Planning and Development Committee

Tuesday, September 29, 2015
11:00 a.m. to 1:00 p.m.

Crowne Plaza Hotel
4402 East Washington Avenue, Madison
Kegonsa/Waubesa Room

Members Present: Ed Clarke, Chair; Kathy Cromey, Co-Chair; Ann McNeary, Pam Christenson, Paul Dietmann, Clay Tschillard, Alan Langeteig, Nancy Elsing, Sue Bogen, Bob Kellerman, Terry Webb,

Members Present via Phone: Barb LeDuc

Guests Present: Jason Frey, Jon Danforth

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

Agenda Item 1 – Welcome and Introductions

Clarke called the meeting to order at 11:07 a.m. and noted a quorum is presented. He welcomed everyone. Clarke welcomed Sue Bogen and she shared her experience. Everyone introduced themselves. Clarke reviewed the committee mission.

Agenda Item 2 – Review and Approval of the May 12, 2015 Planning and Development Committee Meeting Minutes

Clarke asked for a motion to approve the minutes of the May 12, 2015 Planning and Development Committee meeting as presented. Tschillard moved to approve the minutes as presented. McNeary offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 3 – Update on Performance Score Card

Lentz directed members to the scorecard handouts. He shared that we will do a larger presentation at the Board meeting on October 13, 2015. He reviewed the adult, dislocated worker and youth scorecards. For the adult measures, all performance goals were exceeded. For the dislocated worker measures, all performance goals were met. For the youth measures, the placement into employment or education measurement was exceeded; the attainment of degree or certificate measurement was met; and the literacy numeracy gain measurement was failed.

The Workforce Development Board of South Central Wisconsin collaborates with employers and employees in Columbia, Dane, Dodge, Jefferson, Marquette and Sauk counties to promote a healthy economy. The Board continually seeks innovative solutions to the economic challenges that face today's workforce. Funding sources for programs include the Workforce Investment Act of 1998.

Lentz shared that the literacy numeracy gain is a measurement that we have struggled with in the past and we have done some programmatic design changes to improve this measurement. Lentz stated that we should be on track to meet this performance goal in 2015.

Schramm shared that the performance is on people that exited the program. There needs to be a heavy amount of work in the first six months.

Lentz noted that we are working closely with the Madison school district on a project to be able to use their mechanisms and platforms to reach parents and students. Schramm shared that we are working to get a WorkSmart presence right at the schools.

Agenda Item 4 – Recommendation to Increase Training Navigator Capacity

Lentz directed members to the handout titled "Discussion and Recommendation to Expand the Workforce Innovation and Opportunity Act (WIOA) Training Navigator Capacity."

He reported that we have some additional resources after receiving our funding allocations. The goal is to focus on the college student population. We have been working with staff at Madison College and they have data systems and outreach abilities to students that may meet and benefit from our programmatic needs. We haven't had to do this outreach much in the past.

Recommendation: To immediately increase the MATC Training Navigator contract by $16,000 to support an increase in current staff capacity to serve an additional 40 students during this program year. Additionally, we would request permission to seek additional capacity through existing contractors to expand the Training Navigator staffing structure to engage and serve up to an additional 100-150 for the spring semester.

Schramm shared that we have $600,000-$700,000 in tuition and fees in this category of students. We know we need on FTE staff member to increase capacity. The students are adults and dislocated workers.

Tschillard asked what this would look like. Schramm shared that the student is in developmental classes and the Training Navigator knows who these individuals are and we are gap funding with financial aid packages. Schramm shared we are also allowed to be part of the apprenticeship financial packages and we weren't allowed to do this in the past.

Lentz shared there are new outreach strategies because the staff have data systems and are able to reach out via internal mechanisms to inform students about programming.

Clarke asked about the approach for the other contractors and what their role is. Lentz shared that we will work with the college first and if they are unable to meet this capacity, we will work with our contractors to staff. At this point, the college isn't sure if they are able to move their human resource processes fast enough to hire a new staff and may need to explore options or seek to have another agencyemploy this position. We are hoping to have a solution for the October 13, 2015 Board meeting.

Elsing asked what classifies an adult. Schramm shared that an adult is someone who is 18 or older and low income or underemployed.

MOTION: Clarke asked for a motion to approve the recommendation as presented. McNeary moved to approve the motion as presented. Elsing offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion. Terry Webb abstained.

Agenda Item 5 – Discussion and Recommendation to Run One Stop Operator Bid

Schramm shared that in the Workforce Innovation and Opportunity Act (WIOA) there is the concept of the One Stop Operator (OSO). We have had these on and off over the years. Schramm shared in WIOA, this is required and we need to competitively bid this. We need to get this in place by July 1, 2016.

She noted that there was the OSO structure in WIA. The Board and partners tried several renditions of this and it was a collaborative of required partners. In 2003, there was a Job Center in every county and the model was that each Job Center had an OSO team and it worked very well. Then the Job Centers were consolidated and the South Central had a serious reduction in resources in the Job Centers.

The Board went out to bid for an entity to be responsible for the OSO. The entity was also a subcontractor and this model didn't work.

Under WIOA, we need to competitively procure. We have selected Dane County as the comprehensive center. She reviewed the recommendation.

Recommendation: Release a Request for Proposal (RFP) to fund a One Stop Operator to support the one South Central WI comprehensive One Stop Center in Dane County located at 1819 Aberg Avenue.

Eligible applicants maybe a single entity or a consortium that includes a minimum of the 3 required WIOA Comprehensive One Stop Center Partners with clearly defined roles of each. Request for Proposal will include the following proposed roles.
Proposed Roles:
1. Develop a formal referral process for services within and outside the Comprehensive Job Center. Implement minimum standards for referrals, referral follow-up and documentation of referral outcomes.
2. Assure that there is adequate access to customer services including alternative hours of operation.
3. Conduct monthly meetings with members of the Core Partner management team.
4. Implement training or staff development, such as customer services training, cross training on Partners services or other services, for the One Stop Center staff.
5. Develop an outreach and recruitment plan for the One Stop Center.
6. Implement and oversee technology solutions to manage and support enhanced cooperation and coordination of Core Partner Programs.
7. Insure compliance with all state and local policies and procedures related to the One Stop Center. Examples are serve as complaint officer, conduct ADA compliance review and arrange technical assistance as needed.
8. Physical location support:
    a. Responsible for coordinating physical space planning, monitoring upkeep facilitating adjustments.
    b. Enforcing one stop facility standards in regards to customer service
9. Prepare and submit monthly and quarterly reports to the Board

She noted that a caveat would be that there would need to be support to the Baraboo and Jefferson sites.

She stated that we would like to stage this for the implementation after the first of the year to be fully operational by July 1, 2016.

Schramm added that we will establish Memorandums of Understanding (MOU's) with all partners to lay out roles played and responsibilities. We are responsible for their collaborative actions. Schramm shared that the buck will stop with the Board on these collaborative actions. There is an expectation that partners will be accountable and intervention will take place if this doesn't happen.

Schramm shared that Feds are expecting an integrated data system. Wisconsin is in an interesting position due to the W2 system.

Kellerman asked how receptive the comprehensive centers are about this. Schramm shared that we will need to engage everyone soon. Bogen shared that there are many new staff in each department at the centers. Schramm shared that we will certify who is a comprehensive job center.

MOTION: Clarke asked for a motion to approve the recommendation as presented. Kellerman 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. Terry Webb abstained.

Agenda Item 6 – Discussion on Memorandum of Understanding (MOU)

Schramm shared that we are required to put in a four year plan that includes regional information, training, partners, etc. The feds are asking Boards to establish formal MOU's of the roles that each partner is responsible for. This will be part of our four year plan.

The timeline for the plan is very short and a lot of it is describing what we do. We will bring information to the committees with decision points throughout the year. The plan is due March 31, 2016.

The MOU will include all partners in the One Stop System.

Agenda Item 7 – Discussion on Regional Planning

This information was included in the Agenda Item 6.

Agenda Item 8 – Adjournment

With no additional business for the Committee, Clarke moved to adjourn 12:49 p.m.

Adjourned: 12:49 p.m.

Respectfully Submitted:

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

Attachment for Board Records:
- Agenda
- Planning and Development Committee Meeting Minutes from May 12, 2015
- OSO Past Experience
- OSO Recommendation
- Scorecards
- Training Navigator Recommendation