

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

**Friday, September 9, 2016**

**8:30 a.m. to 10:00 a.m.**

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

**Members Present:** Alan Langeteig, Chair, Laura Cataldo, Pam Christenson, Ed Clarke, Randy Guttenberg, Howard Teeter

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

Langeteig called the meeting to order at 8:32 a.m. and noted a quorum was present.

### **Agenda Item 1 - Welcome**

Langeteig welcomed everyone.

### **Agenda Item 2 - Review and Approval of the June 29, 2016 Executive Committee Meeting Minutes**

Langeteig asked for a motion to approve the minutes of the June 29, 2016 Executive Committee meeting as presented. Teeter moved to approve the minutes as presented. Christenson offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

### **Agenda Item 3 - Review of Financial Report**

Tyne reported that these are the preliminary June 30, 2016 unaudited figures and we don't anticipate many changes but a few adjustments. The overall budget was under budgeted amount. There were some budget items over budget due to regulation changes and additional expenditures. Those items include: Office Cleaning and Maintenance – carpets cleaned, painting done, etc. Telephone, Internet and IT – needed to rework budget as equipment leases were higher as we got a new postage machine. Equipment, Repairs and Maintenance was a little higher due to ITV reconfiguration. Printing was a little higher due to Rapid Response activity. Other expenses – highest expense is Sue Gleason overseeing grant work for the WIF grant. We stayed under the total overall budgeted amount.

Teeter asked about the income being lower. Schramm stated that we are carrying in about three million dollars. Langeteig asked about the 1.5 million in excessive revenue. Tyne stated the

budgeted amount and the revenue includes all of the dollars but we are carrying in almost 3 million dollars.

The audit is scheduled for the week of October 17, 2016.

**Agenda Item 4 – Request for Rapid Response Service Contract for Madison College – Computer Literacy – Adult Basic Education for Dislocated Tyson Workers**

Schramm directed members to the handout on the Tyson dislocation. She stated that 248 workers were laid off from Tyson in Jefferson. 161 workers completed dislocation surveys. Of the 161 workers, 103 or 63% of the workers are over the age of 45; 65% or 106 have only a high school diploma or less; 40 workers did not complete high school.

When asked about training interests, 26 workers expressed interest in finishing their High School Equivalency/GED; 23 workers stated that they had English Language instructional needs; 53 workers expressed a need for basic computer skills instruction.

To address the needs of this disadvantaged workforce, the Board and Madison College have created a prototype training. She reviewed the following recommendation to fund Madison College to offer Basic Computer Bootcamp and Windows 1:

Madison College will offer a Basic Computer Bootcamp & Windows 1 series. The training will be conducted for six weeks for 42 hours, MTWR from Sept. 12 through Oct. 20 from 10:30am to 12:15pm at the Madison College Fort Atkinson Campus. The training will have capacity for a minimum of 14 students up to 18 students. On Mondays, an optional Adult Basic Education Lab will be held from 12:30 pm - 2:30pm.

The Bootcamp will include 12 hours of non-degree Basic Computers where activities will focus on internet searches for career awareness/jobs; simple draft resume; opening/exploring simple Microsoft programs.

Schramm added that there is already a full list of recruited people and we may have a waitlist.

Lentz shared that we used to have this design in the workplace skill centers in the Job Centers. This is bringing that structure back. This is an opportunity to wrap in other college services and supports.

Clarke asked about the people who have English language issues. Schramm said we have not had many people show up. They may be going to the literacy network that is very strong in the Jefferson community.

Schramm reviewed the budget summary to serve a minimum of 14 people.

<b>Academy</b>	<b>Catalog # &amp; Course Title</b>	<b>Total Costs</b>	<b>Cost Per Person</b>
Basic Computer	10103123 Windows 7	\$ 7,859	\$ 561
Basic Computer		\$ 2,215	\$ 158
	74862741 Employability Skills	\$ 1,001	\$ 71

	Total Cost	\$ 11,075	\$ 791
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**MOTION:** Langeteig asked for a motion to approve the recommendation as presented. Guttenberg moved to approve the motion as presented. Cataldo 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 WIOA PY16 Performance Standards to State of Wisconsin Department of Workforce Development**

Schramm shared that we need to tell the state what we accept for our performance standards in the next day or so for PY16. She provided background and stated that the Board took a team to Detroit for a conference with the high level Department of Labor (DOL) staff around the Workforce Innovation and Opportunity Act (WIOA) regulations.

She directed members to the chart and stated that in performance now, there is regression formula that calculates performance based on the composition of who you serve and the outcomes. She stated that when the state (Department of Workforce Development) ran our predicted outcomes, it shows significant swings in the predicted outcomes and the outcomes for those we serve. She reviewed line item by line item. The position the state took is the proposed verses what we did in the past. These two outcome formulas are not comparable from past to future. Schramm contacted the state and expressed understanding of the importance of these outcomes and ask for an explanation of the large differences.

Schramm stated that she proposed that we can accept the proposal for PY16 but we will renegotiate for PY17 (July 1, 2017). DWD did agree to this in writing. Schramm explained that the state will look at our data this year (PY16) and the performance will not enter the sanction stage until 2020.

Schramm noted that we have shared a service level that is as large as Milwaukee. Lentz shared that we serve more adults than Milwaukee and they barely serve more dislocated workers. Our allocations are 300% less than Milwaukee. The State may be counting on other areas like ours to lift the state up in terms of performance.

After discussion, the Committee agreed to approve the performance standards but advised the Executive Director and staff to offer comments and ask DWD to run predicted outcomes on a quarterly basis to be shared with leadership.

**MOTION:** Langeteig asked for motion to approve the Board’s acceptance of the DWD proposed WIOA Standards under the condition that the Executive Director (Pat) provide comments on behalf of the Board leadership which includes quarterly predicted outcome information and if performance standards for PY17 may be renegotiated if the predicted outcomes are determined actuate based on PY16 service levels.

Langeteig asked for a roll call vote and all members were unanimous in favor of the motion besides Ed Clarke. No discussion followed on this motion.

**Agenda Item 6 – Update on WIOA Allocations and New Grants Received and Pending**

Schramm directed members to the WIOA handout. She explained that when the federal allocations came through to the state, the allocation formula changed. Allocations usually have three parts on

how the allocations were calculated; unemployment rate, number of unemployed and ration of distressed communities within the region. Under the Workforce Investment Act (WIA), they went away from percentage to the number of people served. Under WIOA, that has come back. The UI rate will play into the allocations formulas. Schramm shared that the State ran the formulas for each area for Program Year 2016. Our area received a significant negative impact from the changed formula.

Schramm shared that the money management in order to prepare for these changes financially.

The South Central area, along with everyone in the state besides Milwaukee, got a significant reduction. She noted what we have been doing with diversification of fund development over the past year.

Schramm worked through the budget document in detail. She explained our Adult and Dislocated Worker funds come through first quarter which is old money. Quarter 2 and 4 shows a significant reduction.

As a result the reduction in WIOA core funds statewide, the State gave 10 of the 11 Board transition grants to buffer the cuts. Ours is the largest and it is equal is 60% of total loss of funds.

Under youth, we lost \$467,000. Schramm shared that we got a large foster care grant that is an offset to this.

Overall, between PY15 and now, there is a loss of 795,000 in WIOA funds. She shared that we are ahead this year because we carried in 2.7 million.

When we did our subcontracts, we thought we would have 3 million. We have to spend 80% of our money or have it allocated. We have used about 2/3 of the carry over. She stated that we are worried about PY17 and we don't want to have to make adjustments. Going into PY17, we want to hold 1 million dollars for July 1, 2017 so that we won't have a huge reduction.

For youth, the WIOA work experience money got moved over to the Department of Ed. In the regulations, the youth who are eligible under DVR funding, are not DVR recipients, are students who have IEP's. This is a prevention strategy. Schramm stated that we will continue to work with DVRs to developing programming for our region's DVR pre-employment transition program eligible youth.

Tyne added the WIOA transitional grant funds can be swept between programming. Clarke asked about line 28 - new admin in PY15. With the transitional funds, there are new administration dollars.

### **Agenda Item 7 - Discussion of Annual Meeting Theme**

Schramm shared that we have the election of officers in November and we need a nominating committee. Langeteig, Teeter and Christenson offered to help.

Schramm stated that we have a theme each year for the Annual Meeting. In the new legislation, a theme is entrepreneurship. For the annual meeting, we are thinking about doing a panel to talk about entrepreneurship and where to most effectively make investments.

Clarke shared that there are more new businesses started by black women. Latino chamber, WWBIC, etc.

Guttenberg added that there are more and more discussions in K-12 for how students can be innovative. He mentioned a company in Waunakee called Uniek. Brian Duzan.

Christenson mentioned Heather Wentler from Madison Soup as she is working on a Shark Tank event with MGE.

### **Agenda Item 8 – Discussion of Strategy to Set New Executive Competencies**

The Executive Committee will establish new Executive Competencies for Program Year 2016 and 2017. The current competencies were established 4 years ago using the Polaris competency model. Executive Committee will individually review the competency cards in October and November. Meet as a group in December to finalize the priority competencies and finalize the competencies by January 2017.

### **Agenda Item 9 – Adjournment**

Langeteig moved for adjournment. The meeting adjourned: 10:10 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Minutes from June 29, 2016
- Recommendation on PY16 Performance Standards
- Financials Ending June 30, 2016
- Tyson Dislocation Background
- Change in Funds Analysis
- Polaris Evaluation Information