review and Approval of the November 2, 2023 Committee Meeting Minutes

Kearney requested a motion to approve the minutes of the November 2, 2023 Executive Committee meeting as presented. Shaw 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 November 2023 financial statements and provided details relating to several specific program expense figures including: *Occupancy - Rent* includes full-year payment, *Supplies - Office* are increasing with new technology purchases, *Auditing and Accounting* are at 50% of the budget, *Strategic Planning* and *Insurance - General* reflect finalized, full-year amounts.



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Kearney inquired on any potential issues or concerns.

Tyne cited none.

Tyne reminded Members of the previous approval of transfer of funds from WIOA Adult to WIOA Dislocated Worker. Additional transfer requests may be an item of discussion before the end of the program year.

Tyne acknowledged ongoing reservation submissions for the Spring semester, with budget revisions coming to follow in February.

Agenda Item 4 – Executive Director Updates

Lentz motioned Members to the Grant Summary handout and specified that staff are determining best practices for visual presentation of the previously requested expenditure information to be included on the report.

Kearney suggested including grant periods by quarters to demonstrate expenditures and allocations at fixed periods, and additionally color-coding between green, yellow, and red to demonstrate effectiveness.

Christenson concurred.

McNeary asked about irregular grant periods.

Tyne stated grant periods begin on the date of signature on each respective grant document.

Lentz spoke on the Employee Handbook which contain policies and procedures for staff. Policy updates must be approved by the Executive Committee.

Kearney requested specific examples of potential policy revisions.

Tyne added that changes to the handbook will include job titles and designations. Tyne mentioned the *Inclement Weather and Other Emergencies* policy and procedure includes verbiage which closes the office upon the closure of Madison Metropolitan School District for reasons of weather and the removal of said procedure. Many other procedures include job title verbiage, such as *Deputy Director*, which the Board has not had since 2019.

Lentz provided Members with the following updates to the Board of Directors:

- Appointed - Ben Breese, Senior Human Resources Manager for Teel Plastics, Inc.



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- Recruiting - Adam Gifford, Business Representative Drywall/Paint Local 802 for the International Union of Painters and Allied Trades, District Council No. 7 and Chair of the Building Trades Council
- Employment Transition - Bryan Woodhouse will now represent Madison College Foundation.
- Recruiting – Madison Area Technical College (MATC) Representative (undetermined)
- Resignation - Michelle Eilbes, Human Resources Business Partner for ZOLL Medical Corporation
- Term Expiration - Eric Peterson, Airport Manager for Portage Municipal Airport

Christenson inquired on potential issues with two representatives from MATC on the Board.

Lentz clarified a separation between the Madison College Foundation and MATC. The representative from MATC would cover specifics to WIOA and technical education. The foundation covers more aspects of the community. The foundation is a 501(c)3 nonprofit which switches the categorization of Woodhouse from *Education/Training* to *Workforce*.

Christenson praised Madison College Foundation for their work in the community.

Kearney requested confirmation that the majority of the Board, 51%, must be represented by individuals from businesses in the local area.

Lentz confirmed the board's private sector composition compliance and conveyed that Board representation will play a role in the conception of the 2024-2027 Local Plan.

Lentz requested feedback on the Annual Meeting.

Kearney suggested having the award recipients stand when accepting their award.

Kearney and Roddy praised the video presentations.

McNeary commented that timeframe, venue, and food were ideal.

Kearney recommended bringing in prior year(s) award recipients to articulate their current life situations since exiting their respective program(s).

Lentz directed Members to the Dislocation Activity handout and highlighted the current Energizer dislocation. Rapid Response services will be provided. Wisconsin Battery Company is the company looking to purchase various elements of the Energizer business. Wisconsin Battery is working with the job center system for recruitment of affected individuals.

Kearney requested additional detail on Wisconsin Battery Company.



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Lentz responded the company focuses on manufacturing of hemp-based batteries. They are looking to utilize a virtual currency for their compensation structure.

Lentz continued with a summary of the dislocation of Lost Boys Interactive, with dislocation activities scheduled to begin in March. Credit Union National Association (CUNA) will be conducting layoffs between March and July with the full impact undetermined.

Christenson commented the Stratatech Corporation dislocation was abrupt, with affected individuals given a handout summarizing Unemployment Insurance information.

Lentz detailed the process behind providing rapid response services. Coordination with Unemployment Insurance is in pursuit.

McNeary added employees will be paid for 60 days after the filed dislocation date.

Roddy asked if rapid response materials are available online.

McNeary confirmed.

Lentz spoke on the Department of Labor's (DOL) monitoring of the Quality jobs, Equity, Strategy, and Training (QUEST) National Dislocated Worker Grant scheduled for the end of January as well as the Department of Workforce Development's (DWD) monitoring of the Workforce Advancement Initiative (WAI) grant occurring in February.

Lentz stated the Office of Workforce Investment's Division of Youth Services YouthBuild grant has been administered by Operation Fresh Start (OFS) in the region for quite a long time. Board staff have been notified of a proposal submission from the Boys and Girls Clubs of Dane County. Both organizations are requesting a support letter on behalf of the Board. Board staff have recommended they collaborate but if not they should provide a draft of their proposal. OFS has shared a draft proposal and we did provide a letter of recommendation. The YouthBuild proposal submissions are due February 1st.

McNeary noted the Boys and Girls Clubs of Dane County is active in their pursuits of additional funding for the McKenzie Regional Workforce Center by Boys & Girls Club.

Agenda Item 5 – Resource Development

Kikkert provided Members with updates to the following grant pursuits:

- The Families and Workers Fund – Powering Climate & Infrastructure Careers Challenge
 - Budget of \$1.5 million over a 3-year period. The funding will support state and local agencies, education and training providers, communities, small businesses, and workers. Partners will include the City of Madison, Dane County, DWD, MATC, OFS, Centro



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Hispano, Urban League of Greater Madison, WRTP|Big Step, and the United Way of Dane County.

- U.S. Department of Labor (DOL) – Opioid Disaster Recovery Dislocated Worker Grant
 - Requested \$1,162,463 to serve 120 individuals. The grant creates disaster-relief employment as well as to provide employment and training activities, including supportive services, to address economic and workforce impacts related to widespread opioid use, addiction, and overdose.
- U.S. Economic Development Administration (EDA) – Regional Technology and Innovation Hubs (Tech Hubs) Program
 - BioForward, along with 15 public and private partners, received a \$350,000 planning grant in September 2023 execute a BioHealth Tech Hub strategy. They will use the grant to validate the state’s potential for rapid technology-led economic growth in biohealth, build upon the consortium’s comprehensive regional strategy to grow Wisconsin’s Tech Hubs, and help create a corresponding implementation plan and a workforce strategy informed by global experts, best practices, and regional stakeholders. EDA will offer an additional grant to make at least 5 of the 31 announced Tech Hubs designated to continue work with awards ranging from \$20 million to \$70 million.
- Wisconsin’s Department of Workforce Development – 2024-2026 Wisconsin Youth Apprenticeship (YA) Grant
 - Funding for local consortiums to implement and coordinate YA program via a local consortium steering committee. Discussions are ongoing in relation to program coordination, program strategies, cost sustainability, and budget.

Lentz clarified the importance of braiding resources and providing additional services.

McNeary highlighted a presentation from Safe Communities of Madison and Dane County on opioid use and suggested they be a community partner on the Opioid Disaster Recovery Dislocated Worker Grant.

Kikkert acknowledged the recommendations and acknowledged the importance of collaborating with many partners to support successful implementation.

Agenda Item 6 – PY 2024-2027 WIOA Local Plan

Lentz discussed the approach to the conception of the PY 2024-2027 Local Plan. The Local Plan is not a strategic plan. Performance and volumes are good. Service delivery continues to evolve. Industry engagement efforts are a good foundation to build on. Resource diversification must continue and braid to augment. Language alignment with the 2024-2027 WIOA Combined State Plan is critical along with keeping to the Board’s mission, vision, and goals.

Kearney recommended the local plan documents remain separate from the strategic plan documents and inquired if any Members were in objection. No discussion followed on this suggestion.



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Lentz reviewed with Members the timeline of local plan preparation and strategic planning.

Kikkert acknowledged the 2024-2027 WIOA Combined State Plan has been released for public comment. Roddy inquired on local plan preparations.

Lentz responded that the Wisconsin Workforce Development Association (WWDA) have met to collaborate on local plan preparations.

Lentz specified the February 14th Board of Directors' meeting will include a presentation on the effects of Artificial Intelligence (AI) in Wisconsin, provided by DWD's Workforce Information and Technical Support Chief Economist and Bureau Director, Dennis Winters.

Agenda Item 7 – Adjournment

With no additional business, Kearney made a motion to adjourn at 12:26 p.m.

Adjourned: 12:26 p.m.

Respectfully Submitted:

Ann McNeary
Board Secretary
Workforce Development Board of South Central Wisconsin, Inc.

Attachment for Board Records:

- Agenda
- Draft Minutes from November 2, 2023
- November 2023 Financials
- Grants Summary Handout
- Dislocation Activity Handout