

**Workforce Development Board of South Central Wisconsin, Inc.  
Executive Committee Meeting**

**January 16, 2019  
8:30 a.m. to 10:00 a.m.**

**Workforce Development Board  
3513 Anderson Street, Suite 104  
Madison, WI 53704**

**Members Present:** Pam Christenson, Chair; Laura Cataldo, Kathy Cromey, Francis Langer

**Phone:** Paul Dietmann, Alan Langeteig

**Staff Present:** Pat Schramm, Seth Lentz, Lameece Tyne, Erin Bechen

**Guests Present:** Josh Fassl, Melissa Sanchez Cruz, Lisa Hollman

**Agenda Item 1 – Welcome**

Christenson welcomed everyone and called the meeting to order at 8:32 a.m.

**Agenda Item 2 – Review and Approval of November 1, 2018 Executive Committee Meeting Minutes**

Christenson asked for a motion to approve the minutes of the November 1, 2018 Executive Committee meeting as presented. Cromey moved to approve and Dietmann offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

**Agenda Item 3 – Report on the PY 18 Financial Report**

Tyne reported that on fiscal report included in packets/ the report is for the November 2018 month end financial statements. There are some items that are 100% - i.e. rent, insurance, etc. that are paid at the first of the year. There are some items that are over the budgeted amount and we need to recalculate some of those items. We are on track and on target with most of the expenses with the exception of a few items that come through at the beginning of the fiscal year and are accrued. Schramm stated that our fiscal year is July 1 through June 30.

Tyne asked for questions. None were presented.

**Agenda Item 4 – Presentation and Approval of the WDBSCW 990**



Partnerships and pathways for economic growth

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Tyne reported that the 990 is the corporate tax return that is based on the financial statement. This form is audited and approved at the Board level. There were no findings. This flows to the corporate tax return. There are some narrative portions that describe (5 pages from the back), significant programs, etc. There is a comparison from the prior year to this year.

There was nothing significant on the nonprofit grant income. This document reflects the audit. Once approved, the auditors will file. The supplemental information attached is for required for contributions.

**MOTION:** Christenson asked for a motion to approve the 990 as presented. Langer moved to approve and Cataldo offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

### **Agenda Item 5 – Update and Discussion on status of In School and Out of School Youth Programming**

Schramm provided a brief update on the youth program. She stated that because of the escalating cost of Middle College (MC), we are going to need to step away from the MC youth strategy. The financial cost has been going up the past three years. Up until this year, Madison College was leveraging a little money into each cohort. We were notified in mid-December that Madison College will not be able to leverage funds into Middle College which will put the cost out of our reach to be the 100% financial support.

We are hoping to build on a new strategy that Madison College is using where external partners are using their own staff as faculty and then negotiating with Madison College for students receive credit for prior learning when they apply to the formal program at Madison College. An example of this is Just Bakery. We need to do more and more of this type of work where we don't need to tap Madison College faculty for the front end training.

Schramm shared that within the Middle College Manufacturing is a similar curriculum to the Madison College embedded credential of the Essentials of Manufacturing. We are going to try to keep Essentials of Manufacturing. However, we need to drop out of our funded programming of the courses that resemble more alternative high school education focused. We need to keep focused on training and pre-employment transition (employability skills and independent living skills). We have done brainstorming but don't have something concrete to report on yet.

Staff met with DCSC and we plan to keep Megan Sievers in place to meet counselors. We are also hiring a full time position under Independent Living Grant, Career Planner who would join with the DCSC coordinator in Dane. Then we gain build the rest of the WorkSmart and Madison College team around this staff. We are hoping to build future programming around the Independent Living program that Kim Larson, the WDB Youth Program Manager, designed called STEP. STEP involves career exploration coupled with employability skills training, Step also included coaching on independent living (financial planning, budgets, renting, etc.). We have been talking with Kim about having the first part be a Career



Academy Part 1. The IL part would be Career Academy Part 2. The design work so far has us starting programming the summer before senior year. Our target populations need to be rising senior Independent Living students (Aging out of foster care, other WIOA eligible youth including disabled students and economically disadvantaged students. As part of future work we would like to see an on ramp for more disadvantaged youth to the Youth Apprenticeship program.

Pat Schramm also explained that our youth work has to become seamless between in school funds, out of school funds and adults funds.

We also need to stay focused on the outlying counties. We are having conversations with James Falco about the outlying counties for Madison College and how we can leverage programming that he is doing.

We plan to lay this out with the Youth Committee prior to the February 20 Board meeting. Alex Fralin would also like us to do something with Capital High.

Schramm shared that moving from Middle College maybe an opportunity. We need to take care of the disadvantaged kids and the ramp to college, apprenticeship and good jobs. We need to understand what we need to pay for to get our students to where they need to go. Christenson shared that a visual would be very helpful. Schramm stated that this will also give us an opportunity to get CESA 5 more involved.

Langer asked how old MC is. Schramm stated 8 years. Another trend we are seeing is that there are less and less Middle College students articulating to the aligned Middle College post-secondary program areas of studying. There are going to work or going to a different area of study.

Seniors right now will not see any difference. The recruitment is still in place for next cohort but we are not recruiting for the programming.

Schramm shared that UW Health is doing a maintenance mechanic apprenticeship. This may be an option and an on ramp for students.

Christenson asked for a motion to move into closed session. Cromey moved to enter into closed session. Schramm called roll. Christenson – yes, Cataldo – yes, Cromey – yes, Langer – yes, Dietmann – yes, Langeteig – yes. With unanimous support the Executive Committee moved into closed session.

### **Agenda Item 6 – Closed Session**

Closed session content focused on recommendations by Pat Schramm to support future organizational succession.

Upon completion of the discussion, Christenson as for a motion to return to open session. Langer moved, Cataldo seconded. Christenson called for the vote. Vote was unanimous in favor. The Committee moved into open session and tool up Agenda #7.

**Agenda Item 7 – Discussion and Approval of Recommendation to Present Staffing Succession Plan to the Full Board on February 20, 2019**

Christenson asked for a motion to approve the staffing succession plan presented by Pat Schramm. Cromey moved acceptance, Langer second. Christenson called for vote. Vote was in favor of the motion to adopted the staff developed succession plan and present to the full Board meeting for approval at the next full Board meeting.

**Agenda Item 8 – Adjournment**

With no additional business for the Committee, Christenson asked for a motion to adjourn at 10:00 a.m.

Adjourned: 10:00 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Minutes from November 1, 2018
- Fiscal Documents
- Form 990
- Staffing succession recommendation

