

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

Tuesday, December 13, 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, Pam Christenson, Paul Dietmann, Ed Clarke, Kathy Cromey, Randy Guttenberg, Howard Teeter

Via Phone: Brian Pulford

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 September 9, 2016 Executive Committee Meeting Minutes

Langeteig asked for a motion to approve the minutes of the September 9, 2016 Executive Committee meeting as presented. Teeter moved to approve the minutes as presented. Clarke 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 shared the financial report is month end October – all budget figures have been entered but there are still some adjustments to be made. There are no adjustments on the audit. The adjustments will be for non-personnel expenses – some things like occupancy and telephone – will have some shifting of funds in those areas. Most items are in within normal range.

Clarke asked about the grant revenue. Tyne shared that we do have a couple more grants that were picked up including Independent Living and Wage\$. Schramm shared that all our grants at this point are reimbursement grants. We collect the funds after the expenditure is accrued or completed. The Skills Wisconsin grant will be coming to an end at the end of the year.

Schramm added that we finished the audit and we received an excellent audit. We also finished monitoring from the state and they gave great reviews to Lameece for the Financial Policies.

Agenda Item 4 – Request of Transfer of Funds from the Dislocated Worker Program to the Adult Program

Schramm directed members to the handout regarding the transfer of funds.

Schramm stated that the Workforce Innovation and Opportunity Act (WIOA) allows the transfer of up to 100% of the Dislocated Worker and Adult Program funds to be transferred between the two programs. She shared that there is a transition grant that was allocated to us from State set aside funds. They used those funds to give to Boards. The money is meant for dislocated workers/rapid response services. We will use the transition funds for dislocated worker expenses that normally are covered from WIOA core dislocated work program and then use the freed up dislocated worker funds to support Adult programming.

Schramm stated that the Workforce Development Board of South Central Wisconsin is seeking approval to transfer \$285,000 from Program Year 2015 WIA dislocated worker fund to the WIOA adult program fund.

Christensen asked if we have this in writing from the State. Schramm stated that we have to ask for approval and then the State will approve it.

Clarke asked about the carry over. He asked that since the numbers of people served are down and there is carry over – how we feel about that. Lameece stated that we always have carry over of the grants to use across years. The strategy is to have a comfort level of funds to help offset the decrease in that we may receive in core federal funds.

Schramm shared that we will likely see new sources of funding in the coming years that will decrease the share of expenses that the WIOA Core funds currently support.

MOTION: Langeteig asked for a motion to approve the transfer of funds. Clarke moved to approve the motion as presented. Dietmann offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 5 – Request for Approval to Add Additional – Computer Literacy – Adult Basic Education for Dislocated Tyson and Kraft/Heinz Workers and unemployed workers in the northern counties and Dane County.

Schramm shared that the first round of the “Basic Computer Bootcamp” for the dislocated workers from Tyson that was run in September was very successful. Therefore, we are asking for approval to run four additional sessions. Part will be new money, part will be reorganized money.

Schramm explained that we are looking to run four different groups. A second session in Jefferson targeted primarily to Tyson workers. A session in Dane County targeted to Kraft/Heinz workers being dislocated in December. A second sessions in Dane County targeted to primarily unemployed workers. A session at Madison College Portage Campus for unemployed workers from Columbia, Marquette and Sauk Counties. Average class size would be 15 people.

Schramm noted that we will reduce the MATC Career Pathway contract by \$20,000 and give them a new contract for 20,000 for the Computer Literacy/Basic Skills. For Jefferson and Kraft, we will write two separate Rapid Response grants for 10k each. These are short, start up engagements and that will be new money. This will take us through February/March this year. Twenty five percent of Kraft-Heinz workers only have a high school diplomas so that may take some new strategies for adult basic education. The recommendation is to fund Madison College to offer four boot camps at the cost of \$40,000 to serve a minimum of 60 people.

MOTION: Langeteig asked for a motion to approve the recommendation as presented. Dietmann moved to approve the motion as presented. Guttenberg offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 6 – Update on Board Member Re-appointments

Schramm shared that we had to request six re-appointments due to the requirement to stagger all the appointment to the reconstituted Board over 1, 2 or 3 year appointment periods. She reviewed the 1 year appointments and all of the re-appointment requests.

Agenda Item 7 – Update on Federal Activities and City of Madison Economic Development Committee Strategic Plan

City of Madison Economic Development Committee Strategic Plan

Schramm reported that the City of Madison’s Economic Development Committee has completed is draft an economic development strategy and forwarded it to the Madison City Council. One of the strategies is focused on supporting Career Pathway work within the City of Madison, with a targeted focus of partnering to create internship opportunities for the Cities young people.

Update on Federal Activities

Under WIOA, we have moved to the Memorandum of Understanding (MOU) work. This is where we need to establish agreements with required partners to our Job Centers. We have to develop infrastructure and resource sharing agreements. The infrastructure agreements are lease agreements. We are not normally the lease signer, but we have to have a uniform method of how they are created. We also have to have resource sharing agreement for things like personnel. We discovered that for infrastructure – DWD hasn’t had any conversation with the Dane County Job Center since 2009. There are new people in place so we don’t think there will be any problems. We also need to work with Jefferson and Sauk. We are going to start with the county administrator at Jefferson and then we will move that process to Dane County.

As part of this, we have to involve the Chief Elected Officials. Schramm will discuss this with Russell Kottke and we may use their regional counties collaboration meeting to discuss this. If he chooses otherwise, we would do a joint meeting with the locally elected officials and minimally Schramm, Christenson, Clarke and Langeteig. We have to have the entire process wrapped up by April 30, 2017.

Clarke asked why the State is interacting with the county. Schramm shared that it is because Job Service and DVR are tenants of county owned facilities and hold leases. .

Agenda Item 8 – Agreement on Executive Director Competency Measures for 2017

The Executive Committee approved the Executive Competencies for 2017.

Summary of Competencies:

- Communicativeness – recognize the essential value of continuous information exchange and the competitive advantage it brings.
- Problem solving and decision making within a frame of maximizing creativity and business thinking – Effective performers are able to identify problems, solve them, act decisively and show good judgement.
- Industry knowledge and technical skills – Understanding of the general working of the industry in which the organization functions and applying a high level of technical skills to the work.
- Mission and vision focused (results oriented that support our mission and vision – understand and support the organizations mission and its core purpose for being.
- Talent Development – keep a continual eye on the talent pool. Expand skills of staff through training, coaching and development activities related to current and future jobs.
- Initiative – Proactive and take action without being prompted.
- Integrity – Thinks and acts ethically and honestly.

Schramm is drafting the evaluation criteria utilizing the Polaris Competency System guidelines that the Executive Committee utilizes to establish competency measurements. The Executive Committee will complete this work at their February 2017 meeting.

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
- Transfer of Funds Handout
- Bootcamp Request Handout
- Financials