

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

**January 26, 2016
11:00 a.m. to 1:00 p.m.**

**United Way
2059 Atwood Avenue
Madison, WI**

Members Present: Alan Langeteig, Chair; Tracy Aide, Turina Bakken, Melanie Bruins, Laura Cataldo, Pam Christenson, Marcia Christiansen, Ed Clarke, Nancy Elsing, Kevin Gundlach, Matt Hurtienne, Bob Kellerman, John Lalor, Joe Ledger, Ann McNeary, Brian Pulford, Ryan Pulvermacher, Dave Robinson, Steve Rush, Lynn Severson, Clay Tschillard

Guests Present: Jon Danforth, Josh Fassel

Staff Present: Pat Schramm, Seth Lentz, Erin Bechen, Lameece Tyne, Danica Nilsestuen, Alicia Vann, Tia Rice, Michael Stluka, Anthony Palladino, Kimberly Larson

Langeteig called the meeting to order at 11:07 am. He noted a quorum was present and the meeting was properly noticed.

Agenda Item 1 – Introductions & Announcements

Langeteig welcomed everyone. He noted that we are going to take a few minutes to learn about each other so he asked members to visit with each other for a few minutes. The members then introduced themselves.

Agenda Item 2 – Review and Approval of November 10, 2015 Board Meeting Minutes

Langeteig asked for a motion to approve the minutes of the November 10, 2015 Full Board meeting as presented. Tschillard 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.

Note – Christenson asked to be included as a present member as she was in attendance and Oscar Meyer is spelled incorrectly.

Agenda Item 3 – Report of the Executive Committee

Langeteig reported that the Executive Committee met on October 5, 2015, October 27, 2015 and December 11, 2015. He reported the following:

At the October 5, 2015 meeting, the Executive Committee focused on the Workforce Development Board re-designation activity to include the County Board Chairs and the Dane County Executive's

work to move re-designation resolutions through the six County Boards and an overview of the Workforce Development Board composition requirements and the Board appointment process.

At the October 27, 2015 meeting, the Executive Committee approved the recommendation to increase the Madison College Training Navigator Contract. The Committee agreed to immediately increase the MATC Training Navigator contract by \$63,288 to support an increase in current staff capacity to serve an additional 100 students during this program year so we would meet our service goals. Also, approved adjustments to the WIA Dislocated Worker and Adult Local Eligibility Criteria and Priority of Service Policy to enable for more flexibility allowed under the Workforce Innovation and Opportunity Act (WIOA).

At the December 11, 2015 meeting, the Executive Committee approved funds to add WorkSmart System Capacity to serve the workers dislocated from Kraft/Heinz and Tyson. Allocated up to \$64,000 to increase staff capacity to conduct Rapid Response activities and services for a 6-month period, January 1, 2016 through June 30, 2016. The action provided the funding equivalent of two (2) full-time Employment Specialist, split between the existing contractors of the Employment and Training Association and Opportunities Inc. for the remainder of this program year. Also, the Committee was updated on actions for the Workforce Development Board's re-designation. Re-designation papers were submitted to DWD on December 3, 2016. He noted that the Board is fully re-designated and all Board members have received their appointment letters.

The Committee also approved a recommendation to continue participating in the Pathways to Prosperity Network. WDBSCW staff recommended that the Workforce Development Board continue to participate in the Pathway to Prosperity Network and allocated membership dues of \$10,000 for 2016 calendar year. He shared that we plan to have the Pathways to Prosperity Team give a presentation at the future Board meeting so everyone can understand the work.

The Committee approved changes to the Accounting and Financial Procedures to comply with the new 200 Code of Federal Regulations (CFR). The policies approved include conflict of interest and records retention. He noted that after we approve the entire slate of policies, the Board staff will hold a webinar for members on the changes.

Langeteig shared that he agreed to serve as our Board delegate to the Wisconsin Workforce Development Association. Howard Teeter has served in this role for 4 years. He thanks Howard for his work.

Agenda Item 4 - Presentation and Approval of the PY14 Audit

Tschillard shared that the Audit Committee met pre-audit to discuss the process and post-audit to discuss the results. He introduced Jean Christensen from Wipfli who presented the annual agency audit.

She directed members to a PowerPoint presentation. She noted we had a clean audit report and 93% of dollars went out to serve the public. See PowerPoint for detail of presentation.

Clarke asked about federal compliance. Jean stated that the federal government identifies areas that should be tested. Activities included are participant eligibility, procurement, program income, special tests, etc. The federal government issues a supplement annually. If something new comes in from the Feds, they may have the staff focus on it. Schramm added that they also focus on the Board's decision making processes.

MOTION: Langeteig asked for a motion to approve the PY14 audit as presented. Tschillard moved to approve the motion as presented. McNeary offered the second. No discussion followed on this

motion. The vote was unanimous in favor of the motion. Alan Langeteig thanked Lameece Tyne, the Board Director of Finance for her work.

Agenda Item 5 – Recommendation from the Planning and Development Committee

Clarke shared that we are working our way through the materials for the WIOA strategic plan and today we are presenting the Vision/Principles and also Goals.

He reviewed the Vision and Principles document.

He shared that we set Principles because there are Workforce Development Boards across the nation that do similar work. The Principles describe our work and how our work is accomplished.

Schramm shared that the idea of needing to keep reaching out to partners and working together to get the individuals to where they need to be.

He asked the membership for reactions. Lalor asked about adding something under “Value People” about the new American citizens as we will be seeing even more of these individuals into our communities.

Gundlach asked why veterans and persons with disabilities is specifically stated. Schramm shared that it is specific to the language that is required at the federal level.

Ledger recommended putting this information and subgroups under the strategies.

Clarke asked if we can look at this at the next Planning and Development Committee meeting. Lalor agreed that this makes sense for integration into the document.

Christenson asked for clarification on number 5 as it was support and now it says create. Schramm shared that we have a new body of legislation that takes in the work that this Board does as well as other departments. She shared there is a creating part and new work that will need to be done. This will be further fleshed out in the strategies.

Clarke stated that rather than assuming we are doing what we do well, we are also constantly modifying and creating new strategies.

Clarke reviewed the Goals and stated that we will focus most on strategies.

MOTION: Clarke asked for a motion to adopt the vision, principals and goals documents per today’s discussion. Lalor made a motion to accept the proposals as submitted. Christenson offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Clarke shared that we spent a lot of time at the Planning and Development Committee looking at data and we will be bringing that information to the Board in the near future and that will include a finalized recommendation with the driver industries.

Schramm explained that we are required to do a strategic plan. The state had to do a state strategic plan. We are in the process of it and that is why these pieces are being brought through the Board for approval. She shared that at our next Board meeting we will select the basis of design for delivery of service as well as driver industries. On May 28, 2016 Board meeting, we will approve the local plan.

She shared from March 3 until May meeting, we will be running a procurement for services and in May we will be approving contracts for July 1, 2016.

Agenda Item 6 – Recommendation on One Stop Operator

Ledger reported out on the One Stop Operator recommendation. He shared that the One Stop Operator role is to align the partnerships within the Job center. The primary location would be the Dane County Job Center with partnerships around the region.

Lentz shared that Dane, Baraboo and Jefferson are our primary service sites. Dane is our comprehensive site and since it is our primary site, we need to deal with the coordination and alignment of efforts there. It is a large body of work and we need an organization and staff to own this work.

He shared that with WIOA, we needed to run a procurement for these services.

Schramm shared that Dane County will be the only comprehensive center. Jefferson and Baraboo will be classified as Job Centers.

Clarke reported that this is a challenging assignment because the role is a One Stop Operator but they don't really have any authority.

Lalor asked how we see this improving services. Schramm shared that we have similar staff who serve the various counties (Sauk, Columbia, Marquette and Jefferson, Dodge). Ledger shared that he is working with partners to create a consistent service in the various regions. This One Stop Operator staff would help coordinate across the region but otherwise they will focus on Dane County

Recommendation: To contract with the Employment and Training Association (EATA) to serve as the One Stop Operator (OSO) for the South Central Wisconsin Workforce Development Area. This contract duration will be from February 1, 2016 to June 30, 2017 for a cost not to exceed \$170,000.

Negotiation Items / Contingencies:

- Detailed action plans with measurable outcomes and benchmarks be established in coordination with the WDBSCW and Job Center Leadership Team.
- Include contract language to ensure that in the event of a staffing changes, the WDBSCW staff must be informed immediately. The WDBSCW staff will consult with Job Center Leadership Team (core partners) regarding the impending change and confirm actions steps to be taken.
- The OSO staff work space to be centrally located within the Dane County Job Center (Comprehensive Job Center) to support partner accessibility.

MOTION: Langeteig asked for a motion to approve the recommendation as presented. Clarke moved to approve the recommendation as presented. Hurtienne offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 7 – Recommendation from Youth Committee on Out of School Contractors

Pulford shared that he is filling in for Randy Guttenberg. He shared that with the new WIOA legislation there is an increased focus on Out of School Youth (OSY). The Youth Committee has been working to explore strategies to engage and serve more Out of School Youth for about a year. This year we added a few new strategies – Youth Training Navigators at the technical colleges and funding for slots in the Gateway Program at MATC. These are new and still won't get us the volume that we need. The Youth Committee decided to go out for bid to accomplish two goals - identify

partners who own working with this population who are willing to engage in planning with us for July 1 strategies and see if there are projects we can pilot between now and July while we plan.

He shared that the majority of the Youth Committee participated in the review process. We received submission from Madison College (MATC), Operation Fresh Start (OFS), Dane County Schools Consortium (DCSC) and Goodman Community Center.

Upon review, the recommendation from the group is to focus on the planning and engage MATC, MPTC, OFS, Dane County Schools Consortium, CESA 5 and MMSD. OFS and DCSC were the only submissions requesting resources to support staff time dedication to the planning process.

Lentz added that OFS came in both wanting to be part of the planning and also to be part of the program delivery between now and July 1, 2016.

The summary of the recommendation is as follows:

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| Madison College and Moraine Park | No additional funds at this time – include in WDBSCW design and proto-type work |
| Operation Fresh Start | \$81,916 |
| Dane County Schools | \$7,400 |
| Goodman Community Center | Not Recommending – involve as Academy options are being developed |
| Total | \$89,316 |

Schramm shared that we were asking for people to have their organizations own the work for Out of School Youth. This is a new emphasis for us under WIOA. Schramm shared that we put out a bid for agencies to share that they want to come to the table and bring their experience and be willing to engage in a planning process.

She stated that OFS offered their staff to come to the planning process. They want to partner with us to support and direct the Out of School Youth that have come to them. She stated that OFS did not include that they are building a new building and they want to become a one stop center for OSY.

Schramm stated that we will come to the May meeting with a design for July 1, 2016.

MOTION: Langeteig asked for a motion to approve the recommendation as presented. Pulford moved to approve the recommendation as presented. Cataldo offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion. Turina Bakken, Matt Hurtienne and John Lalor abstained from the vote.

Schramm directed members to the fiscal document in folders. She reviewed the document.

Agenda Item 8 – Adjournment

With no additional business for the Committee, Langeteig asked for a motion to adjourn at 12:55 p.m.

Adjourned: 12:55 p.m.

Respectfully Submitted:

Laura Cataldo

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

Attachment for Board Records:

- Agenda
- Draft Full Board Meeting Minutes from November 10, 2015
- Wipfli Audit Results PowerPoint Presentation
- Fiscal Documents ending November 30, 2015
- Buddy Pairings
- Report of Executive Committee Summary
- Executive Committee Minutes from October 5, October 27, and December 11
- WDBSCW Vision and Principles
- WDBSCW Goals
- Recommendation to Contract for OSO
- Recommendation for OSY