

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

**October 13, 2015
11:00 a.m. to 1:00 p.m.**

**Olbrich Botanical Gardens
Evjue Commons
3330 Atwood Avenue, Madison**

Members Present: Alan Langeteig, Chair; Pam Christenson, Chair-Elect; Laura Cataldo, Ed Clarke, Kathy Cromey, Paul Dietmann, Nancy Elsing, Alex Fralin, Randy Guttenberg, Rich Hands, Lindsay Jones, John Lalor, Barb LeDuc, Ann McNeary, Sue Bogen, Brian Pulford, Dave Robinson, Lynn Severson, Howard Teeter, Clay Tschillard

Guests Present: Jason Frey

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

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 and everyone introduced themselves.

Agenda Item 2 - Review and Approval of May 25, 2015 Board Meeting Minutes

Langeteig asked for a motion to approve the minutes of the May 26, 2015 Full Board meeting as presented. Teeter moved to approve the minutes as presented. Cataldo 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

Langeteig reported that the Executive Committee met four times: June 12, July 13, August 25 and October 5, 2015

He noted the following themes of the summer Executive Committee work.

The Board concentrated on working with Pat Schramm on the Board WIOA re-designation and reappointment and appointment of the Board members to the reconstituted Board.

This work involved moving Board re-designation resolutions through each of our six county Boards and examining the required WIOA Board membership specifications, working on re-appointment of current members who fit the new specifications and seeking new members for membership areas that we did not currently have.

We anticipate the Board re-designation to be finalized by October 31, 2015 and new Board seated at the November 10, 2015 meeting.

At the June 12, 2015 meeting, the Executive Committee adopted the full operational budget. The funds available were finalized after our May 26, 2015 full Board meeting. The staff integrated the corporate budget, approved contracts, training and support budgets into the PY15 budget. The budget summary is in your folders.

At the July 13, 2015 meeting, the Committee completed the Executive Directors evaluation. Langeteig complimented Pat on her continued hard work.

At the August 25, 2015 meeting, the Executive Committee set the audit schedule for the PY14 and discussed the fund development schedule. A summary of the fund development schedule is in Board folders.

Pat also gave us an update on the hiring of the two new staff positions: Project Assistant for Work Experience and Project Assistant for Business Services. Both of these positions were offered this past Friday, October 9, 2015.

Agenda Item 4 - Report of the Planning and Development Committee

Clarke stated that the Planning and Development Committee met on September 29, 2015 and the bulk of the meeting was looking at and discussing the program outcomes. He shared that there are local and regional activities dealing with the new regulations Workforce Innovation and Opportunity Act (WIOA) and that we will be updating Board members on those as they arise.

a. Presentation and Discussion of Program Year 2014 Program Report Card

Lentz reported on the federal performance.

- Adult Performance: All performance goals were exceeded.
- Dislocated Worker: All performance goals were met. The earning for the dislocated workers did go down slightly.
- Youth: Placement into employment performance goal was exceeded. The attainment of degree or certificate was met. The literacy numeracy gain was failed. We are working on strategies to manage and improve this measure.

Lentz reported on the local program year data.

- For dislocations, we are seeing a decrease in activity.
- He reviewed the program activity and long-term caseload management.
- He reviewed the implementation of new strategies to engage continuing and new participants via Career Pathway Trainings and an increase in staff capacity.

See PowerPoint handout for additional program data information.

b. Recommendation to Increase Training Navigator Capacity

Lentz shared that we funded July 1 contracts based on what we thought our funds were going to be. Then we did closeouts and carry over and determined that we had a larger budget to work with.

He shared that one of the things we would like to do is ramp up the Training Navigator capacity. Recommendation is to increase Training Navigator capacity. Madison College has packaged their staff capacity and would be able to serve an additional 40 students. In addition, we have other additional resources so would like to ask the Board to support additional strategies with our current contractors to increase the number of individuals that we are serving.

Recommendation: To immediately increase the MATC Training Navigator contract by \$16,000 to support an increase in current staff capacity to serve an additional 40 students during this program year. Additionally, we would request permission to seek additional capacity through existing contractors to expand the Training Navigator staffing structure to engage and serve up to an additional 100-150 students for the spring semester.

MOTION: Langeteig asked for a motion to approve the recommendation as presented. Clarke 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.

c. Discussion and Recommendation to Run One Stop Operator Bid

Lentz shared the purpose of the OSO is to integrate services among the partners in the Job Centers. He shared that the part of the recommendation is to focus on Dane County Job Center as our Comprehensive Center. He noted that we have tried to carve out proposed roles and he reviewed those. The goal will be to also build roles into the support staff in Jefferson and Baraboo to increase responsibility of those positions.

Recommendation: Release a Request for Proposal (RFP) to fund a One Stop Operator to support the one South Central WI comprehensive One Stop Center in Dane County located at 1819 Aberg Avenue.

Eligible applicants may be a single entity or a consortium that includes a minimum of the 3 required WIOA Comprehensive One Stop Center Partners with clearly defined roles of each. Request for Proposal will include the following proposed roles.

Proposed Roles:

1. Develop a formal referral process for services within and outside the Comprehensive Job Center. Implement minimum standards for referrals, referral follow-up and documentation of referral outcomes.
2. Assure that there is adequate access to customer services including alternative hours of operation.
3. Conduct monthly meetings with members of the Core Partner management team.
4. Implement training or staff development, such as customer services training, cross training on Partners services or other services, for the One Stop Center staff.
5. Develop an outreach and recruitment plan for the One Stop Center.
6. Implement and oversee technology solutions to manage and support enhanced cooperation and coordination of Core Partner Programs.
7. Insure compliance with all state and local policies and procedures related to the One Stop Center. Examples are serve as complaint officer, conduct ADA compliance review and arrange technical assistance as needed.
8. Physical location support:

- a. Responsible for coordinating physical space planning, monitoring upkeep facilitating adjustments.
 - b. Enforcing one stop facility standards in regards to customer service
9. Prepare and submit monthly and quarterly reports to the Board

MOTION: Langeteig asked for a motion to approve the recommendation as presented. Clarke moved to approve the motion as presented. Elsing 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

Guttenberg shared that the Youth Committee met on September 25, 2015.

a. Presentation and Discussion of Program Year 2014 Youth Initiative

Rice presented the Youth Initiatives for Program Year 2014.

Middle College investment of \$500,743 and 119 participants served. There were 37 participants that graduated in spring 2015 and 56 participants continued on in Middle College in fall of 2015. There were 58 participants placed to work sites and 84.5% of participants completed work experience. There were 38 companies who served as work site hosts.

Schramm noted that with the senior focus moving forward, students will start in August with a “Learn to Learn” camp then start school in September. They will have their internships the following summer. Schramm reminded members that the students are from poor families, they get enrolled as high school students and they are often the first in their families to go on to post-secondary education. They come into the program with less than a 2.0 GPA.

Clarke asked about the Middle College population and if they are going on to college or employment? 80% of students are going on to post-secondary education (many of them going onto four year schools). The average number of credits earned was 30 in Middle College.

Rice reported that the Youth Apprenticeship investment is \$280,557 and there are 308 participants enrolled, 27 schools involved and 246 active employers.

b. Discussion of New Focus on Workforce Innovation and Opportunity Act Youth Program Framework

Schramm shared that we have to do a shift in focus to out of school youth under WIOA. The goal is to develop and implement responsive workforce development strategies that respond to the needs of WIOA eligible out of school youth. The youth are:

1. 16 years old up to 24 years of age:
2. Living in a high poverty area are automatically income eligible (see census track maps) or are low income including eligible for free or reduced lunch.
3. Not attending any school (as defined under State law). Students who are over 18 years and did not graduate on time with their 9th grade cohort are out of school youth even if they are attending a GED/HSED program that is not a continuation of their high school enrollment. Students participating in Youth Build or Job Corp are considered out of school youth.

c. Recommendation on Out of School Youth Bid

Schramm shared that the Youth Committee is asking permission to run a bid for out of school youth. We have engaged in a lot of discussions around an effective designs for the out of school

population. The problem is that no one really owns this work. We are asking to run a bid for organizations to share their experiences. The idea is as follows:

1. Pay for organizations to come to the table and work intensely on design.
2. Based on the design, prototype and experiment. We would likely have a rural strategy, metro strategy and an urban strategy. We would prototype up to July
3. Go to contract and scale for one to two years.

She directed members to the timeline on page 23.

Recommendation: The Youth Committee recommends to the Workforce Development Board of South Central WI that the Workforce Development Board staff release a request for proposals targeted at organizations and educational partners who:

- have a track record of providing workforce development services to our targeted customers with demonstrated outcomes
- Are willing to enter into intensive design and implementation work to serve the out of school eligible population within the region. Bidders may have a geographic target.

The Request for Proposal would be designed as a planning grant with the purpose of designing strategies that can be prototyped over a six month period with the expectation of full implementation on July 1, 2016 if promising impacts are achieved.

Schramm shared that we have total \$700,000 to spend. This would cover all program facets including work experience. We have not determined exactly what portion of the funding will be dedicated to the bid specifications.

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

Agenda Item 6 – Report on Sector Initiatives and Special Projects

Schramm shared that we have new federal regulations that if a youth is in a high distress area, they are automatically eligible and this data includes using the 2010 census. This mostly effects the Madison Metro area and there is a minimum of 30% poverty in an area for it to be designated as a high poverty area.

Nilsestuen shared information on the construction trades and utilities sector and the manufacturing sector. Schramm reported on the health care sector.

Schramm provided a brief update on the Pathways to Prosperity Network and Inspire Wisconsin.

Agenda Item 7 – Adjournment

With no additional business for the Committee, Langeteig asked for a motion to adjourn at 1:11 p.m.

Adjourned: 1:11 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 May 26, 2015
- WIA Program Year 2014 Report with Recommendations
- Fiscal Report
- Fund Development Handout
- 2015 Budget Summary