

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

**May 26, 2015  
11:00 a.m. to 1:00 p.m.**

**Badgerland Financial  
1430 North Ridge Drive  
Prairie du Sac, WI 53578**

**Members Present:** Pam Christenson, Chair-Elect; Marcia Christiansen, Kathy Cromey, Randy Guttenberg, Matt Hurtienne, Bob Kellerman, John Lalor, Ann McNeary, Les Mirkin, Mary Pasholk, Dave Phillips, Lynn Severson, Clay Tschillard

**Via Telephone:** Laura Cataldo, Alex Fralin, Brian Pulford, and Barb LeDuc

**Guests Present:** Jon Danforth, Jason Frey (via Phone)

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

Christenson called the meeting to order at 11:02 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.

Phillips shared that Dane County is hosting a housing summit at the Alliant Energy Center on Wednesday, May 27 in the evening from 6p-9p. This will include panels around affordable housing. The County will also be releasing three RFP's on the evening of May 27, 2015. The RFP's are for \$950,000 for affordable rental housing; \$300,000 for coop housing; and \$500,000 for transitional housing for ex-offenders.

Matt Hurtienne announced that MPTC has a new President – Bonnie Baerwald. Bonnie has been a part of the college for over 20 years.

### **Agenda Item 2 – Review and Approval of March 24, 2015 Board Meeting Minutes**

Christenson asked for a motion to approve the minutes of the March 24, 2015 Full Board meeting as presented. Phillips moved to approve the minutes as presented. Lalor 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 stated that the purpose of the Executive Committee is to make decisions when the Board doesn't have time to get together. The Executive Committee has met twice since the last Board meeting. One meeting involved approving funds for the work experience wage increase. The second was an expansion of space at the Board office which includes some general maintenance issues.

Schramm shared that the Workforce Innovation and Opportunities Act Board requirements are complex. We are in good shape due to the vacancies that have taken place over the past year. Pat is working with the Local Elected Officials (LEO's) on some designations that will go into place in the future months.

Christenson reported that a group went to WI Rapids with the Wisconsin Workforce Development Association (WWDA) to receive a briefing and review on the new WIOA legislation. She thanked Clay, Kathy, Ed and Andy Ross for their participation.

Christenson stated that at the most recent Executive Committee, the Board's corporate budget was approved and there was discussion on performance evaluations for the Board staff. Pat will be holding a budget briefing webinar in the future for those who are interested in learning more.

**Agenda Item 4 – Report of the Planning and Development Committee – PY15 Funding Recommendation for WorkSmart Contracts, Training Navigators and Training**

Christenson thanked the Planning and Development Committee for their work over the past few months. Cromeey shared that the committee met on May 12, 2015 to review and discuss the upcoming contract recommendations. Lentz directed members to the system model slide which shows the various activities based on the staff function. He also reviewed slide three which shows the contractor service locations in the rural model and the urban model.

***Program Volume Comparison***

Lentz stated that we looked at what we had planned and the actual. We paused to look at the real numbers with contractors to develop strategies to meet the demands of industry. We are sitting at 910 active participants, 465 new enrollments and 424 exits. The plan is to keep the same level active in the program and scale back the new enrollments.

***Recommendation #1 – Contract Renewal for 2015-2016***

Lentz reported that the target active caseload (slots) is what we would like to have contractors focus on for active participants throughout the year.

The recommendation is to renew existing contracts at proposed funding levels:

Agency	2015-2016 Recommendation	Target Active Caseload (*Slots)	New Enrollment	Exits
<b>EATA</b>	<b>\$607,500</b>	<b>405</b>	<b>202</b>	<b>202</b>
Dane	\$343,500	229	114	115
North	\$264,000	176	88	88

<b>Opportunities Inc.</b>	<b>\$427,500</b>	<b>284</b>	<b>142</b>	<b>142</b>
Dane	\$226,500	151	75	76
East	\$201,000	134	67	67
<b>Latino Academy</b>	<b>\$90,000</b>	<b>60</b>	<b>37</b>	<b>25</b>
<b>Urban League</b>	<b>\$90,000</b>	<b>60</b>	<b>36</b>	<b>25</b>
<b>Madison College</b>	<b>\$187,500</b>	<b>125</b>	<b>33</b>	<b>25</b>
<b>Moraine Park</b>	<b>\$28,500</b>	<b>19</b>	<b>15</b>	<b>5</b>
<b>Total</b>	<b>\$1,431,000</b>	<b>953</b>	<b>465</b>	<b>424</b>

Christenson asked about the EATA/Opportunities and target caseloads in comparison to the new contractors. Lentz reported that the new contractors are going to have to do additional outreach to get to the points where other contractors are. This does give an edge to the new contractors.

Lentz shared that this lessens the volume of individuals but it is trying to push the quality and targeting participants to where opportunities are. This should lead to more successful outcomes.

***Contract Comparisons 2014-2015 vs 2015-2016***

Lentz explained that the costs are going up for contractors.

<b>Agency</b>	<b>2014-2015 Contract</b>	<b>2015-2016 Recommendation</b>
<b>EATA</b>	<b>\$430,587</b>	<b>\$607,500</b>
<b>Opportunities Inc.</b>	<b>\$329,271</b>	<b>\$427,500</b>
<b>Latino Academy</b>	<b>\$87,754</b>	<b>\$90,000</b>
<b>Urban League</b>	<b>\$90,893</b>	<b>\$90,000</b>
<b>Madison College</b>	<b>\$162,796</b>	<b>\$187,500</b>
<b>Moraine Park</b>	<b>\$25,000</b>	<b>\$28,500</b>
<b>Total</b>	<b>\$1,126,301</b>	<b>\$1,431,000</b>

McNeary asked about Urban League and why they went down. Lentz shared that they are still working in a manageable area. They are currently underspent on their current contract.

***Service and Training Strategy***

***2015-2016 Training and Support Services Strategies and Budget***

<b>Training and Support Strategies (Budget Items)</b>	<b>Total Budgeted</b>	<b>Adult</b>	<b>Dislocated Worker</b>
<b>Career Pathway Trainings</b> (Industry- focused career exploration, basic skills development & short-term training) - Average 9 – 15 weeks	\$265,000	\$250,000	\$15,000
<b>Long-Term Technical Skills Training</b> - Average 2 years	\$180,000	\$30,000	\$150,000
<b>Work Experience</b> - Average 9 weeks and \$3,000	\$172,400	\$172,400	\$0
<b>On the Job Training (OJT)</b> - Average 9 weeks and \$4,000	\$125,000	\$25,000	\$100,000
<b>Supportive Services</b> (transportation, childcare etc.)	\$100,000	\$50,000	\$50,000
<b>Total</b>	<b>\$842,400</b>	<b>\$527,400</b>	<b>\$315,000</b>

**Note:** WDBSCW staff will make final adjustments to these figures based on the new allocations. These figures may increase slightly. Final Board approval will be made via Executive Committee in June.

Lentz stated that contractors would have this budget to work with to facilitate these goals and strategies. The Board also just received our final allocations so these figures will be finalized and Executive Committee will be taking action to approve the corporate budget.

Schramm noted that we will making a lot more investment into short term trainings for adults as shown in the funding. This recommendation aligns with the kind of customer we are currently serving.

**MOTION:** Christenson asked for a motion to approve the contract renewals for adult, dislocated worker and out-of-school youth services as presented. Phillips moved to approve the motion as presented. Cataldo offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Lentz shared that at the Planning and Development Committee, we discussed a rapid response recommendation. There is a new strategy by State Department of Workforce Development. DWD is allocating funds to each WDB each year to deal with organizing affected workers and providing orientations and enrollment. We're unsure of the amount at this time. Requests can still be made to DWD for additional assistance as long as local funds are meeting established expenditure levels.

He explained that we currently have a variety of layoffs happening in the Jefferson County Area. The Board presented that if the volume continues, the recommendation would be to ask permission to contract with Opportunities, Inc. for up to \$112,500 to serve an additional 150 workers. The Contract would be pending the available resources and adequate dislocation activity levels.

Tschillard asked about the number impacted and how many will take advantage of services. Lentz shared that some will find employment and not take advantage of services. We are currently working with employees at these locations. Some individuals won't take advantage of services, some don't take advantage early on but come in later and some are very skilled and will find employment in a short time frame. We will likely see a fair number from dislocations.

Tschillard asked if we have the ability to flex the amount based on numbers. Lentz shared that we will request funds for additional resources if needed based on numbers.

**MOTION:** Christenson asked for a motion to approve giving permission to Board staff to contract with Opportunities, Inc. for up to \$112,500 to serve an additional 150 workers. Contract would be pending the available resources and adequate dislocation activity levels. Lalor moved to approve the motion as presented. McNearly offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

**Agenda Item 5 – Report of the Youth Committee – PY15 Funding Recommendation for In School and Out of School Efforts**

Guttenberg reported that the first recommendation is to focus on the work to address the Out of School.

***WIOA Youth Financial Strategy Shift***

Changes in eligible age range – Out-of-School Youth can now be up to 24 years old.

Increased focus on Out-of-School Youth – 75% of WIOA Youth funds must be spent on Out-of-School Youth who are not attending school or students 18 ½ years of age in HSED/GED programs. This in an increase from 30% under WIA. WIOA also focuses resources toward students who are graduating from high school without a career focus and high school dropouts.

There is also a new requirement to utilize work experience as a development strategy; 20% of the WIOA Youth funds must be spent on work experience.

Lentz reported that the Out of School Youth Strategies include working with colleges to have a more deliberate academic and skill development plan. Align with stackable credentials and bridge programming at the colleges.

Budget Items	Total
<b>Madison College</b>	
• Career Academies and Bridge Programming	\$280,000
<b>Madison College</b>	
• Training Navigator Out of School Youth	\$100,000
<b>Moraine Park Technical</b>	
• Career Academies and Bridge Programming	\$30,000
<b>Work Experience</b>	
• Includes staffing costs to support	
• Average @9 weeks at \$	\$332,634
<b>On the Job Training</b>	
• Average @ 9 weeks at \$5,000	\$50,000
<b>Totals</b>	<b>\$792,634</b>

Lentz shared that work experience is a first real work experience for individuals and an opportunity for folks to have an active reference when applying for other work.

Schramm shared that out of school youth also includes folks who are studying for a HSED/GED.

***Recommendation #3 - Out of School Youth Services***

Budget Items	Total
<b>Madison College</b> Career Academies and Bridge Programming	\$280,000

<b>Madison College</b> Training Navigator Out of School Youth	\$100,000
<b>Moraine Park Technical</b> Career Academies and Bridge Programming	\$30,000

**MOTION:** Christenson asked for a motion to approve the recommendation for out of school youth services as presented. Guttenberg moved to approve the motion as presented. Phillips offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

***2015-2016 Transition Strategy for In-School Youth (Middle College)***

Lentz shared that this strategy focuses on continuing Middle College M5 students and not starting a new cohort (junior) until September 2016. We would like to focus future efforts on serving high school senior. We want to recruit students during their junior year; engage students beginning summer after junior year for Middle College and have academic participation during senior year.

The goal is to build a model for 2016 that blends Middle College and out-of-school youth career academies into one body of work and leverages resources from both efforts.

He shared that we are exploring with the region’s high schools how to target at least one junior level Career and Technical Education (CTE) course as a possible pre-requisite for Middle College (work in progress). We are also exploring with State of Wisconsin Department of Vocational Rehabilitation (DVR) to possibly interface with agency’s Pre-Employment Transition Services.

Lalor asked if this is going to create a gap for students. Schramm stated there will be one semester. They will start summer after their junior year. Schramm shared that we have been examining whether to continue juniors – academically hard for them to not be in their high schools (optimize summer before senior year). She stated that we will work with schools to focus on one course in the junior year that would help prepare them for area of interest in the high school setting.

***Recommendation #4 – Renew In-School Youth / Middle College Contracts, 2015-2016***

<b>Position</b>	<b>Agency</b>	<b>2015-2016 Recommendation</b>	<b>2015-2016 No. to serve</b>
<b>Employment Specialists*</b>	DCSC	\$68,000	34
	EATA	\$18,000	9
	Opportunities Inc.	\$24,000	12
	Moraine Park	\$16,000	8
	Total	\$126,000	63
<b>Instruction</b>	Madison College	\$303,600	55
	Moraine Park	\$33,768	8
	Total	\$337,368	63
<b>Grand Total</b>		<b>\$463,368</b>	
*Recommendations are based on a consistent cost per participant of \$2,000			

**MOTION:** Christenson asked for a motion to approve recommendation #4 – renewal of in-school youth and Middle College contracts for 2015-2016. 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.

Schramm shared that we will be moving forward on a fund development strategy in June for Middle College.

### **Agenda Item 6 – Recommendation for Windows to Work Funding for PY 15**

Christenson thanked Mary, Dave, Kathy and Ann for their participation on the Windows to Work Procurement Review Team.

Pasholk reported that we met on May 4, 2015 and then again on May 18, 2015 to discuss the proposals. Window to Work is a pre- and post-release program designed to address several criminogenic needs that can lead to recidivism, including employment, education, anti-social cognition, anti-social personality and anti-social companions. The RFP was released on March 30, 2015, proposals were due on April 21, 2015 and then the review committee met to discuss.

The committee agreed on the following recommendation:

Contract with the Employment and Training Association (EATA) in the amount of \$66,515 to serve 35 new program participants for Program Year 2015 (July 1, 2015-June 30, 2016). Contingencies include: one year contract with option for one year extension; confirmation of the personnel identified in the proposal; negotiation of staffing plan to fund Coach position full time; not to exceed additional \$5,000; expand details associated with cohort timelines.

Additionally, the Committee also recommended WDBSCW staff to seek Department of Corrections (DOC) approval to use unspent resources for the current year to engage the new contractor and staff prior to July 1, 2015 to initiate required staff training and support participant transition.

Kellerman stated that he likes this program and it is an area of growth. He asked what an eligible participant looks like. Lentz stated they need to be within a year of release, medium-high risk in accordance of COMPASS test. It is a voluntary program. Cohorts are launched upon volume. They need to be released to our six county region. No age barriers. We use Oakhill Correctional Facility in Oregon, WI.

Christenson asked about the fund amount and participants based on past years. Lentz shared the number to be served is up slightly but the amount of funding is consistent with previous years. DOC has helped to refine the program so that serving more individuals is attainable.

Tschillard stated that he has done some programming at Oakhill and it seemed like many are released to Southeast. He asked about recruitment. Lentz shared that recruitment hasn't been an issue and there is coordination among other areas when needed. W2W participants have a significantly lower recidivism rate.

Schramm shared that we may be able to double the funding for this based on leveraging other programs on a county basis. Lentz shared that the curriculum is set and organized which is great for consistent messaging and replication.

**MOTION:** Christenson asked for a motion to approve the Windows to Work recommendation as presented. Kellerman 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.

## **Agenda Item 7 – Updates on Workforce Innovation and Opportunities Act Implementation**

Schramm thanked the team who went to WI Rapids for the WIOA review and briefing. She shared that the Local Elected Officials meet monthly through the ICC and she will be spending a lot of time briefing them.

Schramm shared that the Workforce Innovation and Opportunity Regulations are laid out as though the Boards didn't exist. In these regulations, they are behaving like WDB's are starting from scratch. The Local Elected Officials need to establish bi-laws; right now they have a charter that is an agreement that they will work on together and make decisions. We will start with their charter and have the LEO's step through this document to make a bi-law document. As we get closer to making decisions, Alan will be joining the meetings. We will need to eventually have meetings with the Executive Committee and LEO's.

Schramm reported that we also discovered that people who are in HSED/GED programs count as out-of-school youth if they are over the age of 18 1/2. We will be trying to capture these individuals and move them into programming/training. Out of School Youth will be built on a stackable credential model like Middle College.

Schramm stated that the Executive Committee approved a Work Experience Coordinator. We are going to spend \$700,000+ dollars on work experience moving forward. This will allow us to have a work experience platform. We have a bank of employers that we need to reach out to see if they are still interested in serving as a work experience site.

## **Agenda Item 8 – Highlights of Badgerland Financial Services**

Paul welcomed everyone and shared that Badgerland Financial is a financial cooperative started by the federal government. The main corporate office is Prairie Du Sac and they have 325 employees across all of the areas served. Badgerland is the largest loan provider in the state of WI. They also do taxes, accounting and sell crop insurance. Paul runs the beginning farmer program and emerging markets programs. He also does a lot of presentations on behalf of the company. Badgerland finances and sponsors a lot of CSA operations.

Mirkin asked if there are organizations like Badgerland across the nation. Yes – local membership coops.

## **Agenda Item 9 – Adjournment**

With no additional business for the Committee, Christenson asked for a motion to adjourn at 12:50 p.m.

Adjourned: 12:50 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 24, 2015



- Program Year 2015 Corporate Budget
- P&D and Youth Committee Report and Recommendations
- Windows to Work Recommendation