

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

**April 29, 2019
8:30 a.m. to 9:00 a.m.**

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

Members Present: Pam Christenson, Chair

Phone: Laura Cataldo, Paul Dietmann, Randy Guttenberg

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

Guests Present via Phone: Lisa Hollman

Agenda Item 1 – Welcome

Christenson welcomed everyone and called the meeting to order at 8:31 a.m.

Agenda Item 2 – Review and Approval of January 16, 2019 Executive Committee Meeting Minutes

Christenson asked for a motion to approve the minutes of the January 16, 2019 Executive Committee meeting as presented. Guttenberg 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 3 – Update on Staffing Transition Activities

Christenson shared that succession planning is moving right along. Schramm noted that we have scheduled to do a mid-June formal announcement of her retirement. She wants to be cognoscente of the time she has left to really focus on the organization. The Board will do a press release in June.

Schramm shared that we had internal positions that we needed to still land. Those positions include: Operations Manager, Business Engagement Specialist, and Youth Program Assistant.

The Youth Program Assistant position was filled but the staff resigned last week. This position is assisting Kim and the Independent Living grant work. Schramm noted that we need to focus on a Youth Program Assistant with a social work background. We will re-advertise for this position.



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The Operations Manager position. Schramm stated that this position is going to require working shoulder to shoulder with Seth on a rigorous schedule. Seth had meetings with Chris Ziegel, who currently serves as the Fiscal Assistant at the Board, to gauge his interest. Chris expressed an interest and his promotion will become effective May 1, 2019.

Schramm directed committee members to page 3 of the background sheet. She shared that Chris has a fiscal background which will be beneficial because a lot of the work has to do with number crunching and projections.

The last position is the Business Engagement Specialist – this position was vacant. Schramm stated that the job description was all of the things Erin has trained for. The position will focus on supporting the Rapid Response activities because they are an income generator for our organization, as well as preparing Dislocation grants. Schramm shared the state changed how we apply for dislocation grants; the first one is 10k and then there is a larger grant to follow for each dislocation. The other part of this position is very much logistics.

Schramm reported that because Chris is moving into a different role, we needed to fill the Fiscal Assistant position. Alicia Vann used to be our Fiscal Assistant and she left to become an EMT. Alicia had been in contact with staff and had shown interest in returning. Schramm shared that we offered her the position as of May 1, 2019.

Agenda Item 4 – Adjournment

With no additional business for the Committee, Christenson asked for a motion to adjourn at 8:50 a.m.

Adjourned: 8:50 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Minutes from January 16, 2019
- Background Staffing Document



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