

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

**Thursday, September 27, 2018
11:00 a.m. to 1:00 p.m.**

**United Way of Dane County
2059 Atwood Avenue, Madison, WI
Evjue Room**

Members Present: Dave Branson, Marcia Christiansen, Kathy Cromey, Kevin Gundlach, Rich Hands, Lindsay Jones, John Lalor, Nick Lampono, Margaret Leitinger, Ann McNeary, Linda Mingus, Dave Phillips, Ryan Pulvermacher, Dave Robinson, Elizabeth Roddy

Via Phone: Mel Bruins, Ed Clarke, Francis Langer, Brian Pulford

Staff present: Pat Schramm, Lameece Tyne, Danica Nilsestuen, Kim Larson, Bri Shekels, Andy Clayton, Jackie Hall, Erin Bechen

Guests Present: Aaron Sarbacker, Julie Enloe, Jon Danforth

Agenda Item 1 – Introductions & Announcements

Cromey welcomed everyone and everyone introduced themselves. She noted there was no one registered for public comment. Cromey asked Jackie Hall to review the new Board Member talking point cards.

Cromey extended a congratulations to Margaret Leitinger of Spherion who was recently awarded #1 office of the year.

Agenda Item 2 – Review and Approval of May 17, 2018 Board Meeting Minutes

Cromey asked for a motion to approve the minutes of the May 17, 2018 Full Board Meeting minutes as presented. Branson moved to approve and Phillips offered the second. Christiansen noted a change to the date on page 4. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 3 – Vote on Bylaw Changes Introduced on May 17, 2018

Cromey reported that the WDBSCW Bylaws were sent to the Board Members on September 17, 2018.

She reminded the members that the process to make changes to the Board's Bylaws requires that first the Bylaw changes must be announced 10 days before a Full Board Meeting; then discussed at the

announced Full Board meeting and then voted upon at the next Full Board meeting (with announcement 10 days prior of the intent to take a vote).

She explained that the changes are a result of changes in the Workforce Innovation and Opportunity Act (WIOA), The Board is required to add a minimum of two non-Board members to our standing committees. Before the change to our Bylaws, all committees below the full Board were designated within our Bylaws as standing committees. Pat Schramm researched the issue. The WIOA regulations do reference all standing committee but the descriptions of the committees are our Planning and Development and Youth committees. Pat Schramm recommended 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 and Audit Committee.

At the May 27, 2018 Full Board meeting, the Board discussed the amendments to the Bylaws and adopted the changed language with the intent to vote on the changes at the September 2018 Board meeting.

The change to the Bylaw language are on page 6 through 8 of the document in Board folders.

MOTION: Cromey asked for a motion to approve Bylaws as presented. Lalor moved to approve and McNearly offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 4 – Report of the Executive Committee

Cromey reported that Executive Committee meet 3 times since our May 17, 2018 Board meeting. Those dates were: June 7, June 20 and September 13, 2018.

She recapped the following highlights of each meeting.

June 7, 2018

- a. **Executive approved the transfer of \$100,000 from the Program Year 2017 WIOA Dislocated Worker funds to the Program Year 2017 Adult Funds.** The Service system continues to experience significantly higher enrollments of Adults participants than Dislocated Workers. Reminder: The Board is allowed to request transfer of up to 100% of the funds available for any program year from the Adult to the Dislocated Worker Program and vice versa.
- b. **The staff provided a briefing on a waiver request to DWD on behalf of the Wisconsin Workforce Development Association to reduce the 75% Out of School Youth Expenditure requirement to 50%.**

The waiver request to DWD asked to change the ratio of In school/Out of School WIOA funds from 25% In School/75% Out of School to In School 50%/ Out of School 50%.



The waiver also asked that secondary youth at risk of dropping out (per Department of Public Instruction) be classified as Out of School Youth. The waiver request was denied by DWD.

Pat Schramm and Rhonda Suda, the Southwest Board's CEO, are continuing to work with DWD to find a common ground with DWD to move a Youth Programming waiver request forward to the Department of Labor.

c. Executive Committee approved an interim contracting strategy to support the transition of Out of School Youth participants who were enrolled in Program Year 17 contracts with Dane County Schools Consortium and Operation Fresh Start.

Action approved by the Executive Committee:

- i. Incorporate content of the Independent Living series designed for Aging out of Foster Care and DVR youth into the Madison College Career Pathway contract and added a LTE Youth Training Navigator. No additional funds were requested – utilized the PY18 Madison College Career Pathway contract.
- ii. Added an LTE Youth Employment Specialist to the WorkSmart team to serve people from Dane County Schools and OFS who needed only Career Services and or Follow-up Services. This required an additional \$31,381 of Out of School Youth funds be added to the Employment and Training Association WorkSmart contract.
- iii. Asked the Board staff to develop a new PY18 Out of School Youth recommendation to replace the Dane County Schools Consortium function. Present to the Youth Committee's September meeting at their September meeting.

d. Completed Pat Schramm's annual performance evaluation.

June 20, 2018

- a. The Executive Committee approved the PY18/19 WIOA proposed performance standards proposed by the State of Wisconsin.** The negotiated performance standards are in Board packets.

September 13, 2018

- a. The staff provided an update on the PY18 budget.** The Budget summary is in Board packets. As of September 13, 2018, 67.46% of our funds are Core WIOA and 32.54% are other funds supporting targeted efforts that support the WIOA eligible populations such as re-entering offenders and aging out of foster care youth. We will continue to work to increase the other supporting fund category.

- b. Executive Committee approved an additional transfer of \$100,000 from the PY18 WIOA Dislocated Worker Revenue to the PY18 WIOA Adult revenue.** There are more adults than dislocated workers needing services.
- c. Approved a Fraternization policy.** This policy only applies to any Board staff or contractor who have direct engagement with our Department of Corrections contract participants. In our office, the only person this applies to is Seth Lentz. Additionally, our Contractor, EATA will need to comply with the Fraternization policy. A copy of the policy is in Board folders, Seth Lentz can answer any questions.
- d. Reviewed the Program Year 19 Workforce Development Board Officers terms and current member re-appointment and new member appointments.**
 - Pat Schramm asked the Executive Committee to consider the current officers holding their officer positions for one additional year with the exception of the Board Secretary which will be vacated due to Brian Pulford retirement. The Executive Committee agreed that the officers would stay in place until January 1, 2020. The Board Chair will prepare a nomination for Secretary for the December 7, 2018 Full Board meeting.
 - Pat Schramm also met with the Local Elected Officials (County Board Chairs and Joe Parisi) on the Board member re-appointment and new appointments for January 1, 2019. Pat will be doing a lot of asking over the next month.

Agenda Item 5 – Report of the Audit Committee

Tyne reported that the Audit Committee met on September 15, 2018 with the lead Auditor from WIPFLI, Michelle Knutson. Michelle informed the Board that the audit would cover the Core WIOA Programs of Adult, Dislocated Worker and Youth and the Youth Apprenticeship Program. Michelle also reviewed a few of the new accounting standards that will be required in 2019 and 2020.

Summary of future changes:

- a. There will be change in not-for-profit financial statements presentation effective June 30, 19.
- b. Changing the net asset classification – moving for a more concise classification.
- c. Functional expense statement – show expenses by natural category such as salaries by youth programming.
- d. Liquidity and resources disclosures – quantitative and qualitative disclosure. There is a tool kit for preparing this at My WIPFLI.
- e. Leases in June 30, 2021 will need to be recorded as liabilities on books.

The Audit began on September 17, 2018, the draft audit will be presented to the Full Board on December 7, 2018.

Agenda Item #6 – Report of the Planning and Development Committee



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3513 Anderson St, Ste 104
Madison, WI 53704 USA

+1 608 249 9001
info@wdbscw.org
www.wdbscw.org

The Planning and Development Committee met on September 6, 2018.

The Committee reviewed:

- a. **The new Federal Performance standards that were negotiated with the State.**
- b. **Discussed the results of the Department of Labor Monitoring that took place in June 2018.**
The DOL Team spent 4 days with the Board staff. They conducted a deep look at our Youth efforts and our Memorandum of Understanding.
- c. **Examined the early impacts of new WorkSmart contract activity.**
Lentz reported that we are on pace with recruitment and exits (YTD) – estimates show 166 enrollments YTD and estimates show 69 exiting to employment YTD.

We are seeing increased efficiency in early stages of Outreach and Career Planning. We are starting to reap the benefit of the development work that we have been doing.

Collaborations and previous investments such as:

- Pre-apprenticeship (WRTP, Operation Fresh Start, IT expansion)
- Reentry (short-term training, Windows to Work, probation and parole, drug courts (county/jail))
- Rapid Response
- Job Center partnerships (Job Service, Title II/ABE)

d. **Reviewed the pre-apprenticeship to registered apprenticeship activity.**

i. **Pre-apprenticeship work.**

The purpose is to create a pipeline of workers to registered apprenticeship. We are working with the Wisconsin Bureau of Apprenticeship Standards (BAS). For a training program to be approved as pre-apprenticeship training, the training must align with at least one registered apprenticeships. Approved to date: Operation Fresh Start Construction pre-apprenticeship; Operation Fresh Start Conservation pre-apprenticeship; WRTP Big Step Construction pre-apprenticeship. In the works: Information Technology and Biotechnology.

ii. **DOL has expanded its focus on registered apprenticeships.**

WDBSCW is working on two unique initiatives to support Registered Apprenticeship work.

- **WAGES Grant** – purpose is to establish registered apprenticeships in new areas.
 - Health Care: Registered Medical Assistant
 - Information Technology: IT Help Desk Technician, Data Analyst, Software Programmer
 - Manufacturing: Mechatronic and Industrial Maintenance
- **Apprenticeship Expansion**



- Biotechnology Associate
 - Construction apprenticeships targeted to women and people of color
- e. Discussed workforce transportation efforts that are emerging around the region.**
Dodge County has an Easter Seals grant for a transportation initiative. Columbia County is looking at a rural model with Uber and collaborating with CCEDC to experiment.
- f. The Committee also hosted a presentation on the WIOA Title II (Adult Basic Education) efforts both current and future.**
The Committee will continue to have future discussion around efforts to better integrate WIOA Title I (Workforce Development Board funded programming) and WIOA Title II (Adult Education).

Agenda items #7 – Report and Recommendation from the Youth Committee

Pulford reported that the Youth Committee meet on September 18, 2018. The Board staff reviewed with the Committee the stop gap actions that the Executive Committee took to fill the programming gap from Dane County Schools Consortium declining the PY18 Out of School Career Services contract.

The Youth Committee approved the following recommendation for the next phase of Out of School Youth efforts starting in September 2018.

a. Recommendation #1 – Establish a Career Services Academy model built on the Independent Living Career Services model.

Critical elements include Career Exploration including assessing personal skills, Career Pathway assessment, understanding the driver industries, establishing Job Center of Wisconsin Account, Industry tours, mock interviews and tour of Madison College Health Education Simulation Center and Advanced Manufacturing Ingenuity Center. Independent Living Skills: Setting a Budgeting, and Banking Literacy, Renting, Advocating for yourself and Wellness strategies such as applying for Badger Care. Experiencing Team work in a Community Services Project.

Target Audience:

- Young people who need to explore before committing to a course of activity.
- Young people who are moving to the next step of jobs and independent living.

Staffing and financial support to the recommendation:

Modify the existing Madison College Career Pathway Contracts to include organizing and delivering a Career Services Academy up to 4 times per year, strategically timed to program recruitment and completion schedules. The contract changes would include dedicating staff time and materials estimated at \$16,000 of the current Madison College Career Pathway contract of \$250,000 to Career Services Academy coordination. Also, adding a Madison College Youth Training Navigator to the existing Training Navigator contract dedicated to working with



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instructional partners and providing support to youth while participating in the Career Services Academy at an estimated cost of \$73,735. We will support a new Youth Training Navigator by reducing the Madison College Career Pathway contract by \$16,413, shifting the funds to the training Youth Training Navigator Contract and adding \$57,322 of new funds.

Summary of the financial recommendation.

- Utilize \$32,413 of Madison College Career Pathway Contract
 - Utilize \$16,000 of the Career Pathway contract for Coordination of Career Pathway Academy. Transfer the funds from Dislocated Worker contract allocation to Out of School Youth contract allocation
 - De-obligate the Madison College Career Pathway Contract by \$16,413 and transfer the funds to the Madison College Training Navigator contract specifically to support staffing for the Out of School Youth Career Pathway Academy
- Add \$57,322 of new Out of School \$\$ to the Madison Youth Training Navigator contract to support the full time support to the Out of School Youth Career Pathway Academy.

Total Strategy will cost = \$89,795 for 60 students.

b. Recommendation #2 – Add a full time Youth focused Career Specialist to WorkSmart Team.

- Maintain all follow-up on Out of School Youth who transferred to WorkSmart from Dane County Schools and OFS.
- Provide eligibility determination and career services and follow-up for out of school youth completing pre-apprenticeship training.
- Making referrals to the Career Pathway Academy of Out of School Youth seeking services at the Dane County Job Center,
- Provide Career Services to those youth completing the Career Pathway Academy who are job bound.

Summary of Financial Support – Extend the LTE Career Services Specialist position that was added to the Employment and Training Associations WorkSmart contract to full time.

Career Services Specialist and Related Costs = \$57,587 (12 months)

Note: This includes the funds spent while the position was in LTE status.

Overall: The above recommendations obligates \$114,909 of the original \$215,545 allocated to Dane County Schools Consortium which leaves an additional \$100,636 to dedicate to future programming.

c. Recommendation #3



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The Youth Committee directed staff to continue to prepare a recommendation for a November meeting of the Committee to focus on non-metro out of school youth effort proto-typing.

Possible ideas for non-metro work at this stage of discussion.

1. Examine if we need to expand the Career Pathway Academies to North and Eastern parts of the region; can we do this with the designated 4 sessions or would we need to add more money. The Youth Training Navigators in the non-metro areas are in place and have low service levels.
2. The current WorkSmart staff in non-metro areas could handle additional support to Career Pathway Academy graduate who were job bound.
3. Interface with re-entering young adult offenders from County jails starting with proto-typing in Jefferson.
4. Customized industry training partnered with On the Job Training contracts in collaboration with the Sauk/Columbia County Manufacturing Alliance and the Dodge County Manufacturing Business Alliance.

Timeline:

- September 18, 2018 to November 1, 2018 –Develop Recommendations
- November 2018 – Present Recommendations to Youth Committee
- December 7, 2018 –Youth Committee presents Recommendation to the Full Workforce Development Board of discussion and approval for January 1, 2019 implementation

The Youth Committee also examined future programming integrations between Title I (WIOA Workforce Development Board programs) and Title II (WIOA Adult Basic Education).

MOTION: Cromey asked for a motion to approve the three youth recommendations as presented. Christiansen moved to approve the motion as presented and McNeary offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda items 8 – Report and Discussion on Program Year 2017 (July 1, 2017 through June 30, 2018) Programs and Impact

Schramm reviewed the PowerPoint presentation included in folders on the Program Year 2017 programs and impact.

Schramm reviewed the past year performance against the Board’s strategic goals. The Board members were provided with an overview power point and a data book which provided detail on the prior year’s performance. The members discussed the performance results. Jones requested the data based on race profiles be broken down by geographic region and by program (page 4).

Agenda Item 9 – Adjournment

With no additional business for the Committee, Cromey asked for a motion to adjourn at 1:01 p.m.



Adjourned: 1:01 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
- PowerPoint Presentation
- Youth Committee Recommendation
- Executive Committee Minutes
- Fraternalization Policy
- Talking Point Cards



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