

Executive Committee Meeting Minutes

Tuesday, February 24, 2015

8:30 a.m. to 10:00 a.m.

**Workforce Development Board of South Central Wisconsin/Conference Call
3513 Anderson Street, Suite 104
Madison, WI 53704**

Members Present: Laura Cataldo, Randy Guttenberg, Howard Teeter, Clay Tschillard

Via Phone: Paul Dietmann

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

Teeter called the meeting to order at 8:31 a.m. and noted a quorum was present.

Agenda Item 1 - Welcome

Teeter welcomed everyone.

Agenda Item 2 - Review and Approval of the January 6, 2015 Executive Committee Meeting Minutes

Teeter asked for a motion to approve the minutes of the January 6, 2015 Executive Committee meeting as presented. Tschillard moved to approve the minutes as presented. Guttenberg offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 3 - Review of Fiscal Report and Final Audit

Schramm mentioned that these financials are the same financials that were in Board packets at the January 27, 2015 Full Board meeting.

She noted the training expenditure are not on track because we are getting more adult training verses dislocated worker training. In addition, Madison College is developing short term training so we will dedicate funds for this as discussed today.

Tyne reported that the audit is complete and filed. The 990 is filed along with the tax return.

Agenda Item 4 - Debrief on LEO Meeting

Schramm stated that we met with the Local Elected Officials (LEO) on February 3, 2015. The only LEO missing was Robert Miller from Marquette County.

The members met to discuss the Workforce Innovation and Opportunities Act (WIOA). They had a positive meeting. LEO's asked Schramm to present to their county Boards on the changes with WIOA in May and June. Dane County is an exception at this point due to their structure. Board members in those areas will be welcome to join and attend those meetings.

She noted that there was a slight change in Chair roles - Russell Kottke will continue as Chair and Andy Ross is now Vice Chair.

Agenda Item 5 - Request Approval to Transfer 30% of the 2014 Dislocated Worker Funds to the Adult Program

Schramm shared that the State of Wisconsin allows Boards to transfer up to 30% of the allocations (adult/dislocated worker revenue). The Board staff has been tracking a trend for two years that more adults than dislocated workers are needing services from our WorkSmart System. This is also being demonstrated in the reduction in the number of companies that are laying workers off. This shift in customer profile is causing two issues.

- We are quickly spending our adult funds and our dislocated worker funds are not being spent at the required levels.
- We are required to have obligated 80% of each fund either under contracts for service or participant costs tuition, fees and supportive services. The low dislocated worker expenditure will make achieving the 80 fund obligation challenging.

Schramm asked for approval of the following recommendation.

The Workforce Development Board staff is requesting permission to transfer \$375,909 from the PY 14 dislocated worker program to the PY 14 Adult Program.

	PY14 revenue	Recommended \$\$ transfer from	Recommended \$\$ transfer to	Revenue total after transfer	Required 80%	Allowable carry-in to PY 2015 = 20%
Dislocated Worker Program	\$1,253,031	\$375,909		\$877,122	\$701,698	\$175,424
Adult Program	\$1,032,455		\$375,909	\$1,408,364	\$1,126,691	\$281,673

Cataldo asked about the change in FSET and if these individuals will impact this. Schramm shared that those adults will affect this funding.

MOTION: Teeter asked for a motion to approve the transfer of funds as presented. Teeter asked for a motion to approve transfer of funds. Cataldo 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 - Request to Change Work Experience Wage from \$7.25/hr to up to \$10.00/hr

Schramm shared that in Middle College, one of the goals is that students would engage in internships in the summer months. The Workforce Development Board uses work experience as a strategy to give young adults who are participating in Middle College a platform to apply the newly

learned technical skills, learn about the industry and build their industry specific resume. We intend to use the same strategy to build work experience on adult customers' resumes who have little or no demand driven industry relevant work experience.

In the past, students have opted out due to other employment opportunities at a greater wage. Schramm provided members with a wage survey in fast food industry, hospitality and retail. The table shows wages greater than \$7.25 in most of these areas.

Schramm asked for approval for the Workforce Development Board Staff to pay up to \$10/hr. per person for work experience. The companies will need to specify the wage of entry level positions as the wages cannot exceed the wage of those positions.

MOTION: Teeter asked for a motion to approve the wage increase as presented. Tschillard made a motion to change the work experience wage from \$7.25 to up to \$10 per hour. Cataldo offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 7 – Discussion and Approval of Recommendation from the Planning and Development Committee for Services to New Participants in the period of March 1, 2015 through June 30, 2015

Schramm shared the Planning and Development Committee approved this recommendation for the Executive Committee on February 20, 2015. The WDB staff is asking the Planning and Developing Committee to experiment with a companion strategy to the current WorkSmart Model. The financial request is to allocate up to an additional \$25,000 be added to Madison College's Career Pathway contract to organize and manage Boot Camps and Career Pathway trainings. She stated that we asked the Planning and Development Committee to run this as an experiment and this will not replace how the WorkSmart system functions.

The idea is that Madison College has put together a suite of different short term trainings in hospitality, health, manufacturing and maybe customer service. There are 7-9 offerings. We are working with the Business and Industry at Madison College to provide the offerings. The recommendation is:

- a. Identify 1 to 2 WorkSmart Staff with a low number of active participant to conduct industry targeted orientations that will align with industry specific Boot Camps that would be operated by Madison College (12 to 20 hrs. sessions). The goal is to introduce job seekers to the opportunities and needs of industry.
- b. Hold up to 7 short-term career pathway trainings aligned to the industry focused boot camps.
- c. Fund a coordination function at Madison College to organize and manage Boot Camps and Career Pathway trainings.

Tschillard asked if there is any stipend during the Boot Camp. Schramm stated no but there could be work experience or on the job training following the completion. We can offer support services like transportation, child care, etc.

Schramm stated that we are asking for up to \$25,000 for Madison College's Career Pathway contract to organize and manage Boot Camps Career Pathway trainings.

Cataldo asked how the industry focuses were determined. Schramm shared that the Board and college determined these based on sector teams and advisory committees.

MOTION: Teeter asked for a motion to approve up to \$25,000 for Madison College's Career Pathway contract for specified trainings. Tschillard 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 8 – Request for permission to conduct Request for Proposal for Windows to Work and the Foundations for the Trades

Schramm stated that we are requesting permission to run two bids as these two are off cycle. The Windows to Work is an offender pre-release program that prepares inmates returning to the community from Oakhill Correctional Institution into Dane County. The program offers pre- pre-release employability instruction and post release community transition support, job placement assistance and retention services.

Foundations for the Trades is skill instruction for the foundational skills needed to perform jobs in the construction in industry and prepare trainees to take the trades related apprenticeship exams. Currently this is a collaboration with Operation Fresh Start, Urban League and Construction Training Inc. The YWCA has been partnering with driver's license renewals and road work flagging training. Schramm shared that the Latino Academy is running a version of Foundations on weekends as well.

Recommendation:

WDBSCW staff requesting permission to release two bids:

1. Windows to Work – release bid on March 27, 2015. Bids returned on April 21st at noon, recommendation made to Planning and Development Committee for funding on May 12, 2015. The review team will be combination of WDBSCW staff and 2 members of the Planning and Development Committee.
2. Foundations for the Trades: Bid would be release in July 2015, due back September 9, 2015 with approval in fall 2015. Training would begin in February 2016.

MOTION: Teeter asked for a motion to approve the presented recommendation for the two bids. Guttenberg 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. Tschillard abstained.

Agenda Item 9 – Discussion of Plan for 2015 Federal and State Legislation

Federal

Schramm shared that we typically travel to DC with Board leadership in February to do hill visits, etc. but due to the state of WIOA, we have decided to forgo that trip this year.

She noted that the WWDA is going to hire a facilitator in May to spend two days with teams from Boards really making sure everyone understand the changes in WIOA and the strategic focuses that Boards want to do collectively.

Schramm stated there is another conference in Chicago this summer that we will take a team to around WIOA.

Schramm was asked by the Department of Labor to travel to DC on March 5, 2015 to work on language around Career Pathways.

State

Schramm shared that we usually do a Day at the Capitol in February but we have delayed until April-May to do the state legislative work. Erin will be following up with Board members to participate.

Cataldo shared that she heard that Exact Sciences is going to be hiring 750 new workers. She asked how the Board is going to work with them on this. Schramm shared that the WorkSmart staff have been working with them and well as Spherion. She stated that Exact Sciences has developed the training tracks and they provide the training. There are two classifications of workers; customer service and technicians. Applicants don't have to have training in health sciences.

Dietmann shared that they are working on an Ag Summit for April 8-9, 2015 in Madison. On the 8th, it will be reception at the Sheraton. On the 9th, it will be at the Alliant Energy Center. The main focus is to look at the opportunities in Ag Employment in the next 15-20 years and pipeline development. They are hoping to have 50 students attend.

Agenda Item 10 – Adjournment

With no additional business for the Committee, Teeter moved to adjourn at 9:17 a.m. Tschillard second. Committee adjourned.

Adjourned: 9:17 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Minutes from January 6, 2015
- Financials Ending December 31, 2014