

## **Workforce Development Board of South Central Wisconsin, Inc. Full Board Meeting**

**January 24, 2017  
11:00 a.m. to 1:00 p.m.**

**United Way of Dane County  
2059 Atwood Avenue  
Madison, WI**

**Members Present:** Pam Christenson, Chair; Turina Bakken, Laura Cataldo, Marcia Christiansen, Ed Clarke, Kathy Cromeey, Nancy Elsing, Alex Fralin, Randy Guttenberg, Lindsay Jones, Bob Kellerman, Alan Langeteig, Joe Ledger, Ann McNeary, Melissa Montey, Brian Pulford, Ryan Pulvermacher, Dave Robinson, Howard Teeter

**Members Present Via Phone:** Mel Bruins, Matt Hurtienne, Dave Phillips and Lynn Severson

**Guests Present:** Jon Danforth, Alaina Ehers, Julie Enloe, Aaron Sarbacker, Annette Meudt, Jason Frey, Chan Stroman

**Staff Present:** Pat Schramm, Seth Lentz, Erin Bechen, Lameece Tyne, Danica Nilsestuen, Tia Rice, Jackie Hall, Kim Larson

Christenson called the meeting to order at 11:05 am. She noted a quorum was present and the meeting was properly noticed.

### **Agenda Item 1 – Introductions & Announcements**

Christenson welcomed everyone and everyone introduced themselves.

Christenson welcomed Annette Muedt from DWD who introduced our new DWD Local Program Liaison, Aaron Sarbacker.

### **Agenda Item 2 – Review and Approval of November 1, 2016 Board Meeting Minutes**

Christenson asked for a motion to approve the November 1, 2016 meeting minutes as presented. Pulford moved to approve the minutes as presented. McNeary offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

### **Agenda Item 3 – Report of the Executive Committee**

Christenson directed members to their folders and noted that the minutes and background materials are in the folders.

Christenson reported that the Executive Committee met on Tuesday, December 13, 2016. The Committee reviewed the financial reports and the Board's financial activity is on track. She noted that during the month of December, the Board not only completed our annual audit but also engaged for two weeks with the State Department of Workforce Development (DWD). DWD reviewed all of the Boards financial and compliance activity over the past 12 months. They determined that we were in good shape and that all the work that we had put into revamping the financial and personnel policies to comply with the new legislation were in excellent shape. She extended a thank you to Lameece and Erin.

She shared that the Executive Committee also:

- Approved a transfer of \$284,000 in funds from the Dislocated Worker program to the adult program. A reminder that the State Department of Workforce Development had given us an infusion of \$450,000 plus for dislocated workers funds. The new Workforce Innovation and Opportunity Act (WIOA) legislation allows the Board to transfer up to 100% of the funds available for Adult and Dislocated Workers between those two programs. The infusion of Dislocated Worker funds freed up funds to add to the Adult Program service efforts
- Approved funds being dedicated to additional computer literacy –adult basic skills education for the dislocated and generally unemployed workers from the Jefferson area and the Kraft Heinz Dislocation.

The Executive Committee also celebrated that the City of Madison Economic Development Committee strategic plan has now included a future focus on strengthen the long term workforce by supporting career pathways in young people. The primary focus will be working with partners to support work based learning opportunities for young people. She noted that the City of Madison's draft strategic plan is in Board packets. The Career Pathway Focus in on pages 7, 16 and 17.

Lastly, the Executive Committee worked on new competency matrix to frame the Boards annual Executive Director evaluation. The draft matrix is in the folders. She noted that the Executive Committee will finalize the competencies at the February 20, 2017 meeting.

#### **Agenda Item 4 – Presentation on Annual Audit**

Jean Christensen from WIPFLI provided a presentation the Annual Audit ending June 30, 2016. She reported that the Audit Report includes:

- Financial – WIPFLI opinion is unmodified
- Consolidated Financial Statements – No new footnotes
- Report on Compliance and Internal Control – General, no findings
- Report on Compliance – Major Programs – No findings
- The following was tested – WIA/WIOA Cluster – CFDA #17.258, 17.259 and 17.278
- 81% of the Boards federal dollars were audited as major program

She reviewed the operating statics, statements of financial positions (year ending June 30, 2016, 2015 and 2014), statement of activities (year ending June 30, 2016, 2015 and 2014), statements of cash flows (year ending June 30, 2016, 2015 and 2014), and current and prior year observations. She stated there is no current or prior year management letter. She shared that the Board has great preparation for audits and that everyone is very helpful so the process went very smoothly.

**MOTION:** Christenson asked for a motion to accept the agency wide audit as presented. Pulford moved to approve the motion as presented. Robinson offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

#### **Agenda Item 5 – Discussion on Development of Memorandum of Understanding for Dane County, Jefferson County and Sauk County Job Centers**

Schramm shared that under the new Workforce Innovation and Opportunity Act (WIOA) legislation, the Board needs to have to do a Memorandum of Understanding (MOU). She stated that today's objectives include: examining WIOA requirements regarding the Memorandum of Understanding for local One-Stop delivery system, clarify definitions of terms, partners involved, and funding mechanisms, and understand what we need to do as a Board.

She reviewed that the MOUs must, at minimum, describe:

1. Services to be provided,
2. Agreement of funding for the infrastructure (operating) costs of job centers and cost of shared services.
3. Methods of referring individuals between the One Stop partners for appropriate services and activities,
4. Strategies to meet the needs of individuals with barriers to employment,
5. MOU duration and procedures for amendment, and
6. Assurances that each MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period.

She explained that there are two parts to the Agreement:

**1) Infrastructure Costs** – Understand the cost of the operating structure and how these costs be supported by the required partners. She stated that all of the Job Center leases are built on square footage. In the leases, all of the costs are included and in this MOU, we need to break out the costs.

- Infrastructure costs are those non-personnel costs necessary for the general operation of the One-Stop center, including but not limited to:
  - Applicable facility costs (such as rent)
  - Costs of utilities and maintenance
  - Equipment (including physical modifications to the center for access, assessment-related products, and assistive technology for individuals with disabilities)
  - Technology to facilitate access to the One-Stop center, including technology used for the center's planning and outreach activities
  - Local Workforce Development Boards (WDB) may consider common identifier costs as costs of One-Stop infrastructure

**2) Resource Sharing Costs** – The Career Services and Shared Services to meet the needs of individuals with barriers to employment and how will these costs be supported by the participating partners. She added that there is no hard money because we had to decide on the proportional use by partner. All of the costs are paid for in the infrastructure costs. The Resource Sharing costs will look at resource rooms, workshops and the number of customers using the services.

- **Career Services**
  - Includes the costs of the provision of career services in section 134(c)(2), as applicable to each program
- **Other Costs**
  - Shared services that are authorized for and may be commonly provided through One-Stop partner programs, such as: initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other One Stop partners, business services.

### ***Required One Stop Partners***

Department of Labor

- WIOA Title I – Adult, Dislocated Workers, and Youth Programs
- Wagner-Peyser Employment Services (ES)
- Trade Adjustment Assistance (TAA) Program
- Unemployment Compensation Programs
- Job Corps
- YouthBuild

- Jobs for Veterans State Grants (JVSG) Programs
- Senior Community Service Employment Program (SCSEP)
- Migrant and Seasonal Farmworkers (MSFW) Programs
- Native American Programs
- **Department of Education**
  - Adult Education and Family Literacy Act (AEFLA) Programs
  - Vocational Rehabilitation
  - Carl D. Perkins Career and Technical Education Act (Perkins) Programs at the Postsecondary Level
  - State Vocational Rehabilitation (VR) Programs
- **Department of Housing and Urban Development**
  - Employment and Training Programs
- **Department of Justice**
  - Programs Authorized under Section 212 of the Second Chance Act of 2007
- **Department of Health and Human Services**
  - Community Services Block Grant (CSBG) Programs
  - Temporary Assistance for Needy Families (TANF)\*

### **Additional One Stop Partners**

- Social Security Administration (SSA) employment and training programs (i.e. Ticket to Work and Self Sufficiency programs);
- Small Business Administration (SBA) employment and training programs;
- Supplemental Nutrition and Assistance Program (SNAP) employment and training programs;
- Client Assistance Program (CAP) authorized under sec. 112 of the Rehabilitation Act of 1973;
- National and Community Service Act Programs; and
- Other employment, education or training programs, such as those operated by libraries or in the private sector.

She reviewed the contribution requirement which stated that each entity that carries out a program or activities through a local One-Stop center must use a portion of the funds available for the program and activities to maintain the One-Stop delivery system, including payment of the infrastructure costs of One-Stop centers.

All partner contributions to the costs of operating and providing services within the One-Stop center system must:

- Be proportionate to the relative benefits received,
- Adhere to the partner program's federal authorizing statute, and
- Adhere to the Federal cost principles requiring that costs are reasonable, necessary and allocable.

### **Implementation**

- Local WDBs must have MOU signed, submitted and approved by the State of Wisconsin Department of Workforce Development by July 1, 2017 to satisfy the requirements of section 121(h) of WIOA for purposes of funding the One-Stop system in PY 2017. Schramm noted that we have to let the State know if this is not feasible for our area by May 1, 2017.

She noted that if the local area cannot meet consensus on the Infrastructure Agreement, the negotiations reverts to the State.

### **Timeline**

- **January / February 2017** – Briefing to Board and Chief Local Elected Officials
- **January / February 2017** – Scheduling Meetings with building owner representatives for Dane, Jefferson and Sauk Counties Job Centers – goal understand what are the costs within leases.

- **January / February 2017** – Distribute Memorandum of Understanding Packets to MOU Partners
  - Required Infrastructure Partners – partners operating within the Job Center foot print
  - Resource Sharing Partners – includes infrastructure Partners and other services that WIOA legislation requires that access to services, includes combination onsite, technological access or referral for an appointment.
- **February / March 2017** – Hold individual and group meeting with partners to develop agreement.
- **April 4, 2017** – Update to the Planning and Development Committee
- **April 15, 2017** – Complete negotiations.
- **May 1, 2017** – Acquire all required signatures.
- **May 25, 2017** – Complete official approval by the Board and Chief Elected Officials.
- **June 1, 2017** – Submit to the State of Wisconsin Department of Workforce Development.

#### Additional Job Center Related Requirements

- Complete by July 1, 2017 – Certify a One Stop Operator
  - Completed in July 2016 – Contract in place with the Employment and Training Association
- Complete by July 1, 2017 – Policy and Procedures in place to Certify One Stop Centers; will be the work of the Planning and Development Committee – Minimum requirements for compliance is completion of MOU by July 1, 2017.
  - Workforce Development Board must evaluate the one-stop centers and one-stop delivery system for effectiveness, including customer satisfaction, physical and programmatic accessibility, and continuous improvement.

Schramm shared that in 2017-18, we have to monitor the Job Centers to make sure they are operating. We have to make sure services are integrated. We have to make sure all partners are working toward performance standards. We have to look at accessibility and equal opportunity. We will look at continuous improvement.

She reviewed the MOU toolkit document that will be provided to partners.

### **Agenda Item 6 – Briefing and Discussion of New or Expanding Work for 2017**

#### *a. Offender Re-entry*

Lentz reminded the Board that the offender re-entry work includes the Windows to Work program which is targeted at Oakhill Correctional Institution and the Department of Labor LEAP program that is targeted at the Dane County Jail. The purpose is to deliver pre- and post-release programs designed to address thinking that leads to recidivism and work readiness needs of inmates. The goal is to prepare inmates to successfully enter and retain in employment and not return to jail/prison. The State of Wisconsin has been a critical partner in coaching and providing financial support. He reviewed the outcome data.

#### *b. Independent Living Grant*

Rice shared that the purpose of the program is to help eligible youth who remained in the foster care system through their 18<sup>th</sup> birthday successfully transition to independent living. The Board will be working with students who are 18 through 21 years of age. The grant is in collaboration with two other Workforce Development Boards including Southwest Wisconsin (Grant, Green, Iowa, Lafayette, Richland, Rock counties) and WOW (Waukesha, Ozaukee and Washington counties). The key program features include: 1) Pre-Transition meetings where county staff, with WDBSCW representative and WDBSCW youth contractor representative, meet to understand what

each youth background and needs are. 2) Transition meeting with young person where WDBSCW Youth Transition Coordinator and county staff meet with youth to develop a transition plan.

Larson reported that WDBSCW staff, with our partners, have built a new youth launching platform: Pre-Employment Transition Program. The goal is to equip each young person with a solid set of skills that they will use to move into employment and/or education.

- 2 Weeks – Beginning mid-June
  - Work Readiness
  - Personal and Professional Skills and Attitudes
  - Independent Living Skills
  - Interviews for internship placements in 3<sup>rd</sup> and 4<sup>th</sup> week
- July 1 through mid-August
  - Subsidized internship with mentor
  - Unsubsidized internship with mentor.

She reviewed the service goals and outreach strategy for the Independent Living Grant.

- First Group – 10 to 12  
Youth who had aged out prior to us taking on the project and are enrolled in college. Making sure all their second semester arrangements are in place.
- Second Group – 41  
Youth who will age out between January 1, 2017 and December 31, 2017
- Third Group – 156  
Outreaching to young people between 18 and 21 who have aged out.

*c. Re-employment Services – Kraft Heinz and Tyson/Jefferson*

Nilsestuen reported that the “Basic Computer Bootcamp” for the workers dislocated from Tyson was very effective. The Bootcamp was planned for fourteen (14) workers, sixteen (16) workers participated and a waitlist was generated for six (6) additional workers. Since September word of mouth has generated additional interest in Jefferson.

As a result of the Jefferson experience, we are finding that the “Basic Computer Bootcamp” is a great launch pad to move people who do not believe that they can be successful at post-secondary training into secondary training. Many of the Tyson workers are now participating in or targeted to additional training.

Madison College will offer four Basic Computer Bootcamp at a cost of \$10,000 per camp that will serve a minimum a 15 students per class. The training will be conducted for six weeks over 42 hours. The training will have capacity for a minimum of 14 students, up to 18 students. An optional Adult Basic Education Lab will be held each week at each site.

The Bootcamp will include 12 hours of non-degree Basic Computers where activities will focus on internet searches for career awareness/jobs; draft resume; opening/exploring basic Microsoft programs. In addition, Windows will be a 30 hour, 1 credit class that will provide a strong foundation in desktop/taskbar/menus/commands/managing files plus exploring google drives and smart phone relationships.

Lastly, there is a series of workshops are planned for Kraft Heinz workers who are exited between December 2016 and March 2017 – 240 workers will be laid off.

**Agenda Item 7 – Adjournment**

With no additional business for the Committee, Christenson asked for a motion to adjourn at 1:02 p.m. Clarke moved, Cataldo seconded.

Adjourned: 1:02 p.m.

Respectfully Submitted:

Brian Pulford  
Board Secretary  
Workforce Development Board of South Central Wisconsin, Inc.

Attachment for Board Records:

- Agenda
- Draft Full Board Meeting Minutes from November 1, 2016
- Executive Committee Meeting Minutes from December 13, 2016
- WIPFLI Presentation
- WDB PowerPoint Presentation
- MOU Packet
- Briefing on New and Expanding Work
- Financials Ending November 30, 2016
- Connect Madison Information
- WIOA Definitions