

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

**Thursday, May 17, 2018
11:00 a.m. to 1:00 p.m.
Madison College Truax, Main Building,
1701 Wright Street, Madison, WI
Room D1630 B and C**

Members Present: Pam Christenson, Chair; Dave Branson, Melanie Bruins, Laura Cataldo, Ed Clarke, Kevin Gundlach, Bob Kellerman, John Lalor, Francis Langer, Joe Ledger, Ann McNeary, Melissa Montey, Lisa Pollard, Dave Phillips, Brian Pulford, Ryan Pulvermacher, Elizabeth Roddy, Ed White, Bryan Woodhouse

Guests Present: Julie Enloe, Jon Danforth, Lisa Hollman, Linda Aroonsavath, Chan Stroman, Jason Frey, Becca Collins, Aaron Sarbacker, Peter Vedro

Staff Present: Pat Schramm, Seth Lentz, Erin Bechen, Jackie Hall, Megan David, Danica Nilsestuen, Lameece Tyne, Kim Larson

Christenson called the meeting to order at 11:09 am. She noted a quorum was present and the meeting was properly noticed.

Agenda Item 1 – Introductions & Announcements

Christenson welcomed everyone and everyone introduced themselves.

Public Comment – None

Agenda Item 2 – Review and Approval of March 12, 2018 Board Meeting Minutes

Christenson stated that the meeting minutes were emailed out. She asked for a motion to approve the March 12, 2018 meeting minutes as presented. Phillips moved to approve the minutes as presented. Branson offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Jackie Hall provided an update on the new talking point cards.

Agenda Item 3 – Report of the Executive Committee

Christenson reported that the Executive Committee met on April 24, 2018.



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Madison, WI 53704 USA

+1 608 249 9001
info@wdbscw.org
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- a. The Executive Committee reviewed the organizational financials – revenue and expenses are on track.
- b. The staff provided a debriefing on the DWD annual monitoring. The monitoring report covered administrative, financial and operational aspects. The most significant finding was that we have a problem with the structure of our organizational bylaws. Christenson noted that we will discuss this issues in the next agenda item where we are requesting an amendment to our Board Bylaws.

She stated briefly that the WIOA legislation finalized during last year's fiscal year changed the wording of requirements for membership on Board "standing committees" from *may include* non-Board members to *must include*. Pat will go over in the next agenda items. The DWD monitoring team did cite several promising practices:

- Governance: Intentional design of program delivery and specific positions/roles.
- Governance: Board succession planning and diversity.
- Governance: Informational handout/brochure on the Workforce Board.
- Program: Service Provider staff engagement with Youth participants.
- Fiscal: Use of Tax Exempt Status.
- CRC/EO: Implementation of Limited English Proficiency (LEP) work station at Dane County Job Center.

There were also several areas of concern around data reporting, Job Center restroom and parking lot access for disabled persons. The staff is working with the three Job Center Contractors around these issues. The staff is also preparing for a DOL Monitoring the week of June 14, 2018.

- c. Christenson stated that she appointed four new non-Board members to our Planning and Development and Youth standing Committees. The final WIOA legislation requires that the Board have non-Board members serving on the Planning and Development and Youth Committees. Non-Board members appointed are:

For the Youth Standing Committee:

- Fred Hebert – Central Wisconsin Community Action Commission
- Jim Falco – Madison College, Associate Vice President, VP for Student Development (all Satellite Campuses)

For the Planning and Development Standing Committee:

- Julie Enloe – South Central Workforce Development Area – One Stop Operator
- Lynn Forsyth – Director of Jefferson County Literacy Council

Kellerman asked why this is a requirement and Schramm will talk about it during the bylaw discussion.



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- d. The Executive Committee also approved contracting for the Apprenticeship Expansion Programming:

The Workforce Development Board just received the Apprenticeship Expansion Grant. The Board has received \$175,000 to contract for programming targeted to supporting minority person moving into registered construction apprenticeships (minority includes people of color and women). The grant is only available until April 30, 2019.

Schramm shared this money was delayed and now that it is received, we will focus on construction and biotechnology.

Schramm stated that we need to build on work that is in progress. After research and contacts with agencies working in this space, the WDB staff made the following recommendation for contracting that was approved by the Executive Committee.

1) Contract with Urban League of Greater Madison

The Urban League of Greater Madison will identify under-represented people who have completed the Foundations for Trades and/or the START pre-apprenticeship programs and who, with additional coaching/mentoring, could be placed into construction companies that sponsor registered apprenticeships.

Within this effort, the Board will also work to connect the Urban League's efforts directly to the staff and membership of the Associated Builders and Contractors (ABC). The contract metrics will be to serve a minimum of 10 people placed into construction companies who have registered apprenticeships by April 2019 for a contracted amount of \$50,000.

2) Contract with WRTP Big Step Options

WRTP Big Step will follow-up with employers in the construction industry who have registered apprenticeships. WRTP Big Step staff will engage in a discussion with hiring agents as to whether they had minority and women applicants that they considered for hire but were not able to be hired because of skill deficits, etc. WRTP Big Step will offer coaching and mentoring services to support past employment applicants to re-apply.

As part of this effort, WRTP Big Step staff in the south central region will identify companies who can share best practices in hiring and retaining people of color and women with the goal that these companies will subsequently share their strategies with others. The Board will incorporate this information into a late fall 2018 Employer Summit which is in the planning stages. Summit is targeted to Youth Apprenticeship and Registered Apprenticeship Sponsors.



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In this contract, the Board is also asking WRTP Big Step to hold an additional Pre-Apprenticeship training for underrepresented populations to the construction industry including people of color and women. WRTP Big Step would also provide to trainees follow-up tutoring to the apprenticeship exams and placement to companies that are registered apprenticeship sponsor. Contract goal is to serve a minimum of 15 individuals through April 15, 2018.

3) Additional strategy under this initiative:

- WDB staff will work to assist organizations working in the pre-apprenticeship space to recruit more women into the construction trades. The effort will include working to launch an outreach effort targeted directly to women. This will be a collaboration with UW Extension School for Workers who has just received a grant; Madison College registered apprenticeship outreach personnel, the Urban League of Greater Madison, the Latino Academy, Women in Trades #2 out of Chicago, and several of our Board members. The effort will also offer pre-apprenticeship instruction and support if needed. The goal is to establish a structure which will live beyond the grant. The Board has \$50,000 to dedicate to this work. We will leverage our funds with the funds received by UW Extension.
- The WDB staff is working with Bureau of Apprenticeship standards to launch a registered apprenticeship in Biotechnology. The DACUM was started on May 14th. The registered apprenticeships should be ready in fall of 2018.

- e. The Executive Committee passed the corporate budget. The Executive Committee set a baseline budget in place which we will revisit on June 7, 2018 to finalize. As of today, the Board has not received our DOL WIOA July 1, 2018 allocations. We are working on projections. Our projections have been very accurate in the past. This is extremely late however to not have received our WIOA allocations for July 1, 2018. Schramm shared that the Board has removed any positions that are vacant. Personnel will be added as we receive new grants, if needed.

Agenda Item 4 – Discussion of Changes to the Workforce Development Board of South Central WI organizational Bylaws

Christenson shared that as part of the DWD Monitoring, we discovered that the WIOA regulations had changed the language around the required composition of Workforce Development Board standing committees. The updated regulation language and the DWD monitoring letter state that if the Board has any standing committees then there must be at least 2 non-Board members on each standing committees.

Schramm noted that we talked through with DWD staff during our monitoring that it was not appropriate for non-Board members to serve on Executive Committee or Audit. At the time of monitoring, DWD agreed, but the formal monitoring letter cited all standing committees of the Board and stated that we either had to add non-Board members to our committees (which according to our current Bylaws are all standing committees) or amend our Bylaws.



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The WIOA regulations do reference all standing committee but descriptions of the committees are our Planning and Development and Youth Committee. Schramm is recommending that we amend our Bylaws to remove Executive Committee and Audit from standing committee status and just state these two committees as Committees.

- Executive Committee
- Audit Committee

Schramm directed members to page 6 of the Bylaws – before, this stated ALL standing committees. Changing it to standing committees. We are stating that we “may” but we are going to appoint. Same under youth committee.

Clarke asked if it would it be good to have a policy statement that the Board would pass that says we “will.” Schramm stated that we will have all the proper actions in the minutes so anyone can track this.

Schramm added that we have other money besides WIOA.

Cataldo asked if we need to cite WIOA in the language. Schramm stated we don’t need to name WIOA in our Bylaws and can remove that so it is broader. Tyne stated that as long as we have WIOA funding, we will apply this standard to comply with the law.

Langer recommended creating a policy which states that it is the Board’s intent to remain in compliance with any of the grant sources. As laws changes, those laws will supersede this agreement.

Clarke suggested taking WIOA out. Then in the grant document or the Board says we intend to follow in accordance with federal and state rules and regulations.

Executive Committee will look at this at the June 7, 2018 meeting.

Schramm asked Aaron Sarbacker from the Department of Workforce Development to elaborate on why and he stated that they want to have representation from other sources and stakeholders. Schramm added that the non-Board standing committee members do not become voting members of the Board.

Schramm shared that the Board must be notified a minimum of 10 days before Bylaw changes are discussed at a full Board meeting. The proposed Bylaw changes were sent to the Board on April 21st for the May 17th meeting. Then the changes must be reviewed by the Board for discussion and additional changes. The amendments that are agreed to at today’s meeting must be voted on at the next Board meeting which will be September 27, 2018. A Bylaw change requires 2/3 vote of the full Board.

Agenda Item 5 – Approval to file “Attestation Statement” to DWD that the WDBSCW does not need to make modifications to its WIOA Local Plan



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Schramm stated that we had to evaluate our Local Plan. We completed the original Local Plan in 2016. DWD gave us specific criteria of changes. Our plan is a living document therefore if updates and modifications are made, they require signature. We are in a modification period.

DWD is requiring that each Board evaluate if they needed to make changes to their local WIOA plan based on the following criteria.

- a. Updated labor market and economic information – no more than a 1% change in labor market. Significant changes that in located conditions such as that prevent the Board from following through on its local plan which includes:
 - a. Increase or decrease of 15% of financing available to WIOA Title 1 funds and partner provided funds – we have experience no more than 10% per year to date – we have averaged 6%.
 - b. Changes in the local Workforce Development Board structure that include:
 - o Changes to the One Stop Operator Structure – procured same provider
 - o Changes to Service Provider – same structure – same composition of providers
 - c. Changes to CEO Agreement – no change
 - d. Changes to Board Committee structure – cannot change until after the September 27, 2018 Board meeting – have added the nonmembers to Planning and Development and Youth Committee
 - e. Need to revise strategies to meet local performance – strategies have not be significantly altered
 - f. Changes to local vision – no change
 - g. Changes to strategic goals – no change

The staff have reviewed all the mandatory items and has concluded that at this time, going into Program Year 18 (July 1, 2018 through June 30, 2019), that we do not have any areas of change that will require that we file a plan modification.

The Local Plan is considered a living document which the Board files updates to when there are changes to policies etc. We will file an amendment after our September 27, 2018 Board meeting when we finalize our Bylaws to change our standing committee structure.

Board staff is recommending that the Workforce Development Board file an “Attestation to DWD that the WDBSCW does not need to make modifications to its local plan.”

MOTION: Christenson asked for a motion for the Board to file an Attestation to DWD that WDBSCW does not need to make modifications to the Local Plan at this time. Phillips moved to approve the motion as presented. Branson offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Christenson stated that Schramm will review the next round of recommendations for the One Stop System. She directed members to the handouts in folders.



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Schramm directed the Committee to a hand out that provided a framework to consider the recommendations that will be made during this meeting. Schramm reminded members that in January, the Board approved the sole source contract for Training Navigators for Moraine Park Technical College and Madison College. In addition, Middle College.

Schramm shared that we projected a 10% decrease in allocations.

Clarke asked about the numbers. At what point do they enter WIOA? Schramm stated in the green boxes – Career Services.

Schramm noted that a Career Planner will be tied to these individuals. There are referrals to partner agencies because we aren't the solution to everyone. Anyone who exits from the prior year – June 30, 2018 – stays in follow up for an entire year.

Schramm reviewed how the expected service level for the coming year compares to the previous year and referenced that we expected the coming year activity to be slightly up from the previous year.

Biggest impact is ramping the OSY programs. The reentry population is also utilizing a lot of services.

Agenda Item 6 – Recommendation of Adult and Dislocated Worker Proposal Review Committee

Lentz shared that on January 18, 2018 the Planning and Development Committee presented their workforce program design to the WDB. The WDB discussed and validated the system design which led to the procurement. He reminded the Board that the model included an Urban and Rural Staffing model with some role specializations in the urban model.

On the same timetable, the WDB confirmed the issuance of the procurement for the One-Stop Operator. Responsibilities for this position held constant from the past procurement and resulting contracts.

The WDBSCW staff issued the procurements for both the OSO and the Adult and Dislocated Worker program on March 7, 2018 with a due date of April 4, 2018. The Review Team which consisted of Lindsay Jones, Joe Ledger and Alan Langeteig and Ann McNeary. They reviewed the proposals and met on April 24th to review and discuss the proposals.

McNeary presented the One Stop Operator recommendation. She stated that having only one submission, the review team discussed the performance of the current contractor and confirmed successful engagements and performance in the role. The Team also discussed the importance of the staff who is designated in the contract and that if there were to be a staffing change that the WDB be notified. The Recommendation is to fund the Employment and Training Association (EATA) in the amount of \$91,793 to provide the One-Stop Operator services for Program Year 2018.

MOTION: Christenson asked for a motion to approve the recommendation to fund EATA in the amount of \$91,793 to provide the One-Stop Operator services for Program Year 2018. McNeary moved to



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approve the motion as presented. Branson offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

McNeary presented the Adult & Dislocated Worker Program Services recommendation. She stated that we had two submission from current contractors Employment and Training Association (EATA) and Opportunities Incorporated (Opp Inc). Both are current contractor's performance and proposals were very similar. The only overlap in proposal were in relation to the staffing located in Dane County (Urban Model). The Team agreed that having one contractor was in the best interests of service delivery within the Dane County Job Center. The Team then instructed WDB staff to refine the contract goals and budgets to support the Team's Recommendation:

- Fund EATA for \$518,232 to provide staff to support the service delivery model in Dane and the North for the 2018 program year.
 - 75 outreach activities to impact approximately 1500
 - Provide career planning services to 1000
 - Provide WIOA to 300 new and approximately 207 continuing Adult and Dislocated Workers
 - Provide staffing consistent with the proposed model
- Fund Opp Inc for \$157,709 to provide staff to support the service delivery model in the East for the 2018 program year.
 - 25 outreach activities to impact approximately 500
 - Provide career planning services to 300
 - Provide WIOA to 100 new and approximately 52 continuing Adult and Dislocated Workers
 - Provide staffing consistent with the proposed model
- Special Note: For permission to add positions in the event additional resources are secured.

Schramm reminded everyone that the north is Columbia, Sauk and Marquette. East is Jefferson and Dodge.

Schramm shared the business plan moving forward is that we will add positions as rapid response activities occur but right now we are at a baseline.

MOTION: Christenson asked for a motion to approve the recommendation to fund EATA and Opp Inc. in the amounts discussed to provide support to the service delivery model for Program Year 2018. Pulford moved to approve the motion as presented. Langeteig offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 7 – Recommendation of the Youth Proposal Review Committee

Lentz shared that on January 18, 2018 the Youth Committee presented their workforce program design to the WDB. The WDB discussed and validated the system design which would lead to the procurement.



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They have agreed to continue the same program design on the Career Pathway framework with some additional strategies for Dane County. Essentials elements to maintain: One caring adult to support youth engagement; focus on in depth triage and assessment to outline educational and employment plans; leveraging the Job Center resources services and partners. In addition, expanding engagements with High Schools to connect with those youth without post-secondary plans.

Maintain the Resources Specialist role – to support troubleshooting and resources identification. Also to support the Independent Living Program.

The WDBSCW staff issued one procurement for both function of the OSY program components on March 7, 2018 with a due date of April 4, 2018. The Review Team which consisted of Laura Cataldo, Elizabeth Roddy, Ed White, Nick Lampone. They reviewed the proposals and met on April 24th to review and discuss the proposals.

Cataldo shared that there were three submission from current contractors – Employment and Training Association (EATA) and Dane County School Consortium (DCSC) and Operation Fresh Start (OFS). There was competition for each of the program components. The Review Team agreed that funding one contractor to deliver the Out of School Youth programming was in the best interests of service delivery. Dane County Schools has strong school connections and has been demonstrating an ability to engage the population throughout the community. For Resource Specialist OFS had the necessary community connections to support the work of the proposed position.

The Review Team then instructed staff to refine the contract goals and budgets to support the Team's Recommendation.

The Team would like to forward the recommendation included in your folder:

- Fund Dane County Schools for \$229,967 to provide staff to support the delivery of Out of School Youth services for the 2018 program year to serve 60 new and approximately 66 continuing youth in accordance with the identified staffing model.
- Fund Operation Fresh Start for \$75,010 to provide staff to support the Resource Specialist service delivery in Dane County for the 2018 program year to serve 80 Out of School and Independent Living Program Youth.

MOTION: Christenson asked for a motion to approve the recommendation to fund Dane County School Consortium and Operation Fresh Start in the amounts discussed to provide support to the service delivery model for OSY for Program Year 2018. Pulford moved to approve the motion as presented. Langeteig offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Clarke stated that the recommendations appear to only provide services to Dane Co. and how do we address that. Lentz shared that the other element is that we added resources to the Training Navigator positions at the colleges to provide services to youth in the non-metro area.

Schramm stated that we need to do brand new design work for OSY. In the rural areas, we could not find anyone to do this work initially. We first sole sourced to Community Action Councils – CACSCW, CWCAC – funded them to employ Resource Specialists. We also stepped up Training Navigator functions at colleges. The Satellite colleges are see Out of School youth eligible students at both the Adult Basic and Developmental programs. Schramm stated that we still aren't satisfied with our level of activity to out of school youth in the non-metro area and will be offering an additional recommendation to the Youth Committee in the fall.

Vedro shared that he pledges that Sauk County will be actively engaged in any work that is needed in the area.

Agenda Item 8 – Approval of Full WDBSCW Program Related Budget to Include Rural Out of School Youth Strategy and Training and Supportive Service Budget

Schramm directed members to the One Stop Delivery System handout.

Schramm directed members to the right hand side of the sheet which shows the summary of WIOA investments – in total of \$3,776,900. There is \$1,782,290 for staff support to outreach/recruitment/career planning services and follow up. This includes Training Navigators at the college. There is \$330,000 for training – tuition and fees – for people who are standard programming at the college. There is \$250,000 for people who are in short term stackable credentials. There is \$790,000 for pre-apprenticeship/work experience/On the Job Training. There is \$354,000 for supportive services. And, \$270,610 for Middle College instruction/transportation/internship and staff support.

She noted that the budgets as we receive new rapid response and dislocations grants.

Schramm stated that the Board staff would like to recommend a minimum of 3 prototypes in north and eastern tiers. The following are a few areas that the Board staff have been considering in the design phase:

- 1) Look at Economic Development people to be the leads with the colleges – pull in WorkSmart for support. This would be to focus on pre-apprenticeship and career pathways.
I.e. Sauk – working with limited English speaking. Stepping them up to a credential.
- 2) Work directly with companies. I.e. Sysco. Training right at companies in pre-apprenticeship space. Target OSY. She reminded the Board that OSY – 18-24 years old.

The staff will not be trying to create programs but rather projects that can be replicated in other areas. This would include programming from July 1, 2018 and June 30, 2019 using funds on right hand side.

Clarke – Do out of school youth customers usually have degrees? Schramm stated that to date the Out of School youth has only school diploma or drop outs. The Out of School youth we have been serving are very underemployed. However, they are the youth who are staying in rural communities but working in very low level jobs. What about youth cycling out of foster care? We have \$421,000 for youth aging out of foster care. We work with them at 17.5 and we transition them from high school to post-secondary education. For students aging out – significant financial resources are available for them (Chafee Scholarship Fund). They have large financial aid packages. We serve 189 currently. Up to 400 by end of next year.

MOTION: Christenson asked for a motion to prototype strategies that prioritize rural/non-metro Out of School Youth participants as discussed. Branson 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.

Agenda Item 9 – Adjournment

With no additional business for the Committee, Christenson asked for a motion to adjourn at 12:56 p.m.

Adjourned: 12:56 p.m.

Respectfully Submitted:

Brian Pulford
Board Secretary
Workforce Development Board of South Central Wisconsin, Inc.

Attachment for Board Records:

- Agenda
- Draft Full Board Meeting Minutes from March 12, 2018
- Draft Executive Committee Minutes from April 24, 2018
- WDBSCW Bylaws
- DWD Request for Modifications to Local Plan
- WDB Corporate Budget
- Financials
- OSY Recommendation
- Adult/DW Recommendation
- OSO Recommendation
- Service Delivery System Model



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