

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

**May 24, 2016
11:00 a.m. to 1:00 p.m.**

**Madison College – Health Building
1705 Wright Street, Madison
Room 309**

Members Present: Alan Langeteig, Chair; Turina Bakken, Pam Christenson, Marcia Christiansen, Kathy Cromey, Paul Dietmann, Randy Gutenberg, Matt Hurtienne, Bob Kellerman, John Lalor, Joe Ledger, Barb LeDuc, Ann McNeary, Dave Phillips, Ryan Pulvermacher, Steve Rush, Lynn Severson, Howard Teeter

Members Present via Phone: Dave Phillips

Guests Present: Ruben Anthony Jr., Ed Lee, Oscar Mireles, Baltazar De Anda, Floyd Rose, Greg Jones, Jon Danforth, Jason Frey

Staff Present: Pat Schramm, Seth Lentz, Erin Bechen, Lameece Tyne, Danica Nilsestuen, Tia Rice, Michael Stluka, Jackie Hall, Kim Larsen

Langeteig called the meeting to order at 11:04 am. He noted a quorum was present and the meeting was properly noticed.

Agenda Item 1 – Introductions and Announcements

Langeteig welcomed everyone and everyone introduced themselves.

Schramm congratulated Turina Bakken on being the new provost for Madison College. She also thanked Brian Pulford and John Deere for their financial contribution to Middle College.

Langeteig shared that we have two new Board appointments to the Board that will join us at our September Meeting. Francis Langer, Maintenance Manager for Nestle Purina in Jefferson and Melissa Montey, Unemployment Insurance Adjudication Manager in Madison. He noted that we have one appointment left to fill the Clay Tschillard vacancy.

Langeteig acknowledged that we have guests who wish to provide public comment. He stated that each guest will be limited to 3 minutes.

Dr. Ruben Anthony Jr. – Urban League of Greater Madison (ULGM)

Mr. Anthony expressed disappointment in the WIOA Adult and Dislocated Worker recommendation to not fund Urban League of Greater Madison and the Latino Academy. He stated that he strongly feels the process is flawed and the decision is based on an incomplete conclusion.

Oscar Mireles – Latino Consortium for Action

Mr. Mireles expressed concern regarding a fair and equitable process. He noted the race equity report and the challenges the Latino community faces and noted that there are multiple challenges in the populations served. He wants to make sure the process is fair and understands the work is hard. He stated that metrics need to be there but decisions need to be fair.

Baltazar De Anda – Latino Academy (LA)

Mr. De Anda thanked the Board for trusting the ULGM and Latino Academy with programming over past few years. He expressed concern that if the LA loses the contract that the Board would be losing their biggest connection to Latino community. He stated that there aren't very many services for the Latino Academy and the decision would broaden the gap between the Latino communities, people of color and imply they are not worth an investment. He shared that he is strongly disappointed and that the committee didn't discuss how this would affect the populations. With this decision, the Board would be cutting links to two populations that are underserved in the community. We need to find ways to work together to provide services innovatively and for all populations.

Langetieg welcomed the Board for comments. There were none.

Agenda Item 2 – Review and Approval of March 28, 2016 Board Meeting Minutes

Langetieg asked for a motion to approve the March 28, 2016 meeting minutes as presented. Kellerman moved to approve the minutes as presented. Ledger 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

Langetieg noted that the Executive Committee met on April 21, 2016. The meeting was used to approve the following fiscal policies for issuance and usage of cell phones, issuance and usage of credit cards, and policies and procedures for purchasing.

The Executive Committee also approved the transfer of \$35,000 in funds from the WIOA Dislocated Worker Program to the Adult Program to cover additional demands to serve unemployed adults.

The Committee discussed two grant applications that were in process; the Youth Apprenticeship Application and a request to State of Wisconsin Department of Children and Families Independent Living Grant. He noted that there are summaries in folders.

Lastly, the Committee approved the staffing structure and corporate budget for July 1, 2016 through June 30, 2017. Pat will hold a webinar in the future on how our operation works and how the staff supports the operation.

Agenda Item 4 – Approval of Changes to the Workforce Development Board of South Central Wisconsin Bylaws

Langeiteg noted that everyone has the amended Board Bylaws in folders. He reminded the Board that these are the Bylaw changes that we reviewed at our March 28, 2016 meeting. The Board needs to act on the changes today. Schramm reviewed the changes:

- Change from Local Elected Officials to Chief Elected Officials
- Change in Federal legislative reference from Workforce Investment Act to Workforce Innovation Act (throughout the document)
- Change in reference of public law 105-220 to public law 113-128
- Change from referring to Youth Committee as Youth Council to Youth Committee,
- Removing reference to Youth Council being appointed by the Chief Elected Officials (not required under WIOA)

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

Agenda Item 5 – Recommendation from the One Stop Procurement Team

Christenson reminded everyone that we adopted the System Design for our PY16 One Stop System Procurement at the February 2016 meeting.

Schramm shared that this is procurement for the core of the one stop system. In addition, we have 1.7 million dollars for training and support. There is training that the Latino Academy proposed and that is different money that we can work through all year.

She stressed that there is a significant amount of money not in this procurement.

Schramm shared that the Board went through a year and a half of strategic planning with instructions from both the State of WI Department of Workforce Development (DWD) and the Department of Labor (DOL). She noted that we need to continue to embed Career Pathway work into everything we do. Career Pathways will be the foundation for the talent development system and investments will fit into this space. She noted that when we did our strategic plan, we had to assess the new legislation against the system we had in place.

The system we had in place has been in place for four years but the new legislation asked Boards to change some directions. One of those changes includes a deliberately designed recruitment and triage team (mirroring rapid response activities). Schramm also reminded the Board members that the Governor is required to disband and reorganize Boards if performance standards are achieved.

Schramm noted that we have a high performing Rapid Response System and there are different ways for people to opt out. Within the Rapid Response design, the staff move affected workers through a series of steps which provide, at each phase, an opportunity for the person seeking services to opt not to continue up to full enrollment and commitment to participate in WIOA programs. We build the new WorkSmart model around this success. A customer may opt out after the orientation to the program and then after the initial assessment. Once enrollment takes place, we need to stay with people to the end (through entered employment, wage gain). She explained that we had to organize Career Services differently as well. The new legislation calls us to bring in partners to organize Career Services by leveraging mandatory partners.

Schramm added that that to support our investments in Career Academies, we have added a new role of Academy Navigator to support a customer’s retention and completion of the training into employment

We also have Training Navigators and we will implement an Apprenticeship Navigator once grant funds are in place.

Schramm directed members to the Service Delivery System slide and reviewed it. The service delivery system begins with prospects being targeted by a Recruitment and Triage Specialist in a

three-prong, scheduled outreach event (briefing, assessment and referral). Then prospects are triaged to services to determine technical and soft skill levels. Prospects are then referred to career services or one of three types of training services. The three training services include short-term training, long-term training or apprenticeship training.

She reviewed the essential One-Stop services in the various steps.

Schramm noted the Regional One-Stop System Service locations; three Job Centers – Dane County Job Center, Sauk County Job Center, and Jefferson County Workforce Development Center and three Affiliate Sites – Portage Enterprise Center, Marquette County Services Building and Moraine Park Technical College-Beaver Dam Campus.

One Stop Procurement Team Recommendation

Christenson reminded the committee of the process itself. The procurement was issued March 21, 2016 with submissions due on April 18, 2016. A Review Team of Board Members was selected and provided copies of the proposal for review. She noted that the Review Team consisted of herself, Ann McNearly, Bob Kellerman, Joe Ledger and Pam Christenson. The Review Team met on May 16, 2016 to review and discuss the submissions and form a recommendation for contracting to be presented to the WDB for consideration and action.

Christenson shared that the review team did reflect on key design elements to support their discussion. Those included WIOA legislation items: 1) to increase emphasis on outcomes and performance, 2) to reinforce the expectation of the One-Stop System Core Partners to align service delivery, including triage, referral, service delivery, tracking and outcomes, 3) to refocus on the Job Centers as primary service delivery locations with intentional outreach into the community, 4) to remind ourselves of the requirement for us to develop formal Memorandum of Understandings with our WIOA Core Partners and infra structure agreements to support the Job Centers, 5) to focus on Business as a customer (Demand Driven) to identify needs to design trainings and to support making employment connections for program participants, 6) to support the Career Pathways Framework and utilizing identified strategies like Work Experience, OJTs, Short Term Training structures (Academies) and apprenticeships to support skill development, career readiness and employment.

Christenson stated that after reviewing data and discussing each proposal, the Review Team is making the following recommendation. Before reviewing the recommendation she reminded everyone that the non-funded parties are important and there will be other opportunities for partnership.

McNearly shared this was a struggle; the numbers submitted and the bench marks needed didn't match. The people are struggling but the end result is the metrics or the funding won't be there.

Teeter shared that the procurement process is very difficult but asked if there are there other opportunities for engagement for partnership and he asked for Board staff to share some of those.

Schramm shared that in the 1.7 million – half million is the stackable credential and training model and we have partnered with the Urban League on the HATP and we will continue to do this work. The Technical College is the primary contractor and therefore a procurement isn't required. In addition, we just finished two rounds for bi-lingual CAN training with Centro Hispano. We continue to raise money for this space. This is the space where we have the most opportunity for innovation.

Teeter shared this Board has consistently partnered and that is key to getting the work done.

Schramm shared that 2/3 of our funds sits in training space and less than 20% of funds sit in this space.

Lentz added that the Review Team talked a lot about the continuation of collaboration with community agencies without the technical requirements (documentation, tracking, reporting, etc.) We will continue to work with agencies but without the programmatic burdens that presented challenges. It is important to support and align agencies to engage individuals.

Christenson reviewed the recommendation as follows:

Employment and Training Association (EATA)

- \$635,431 to serve 500 participants
 - 400 through the Dane County Job Center
 - 100 through the Sauk County Job Center
- Staffing Positions (9 positions total; 8 Full-Time and 1 Part-Time)
 - 2 Recruitment and Triage Specialists (1 Dane & 1 North)
 - Minimum of 240 participants per staff annually
 - 5 Career Services Specialists (4 Dane & 1 North)
 - Minimum of 100 participants per staff annually
 - 1.5 Support Specialists (1 Dane & 0.5 North)

Opportunities, Incorporated (Opp. Inc.)

- \$370,850 to serve 300 participants
 - 200 through the Dane County Job Center
 - 100 through the Jefferson County Workforce Development Center
- Staffing Positions (7 positions total; 6 Full-Time and 1 Part-Time)
 - 2 Recruitment and Triage Specialists (1 Dane & 1 East)
 - Minimum of 240 participants per staff annually
 - 1 Career Services Specialist (1 East)
 - Minimum of 100 participants per staff annually
 - 1.5 Support Specialists (1 Dane & 0.5 East)
 - 2 Academy Navigators (2 Dane)
 - Minimum of 100 participants per staff annually

Kellerman asked about the comments from the guests and asked for clarification on the process going forward and the training fund opportunities.

Schramm shared that this is not a procurement process. We work with Madison College and partners. For example, the Health Care Administration Training (HATP) program. The community partner is ULGM and the faculty is Madison College. The Latino Academy does CDL training and we need to get a certification out of it but could potentially partner. We expect that we will build community programs and we will partner with community agencies to provide opportunities.

MOTION: Langeteig asked for a motion to approve the WIOA Adult and Dislocated Worker Program recommendation as presented. Lalor moved to approve the motion as presented. Christenson offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion. LeDuc abstained from the vote.

(All guests but Jon Danforth and Jason Frey left.)

Schramm shared that there are additional One Stop System Resources but no action is required for these staff, support services and training resources.

- Madison College (\$368,119 in WIOA Adult and Dislocated Worker funds)

- 2 Training Navigators in Dane County
- 1 Training Navigator in North
 - Also carries the role of Academy Navigator and serves all populations (Youth, Adult and Dislocated Workers)
- 1 Training Navigator in East
 - Also carries the role of Academy Navigator and serves all populations (Youth, Adult and Dislocated Workers)
- 1 Support Specialist for Training Navigators; resource shared as needed
- Moraine Park Technical College (\$62,556 in WIOA Adult and Dislocated Worker funds)
 - 1 Training Navigator in Dodge County
 - Also carries the role of Academy Navigator and serves all populations (Youth, Adult and Dislocated Workers)
- Estimated \$1,766,000 available in training and support funds
 - Tuition, fees and participant supportive service needs

McNeary asked about funding and programs in place right now. Schramm shared core services will run through June 30, 2016.

Schramm shared that the United Way has the HIRER initiative with the ULGM, YWCA, Centro Hispano, and the United Way is working with them to be a consortium.

Schramm shared that Lentz spent a lot of time with each proposer reviewing and discussing the new model. The organizations didn't submit proposals that align with the new model.

Christenson encouraged Board members to participate on the procurement review teams as it is a great learning experience.

Langeteig encouraged members to direct comments they may receive to Pat.

Agenda Item 6 - Recommendation from the Youth Committee

Guttenberg shared that the Youth Committee has had conversations since last fall on the shift in funds towards Out of School Youth (OSY). We found that there isn't a group that owns this population and work.

Schramm reminded the membership that we put out a bid for design and implementation. We looked for organizations that have a track record of providing workforce development services to the targeted out of school youth customers with demonstrated outcomes and those who share a willingness to enter into intensive design and implementation work to serve the regional out-of-school youth eligible population.

The Dane County School Consortium (DCSC) and Operation Fresh Start (OFS) bid in. In addition, Madison College (MATC) and Moraine Park Technical College (MPTC) asked to participate but did not requested additional funds. She reviewed the timeline: began design team work in January 2016 with meetings on February 19, 2016, March 11, 2016 and April 14, 2016. Recommendation made to Youth Committee on May 17, 2016 for July 1, 2016 implementation.

She reminded the Board of the Out of School Youth Classification.

- 16 years to 24 years of age
- Living in high poverty area or low income) includes free or reduced lunch)
- Not attending any school
 - GED/HSED program are exempt
- Students participating in Youth Build or Job Corp

At least one of the following:

- High school student who has not attended school for at least one quarter within in a semester
- Recipient of a secondary school diploma/GED who is defined as a low income individual and is basic skills deficient or an English language learner
- In juvenile or adult justice system
- Homeless individual or a runaway
- In foster care or has aged out of the foster care system
- Pregnant or parenting
- Disabled
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

She stated that the guiding principles for the design include: 1) use the Career Pathway framework as the foundation for the work, 2) leverage the One-Stop System as a core resource and 3) don't duplicate core resources that the WDBSCW and MOU partners can make available to out-of-school youth

She shared that for Dane County Schools Consortium this is new work. All of our high schools in the region are being called to do more dropout prevention. OFS operates two programs – “Pathways” (youth build) in construction and conservation. They also have “STRIVE” program; high school graduates without a career plan. The program's goals is to provide initial technical training that will lead to employment. The strategy is embedding instruction into work experience. We are asking Operation Fresh Start to build this out year round. The technical colleges will be functioning as Training Navigators. They will be mining the GED folks.

Schramm stated that we are getting the Youth Contractors to embrace the core system that they can leverage. The new role in OSY is the Transition Coordinator. The purpose will be to stay with the student through combination of activities.

Lalor commended the Board for bringing the entities together to work on a platform. Schramm shared we had exploratory meetings in the fall to gain interest in working together on this work.

Guttenberg shared the following recommendation as a result of the OSY work.

- For July 1, 2016 through June 30, 2017
 - Dane County School Consortium:
\$125,168 to serve up to 75 students in Out of School Youth programming
 - Dane County School Consortium:
\$90,931 to serve up to 63 students in Middle College
 - Operation Fresh Start:
\$419,547 to serve minimum of 106 students (plus Resource Specialist for the region)
 - Opportunities Inc.; \$39,617
 - Madison College:
\$166,169 to serve a minimum of 90 students between Out-of-School Youth and Middle College programming
 - Moraine Park Technical College
\$31,096 to serve a minimum of 10 students
 - Training and support services; \$778,458

Summary

- \$328,173 for In-School Youth programming
- \$1,322,812 for Out-of-School Youth Programming
- Goal to serve 344 youth
 - Cost per participant: \$4,669.00

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

Agenda Item 7 – Report and Request for Contract Extension from the Planning and Development Committee

Cromey shared that the Planning and Development Committee has been working on other initiatives to include:

a. Update on Offender Re-entry Programs

Lentz shared information on the pilot project to train inmates at the technical college pre-release. This pilot is a collaboration with State of WI Dept. of Corrections, and Madison College to pilot customized training for inmates from Thompson and Oregon Correctional Centers. The program is a 12-week Industrial Maintenance Academy delivered by Madison College faculty to 15 inmates in secured space at Madison College. The hope is to replicate this in the future.

b. Request to Extend Window to Work Contract with the Employment and Training Association

Lentz reviewed the following recommendation to extend the contract with Employment and Training Association (EATA) to provide the Windows to Work Program for Program Year 2016 (July 1, 2016 – June 30, 2017) for up to \$79,250 to serve a minimum of 30 new participants.

Kellerman shared that the program is very interesting and there are a lot of people getting out of prison that are older. He asked about age parameters. Lentz shared there isn't any age parameters. There is a span of ages in the cohorts and the reentry needs are very different based on age. The compass assessment used is based on risk and need. This program supports part time employment as well.

MOTION: Langeteig asked for a motion to approve the request to extend the Windows to Work Contract with the Employment and Training Association as presented. Kellerman moved to approve the motion as presented. Ledger offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 8 – Adjournment

With no additional business for the Committee, Langeteig asked for a motion to adjourn at 12:56 p.m.

Adjourned: 12:51 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 March 28, 2016
- Fiscal Documents ending March 31, 2016
- YA Grant Application
- Independent Living Grant Application
- WDBSCW Bylaws
- One Stop Procurement Review Team Recommendation
- Recommendation from Out of School Youth Design Team
- Staffing Breakdown Document
- PowerPoint Presentation