

Executive Committee Meeting Minutes

June 2, 2016

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

Workforce Development Board Office

3513 Anderson Street, Suite 104

Madison, WI 53704

Members Present: Alan Langeteig, Chair; Laura Cataldo, Pam Christenson, Kathy Cromey, Paul Dietmann, Randy Guttenberg, Howard Teeter

Via Phone: Laura Cataldo

Staff Present: Pat Schramm

Langeteig called the meeting to order at 8:30 a.m. and noted a quorum was present.

Agenda Item 1 – Welcome

Langeteig welcomed everyone.

Agenda Item 2 – Review and Approval of the April 21, 2016 Executive Committee Meeting Minutes

Langeteig asked for a motion to approve the minutes of the April 21, 2016 Executive Committee meeting as presented. Cataldo moved to approve the minutes as presented. Teeter offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Pat asked that the agenda be reordered to discuss the Kraft/Heinz – Tyson dislocation first. Committee agreed to start with discussion of the dislocations. Pat described the activity to date.

Agenda Item 3 – Update on Kraft and Tyson Activity

The Rapid Response team has meet with the majority of the 248 Tysons workers. The plant will be shut down in July. All the workers will be finished by July 9, 2016. The team has scheduled four Job Center of Wisconsin workshops scheduled, they are holding office hours at the Tyson plant, local and drop in's just for Tyson at the Job Center Andy every Wednesday. There will be a Job fair for Tyson workers only on June 28, 2016 at the Jefferson Library Bi-Lingual Job Center of Wisconsin and Unemployment Workshop will be scheduled beginning of July.

For Kraft Corporate: 93 corporate attended info sessions, 74 attended a follow up workshop provided by UW Continuing Ed. We have 15 people from corporate enrolled as of today. The 15 corporate workers enrolled are headed to training in program management, supply chain and data management. We expect another 15 plus to start participation by next week. Staff have office hour's

onsite on Thursdays. This schedule has been packed every Thursday with back to back meetings on the hour for the last 6 weeks.

Kraft Production: The Rapid Response Team held 7 sessions for Kraft Production, 219 attended. The staff is holding office hours at Madison College on Commercial Avenue on Tuesdays and has had good, steady response from workers. We are having a technical problem with enrolling because we do not have a date for separation – we are working on this with the company.

Agenda Item 4 – Follow-up on Full Board meeting Agenda

Schramm shared that the Urban League of Greater Madison and the Latino Academy for Workforce Development filed formal grievances on Tuesday – May 31, 2016 at 4:10 pm. Pat handed out the letters from the agencies and noted that the letters are very similar. The process is that the agency that wants to file a grievance needs to do so to the Executive Director within 3 days of the letter notifying them on a not recommended to be funded decision has been made.

To appeal, the applicant must submit a letter to the WDBSCW Executive Director within three (3) business days from the date of selection notification. The letter must state that an appeal to the selection is being filed and all specific reasons for that appeal or disqualification must be based on one or more of the following:

- Clear and substantial error or misstated facts upon which the decision was made by WDBSCW,
- Unfair competition or conflict of interest in the decision making process,
- Any illegal or improper act of violation of law, or
- Any other legal basis on grounds that may substantially alter WDBSCW's decision.

Pat notes to the Board that she will submit a response to the agencies by June 10, 2016. If the agencies do not accept Pat's response they can appeal directly to the Executive Committee. Once the Executive Committee makes a decision if we reach the 2nd step, their decision is final.

Agenda Item 5 – Executive Director Evaluation Review

MOTION: Langeteig asked for motion to go into close session for the purpose of beginning the Executive Directors Annual Evaluation. Guttenberg 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.

- a) Executive Director Evaluation – Closed Session
 - Decide what how to do this year review
 - Working on setting new competency set

MOTION: After deliberation, Langeteig asked for motion to move into open session. Dietmann 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.

The committee moved to open session and set the next date to finalize the Executive Evaluation on June 23, 2016 from 11:30 am to 1 pm. Members need to send to Langeteig their completed evaluation matrix by June 15, 2016.

Agenda Item 8 – Adjournment

Langeteig moved for adjournment.

The meeting adjourned: 9:50 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Minutes from April 21, 2016