

**Workforce Development Board of South Central Wisconsin, Inc.
Planning and Development Committee Meeting Minutes**

Ed Clarke, Chair; Kathy Cromey, Co-Chair; Dave Branson, Pam Christenson, Marcia Christiansen, Turina Bakken, Paul Dietmann, Nancy Elsing, Lindsay Jones, Bob Kellerman, Joe Ledger, Barb LeDuc, Ann McNeary, Dave Phillips, Ryan Pulvermacher, Lynn Severson, Howard Teeter

**Tuesday, April 4, 2017
8:30 a.m. to 10:30 a.m.**

**Madison College Health Building
1705 Hoffman Street, Room 311
Madison, WI 53704**

Members Present: Ed Clarke, Chair; Pam Christenson, Nancy Elsing, Ann McNeary, Lynn Severson, Howard Teeter

Via Phone: Paul Dietmann, Lindsey Jones, Dave Phillips

Staff Present: Pat Schramm, Seth Lentz, Jackie Hall, Tia Rice, Erin Bechen, Danica Nilsestuen, Michael Stluka, Bri Shekels

Guests: Julie Enloe, Jon Danforth, Schauna Rasmussen, Jason Frey (via Phone)

Agenda Item 1 - Welcome & Introductions

Clarke called the meeting to order at 8:33 a.m. and welcomed everyone. Everyone introduced themselves. Clarke mentioned that we will be making decisions that will be forwarded to the Board for the May meeting. He reviewed the Committee mission. He reminded the Committee that the Board contracts services out. The contracts are for one year with an additional year extension which is what we will be doing today.

Agenda Item 2 - Review and Approval of the February 13, 2017 Planning and Development Committee Meeting Minutes

Clarke asked for a motion to approve the minutes of the February 13, 2017, Planning and Development Committee meeting as presented. Phillips moved to approve the minutes as presented. Jones offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 3 - Update on Development of the Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understandings

Schramm provided an update on the Memorandum of Understandings (MOU's). She reminded the Committee that the MOUs are organized around the Dane, Jefferson and Sauk County Job Centers.

The data is coming in and we are looking at the shared services as well as the financial pieces. She noted that this has shown transparency of what the Job Centers really cost. The document will be delivered to the state on May 1, 2017. The Board and the Chief Local Elected OCLEO's.

Agenda Item 4 – Recommendation to Renew the Windows to Work, Offender Re-Entry Contract with Employment and Training Association

Lentz directed members to the PowerPoint presentation. He reminded the committee that Windows to Work is a pre- and post-release program designed to address several criminogenic needs that can lead to recidivism, including employment, education, anti-social cognition, anti-social personality and anti-social companions. The program is funded by a Becky Young Recidivism Reduction Appropriations through the Department of Corrections (DOC) and is operated at the Oakhill Correctional Facility.

WDBSCW conducted a procurement for the delivery of this program in May of 2015 and selected the Employment and Training Association (EATA) as the service provider to the period of July 1, 2015 to June 30, 2016. In May of 2016, the WDB agreed to renew the contract and extend for another year. This renewal year is coming to a close and the contract has continued to be delivered successfully and is being recommended for renewal for an additional year. This would also get the program on the same procurement cycle as the rest of our programs.

Lentz reported that we have been working to expand this program and have had some challenges in getting adequate volume with people to releasing to our region. DOC has helped us increase volume with those individuals releasing to neighboring counties.

He reviewed the program highlights and numbers.

- The Program has served 16 new participants to date (goal to serve 30-35)
 - Additional cohort to launch in summer
 - 5/5 have completed program curriculum
 - 10 in current cohort to complete in June
- 12 co-enrollments with WIOA program
 - Up from 6 last year
- 1 participant in long-term training scheduled to graduate in April 2017
- 15 participants released and still engaged with the program are currently employed
 - Average wage of \$13.08
- Plans to collaborate with other counties to engage more in pre-release services

He reviewed the recommendation:

To renew the contract with the Employment and Training Association (EATA) to provide Windows to Work (W2W) program services to for Program Year 2017 (July 1, 2017 – June 30, 2018)

- Contract with Employment and Training Association (EATA)
- For up to \$79,250
- To serve a minimum of 30 new participants

Clarke stated that it is significant that DOC wants to expand the program. A good measure of success is also the 15 people that completed the program successfully.

Teeter asked about the statewide roll out. Lentz shared we worked with Southwest and partnered with them to help the individuals releasing to those areas. DOC is now working with them on further programming. He asked about other institutions in Dane County. Lentz shared the other prison is Fox Lake that they would like us to expand to. They would ultimately like us to take over that program at that facility.

Phillips asked about the adequate volume being a problem and why. Lentz shared that there are screening criteria and there isn't the volume in that sequence.

Severson asked of those who are eligible, are they interested? Lentz shared it is voluntary – there is some interest. As success builds, the momentum builds in the prison. We are working on some growing pains that are associated with where the individuals are being released to.

MOTION: Clarke asked for a motion to renew the contract with the Employment and Training Association (EATA) to provide Windows to Work (W2W) program services to for Program Year 2017 (July 1, 2017 – June 30, 2018) in the amount of \$79,250. Teeter 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 5 – Discussion and Recommendation of Adult and Dislocated Worker PY17 System Model and Funding Recommendation

Lentz shared that the Workforce Innovation and Opportunity Act (WIOA) requires that Workforce Development Board competitively procure the One Stop Operator. The purpose of the One Stop Operator is to facilitate the integration of services between the required Partners (WIOA Title 1, Adult Education, Vocational Rehabilitation and Wegner Peyser) within the Comprehensive One Stop Center. The OSO is also responsible for establishing cross training programs, serving as the Job Center Compliant Coordinator, supporting the MOU in the future and providing regional impacts and supports. At this time, only the Dane County Job Center qualifies as a comprehensive One Stop Center.

The WDBSCW conducted the procurement in December of 2015 for a 17 month contract to end on June 30, 2017. The contract did include the option to extend for an additional one year period. Additionally, the One Stop Operator was certified by the Local Elected Officials on June 7, 2016.

He reviewed the recommendation:

To renew the contract with the Employment and Training Association (EATA) to serve as the One Stop Operator (OSO) for the South Central Wisconsin Workforce Development Area. This contract duration will be from July 1, 2017 to June 30, 2018 for a cost not to exceed \$98,900.

Schramm added that one of the new functions of the OSO is that the Board must certify the Job Centers and the OSO will help us with that. The CLEO were also required to certify the OSO and they did that on June 7, 2016.

Schramm noted that the OSO should be neutral to the contractors and the partners. We will play a higher level of monitoring the shared expenses. She noted that there are two levels – under WIOA - everyone has the same performance standards and they roll up to one state performance standard. The OSO is responsible to help all partners complete that.

MOTION: Clarke asked for a motion to renew the contract with the Employment and Training Association (EATA) to serve as the One Stop Operator (OSO) for the South Central Wisconsin Workforce Development Area. This contract duration will be from July 1, 2017 to June 30, 2018 for a cost not to exceed \$98,900. Christenson moved to approve the motion as presented. Severson offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Lentz reminded the committee of the key elements of the Board's Strategic Plan. The Board is adjusting its One Stop System delivery model to: establish a deliberately designed and implemented recruitment and triage (referral) team; organize "career services" so that the services are responsive to the different skill levels of the job seeking customer; create a new role of Academy Training Navigator; continue the current Training Navigator role; implement the Apprenticeship Navigator when funds are available from the State of WI Department of Workforce Development. He reviewed the Worksmart design model.

He stated that we need to create better mechanisms to capture the outreach. We hope to have more information on this in the future. Schramm added that recruitment sits as an umbrella. WE don't count people until they are enrolled. But we want to capture the volume of groups we are talking to. We hope to capture that where we are touching the community and at what volume.

Lentz reviewed the skill development strategies to be responsive to business needs. Education solutions include: associate degrees and advanced post-secondary credentials, apprenticeships, boot camps, academies and industry based credentials. The goal is to work harder to understand and create training strategies that support our customers as they build credentials that have real value across industries.

Clarke asked about the boot camps and the individuals going through those. Lentz shared that we have seen employment out of these as well as more interest in continuing on educational opportunities.

Lentz reviewed the One Stop System Components and the role/functions which include: recruitment and triage, career services, academies, apprenticeship, ITAs/support services/work experiences/OJT.

McNeary asked about the pre-apprenticeship and the food industry. Schramm shared we have culinary in Middle College. The Youth Apprenticeship program is doing more in hospitality.

Christenson asked about the Resource Specialists role that the staff talked about in the Job Center simulation. Schramm shared that is in the youth work and will wrap around with adults if needed.

Lentz shared the theme is to stay the course. He reviewed the current program year results. He stated that the main challenge is the engagement in short term training academies. We are running them less than full which makes them more expensive. We need to get creative about how to structure them (i.e. nights, weekends, etc.)

The changes proposed to the model include: scaling back in academy offerings and expand on foundational skill development. Reduce to one Academy Navigator position in Dane County (currently vacant).

Schramm shared that there will be changes to the boot camp concept. This is the development of people going to the college. Madison College and MPTC are working on an integrated model to be implemented to July 1, 2018 from WIOA Title 2 and the structure could become robust.

Customer Service Update

Lentz shared the data going into Program Year 2017.

- 475 – Carryover from previous year.

Lentz shared that there is a change in WIOA that we are not allowed to keep cases open if they are not actively participating in the program. Staff are required to close them and we are still accountable for performance.

Christenson asked about the end point. Lentz shared that the employment plans (every 6 months) state a deadline for engagement of services. Documentation of communication in participant files. This will impact our performance.

For the cases from WIA into WIOA, we were able to engage and place about 2/3 but there are about 1/3 of them still. Department of Labor (DOL) said we are able to close them out at no penalty and we don't need to carry them into WIOA because the standards are different. We are in the process of identify those cases and closing those cases now. Schramm shared the caseloads got so big during the recession. A lot of those individuals relocated or retired.

McNeary asked how people will be notified. Schramm stated that we will try but if people would be found and want to get services, they would enroll and start fresh with WIOA.

Lentz shared that this is the smallest carry over caseload we have had in a long time. This gives us the opportunity to serve more new.

- 600 – Enrollments
- 1075 – Total to be Served
- 500 – Exits

These are all plans but not set in stone.

Clarke shared that this used to be 800 carry over / 800 new / 800 exit. He asked if the cost per participant would go up. Schramm shared there are less dollars (10% decrease). We will seek funds from other avenues but core investments have decreased.

Summary of Training and Support Investments for PY2017

These are accessible to contractors for customer support.

Training/Support Service	Investment (\$)
Career Readiness Instruction/Boot Camps	\$208,182
Academy Trainings	\$208,182
Pre-Apprenticeship Training	\$94,000
ITA	\$500,000
Support Services	\$500,000
Work Experience (Transitional Jobs)	\$87,000

On-the-Job Training

\$50,000

Clarke asked about the money. There is a pot of money for staff and contracts. The contractors aren't paying the money for the customer services (i.e. tuition, etc.). Schramm shared our accounting team works hard with the college to make sure financial aid, Pell, etc. are all in play.

Recommendation

Lentz shared that the recommendation is based on planning figures as we haven't received allocations from the Department of Workforce Development (DWD) yet. If there are additional resources like special response funds, carry over from contracts, etc. adjustments will be made.

He noted that the staffing configuration is the same as last year. The one change is the removal of the Academy Navigator position from Opportunities Inc. in Dane County. Right now the position is vacant. Clarke asked about the served number. Served would be the carry over plus new individuals recruited in.

Lentz shared that the recommendation is to renew the Adult and Dislocated Worker Contracts for Program Year 2017 for:

Employment and Training Association = \$546,439
Madison College = \$397,093
MPTC = 86,607
Opp Inc. = \$304,497

Schramm noted that on page 10 – the first two amounts will be in contract with Madison College in the amount of \$416,364 for boot camps, career readiness instruction and academies.

MOTION: Clarke asked for a motion to approve the recommendation to renew the Adult and Dislocated Worker Contracts for Program Year 2017 in the amounts discussed. Severson 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. LeDuc abstained.

Agenda Item 6 – Adjournment

With no additional business for the committee, Clarke motioned to adjourn at 10:02 a.m.
Adjourned: 10:02 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- February 13, 2017 Meeting Minutes – Draft
- Board Presentation
- OSO Recommendation Document
- W2W Recommendation Document