

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

**Randy Guttenberg, Chair; Laura Cataldo, Jim Falco, Alex Fralin, Rich Hands, Fred Hebert, Traci Jones, John Lalor, Nick Lampone, Francis Langer, Melissa Montey, Lisa Pollard, Brian Pulford, Elizabeth Roddy, Ed White**

**September 18, 2018  
11:30 a.m. to 1:00 p.m.**

**Madison College Foundation  
3591 Anderson Street, Room 111  
Madison, WI 53704**

**Members Present:** Randy Guttenberg, Chair; Jim Falco, Alex Fralin, Fred Hebert, John Lalor, Nick Lampone, Francis Langer, Melissa Montey, Lisa Pollard, Elizabeth Roddy, Ed White

**Via Phone:** Brian Pulford

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

**Guests:** Lisa Hollman, Matt Foley, Jon Danforth, Julie Enloe, Jamaal Eubanks

**Agenda Item 1 - Welcome & Introductions**

Guttenberg called the meeting to order at 11:35 a.m. and welcomed everyone. Everyone introduced themselves.

**Agenda Item 2 - Review and Approval of the January 12, 2018 Youth Committee Meeting Minutes**

Guttenberg asked for a motion to approve the minutes of the January 12, 2018 Youth Committee meeting as presented. Lalor moved to approve the minutes as presented. White offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

**Agenda Item 3 - Briefing on progress of programming that was funded to begin on July 1, 2018 and adjustments that were made by Executive Committee as a result of Dane County Schools withdrawing intent to contract in June 2018.**

Schramm directed members to the PowerPoint presentations.

- Page 2 – Schramm shared that this work is built on a career pathway framework. This means we want things to be career focused and for the younger person, more opportunity.



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- Page 3 – The Federal performance negotiations took place. Federal performance is important and if we do not meet a standard for 3 consecutive years – the governor can ask for the Board to be disbanded. She reviewed the measures. Employment/education – two quarters after completion of programming. Retention standard. Credential attainment – training needs to be attached to credentials. Negotiated down the Q4 employment/education rate.
- Slide 4 – Investments made over the last year. She noted that for Independent Living, our staff (Kim Larson) is putting in place a meet and greet to get to know foster care students and cue them up.
- Slide 5 – In June we had a hiccup when Dane County Schools decided they did not want to contract. We took through Executive Committee a set of recommendations.

Interim Recommendations to temporarily fill available service gap:

**1) Incorporated the Independent Living series designed for Aging out of Foster Care and DVR youth into the Madison College Career Pathway contract.** This strategy would serve approximately 39 to 45 people (programming is built for groups of 15 people), 29 young adults currently enrolled in the Dane County Schools Contract and a minimum of 10 people who are finishing programming at Operation Fresh Start.

Series includes:

- Career Exploration including assessing personal skills, Career Pathway assessment, understanding the driver industry, establishing Job Center of Wisconsin Account and 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 including applying for Badger Care.
- Experiencing Team work in a Community Services Project.

The series prepares students for 3 options:

- Work experience coupled with Career Services/or short term training;
- Enrollment in adult education or post-secondary education; or
- Career services.

No additional funds were requested. The work was incorporated into Madison College Career Pathway contract. The Board asked that a LTE Youth Training Navigator be hired to support the work utilizing funds from the Madison College Career Pathway contract.

- Slide 6

**2) Added LTE Career Services Specialist to the Employment and Training Association's contract to provide Career Service.**



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Services to approximately 30 young people who were finishing services at Operation Fresh Start training and 15 young people who were finishing services within the Dane County Schools Consortium. Plus follow-up services to 63 people from both contracts who were scheduled to enter follow-up on July 1, 2018. The LTE Career Services staff person will also serve as backup for the Career Planners to support eligibility determination for OFS's new participants if needed. Executive Committee approved allocating an additional \$31,381 of Out of School Youth funds through December 31, 2018 to support this work.

### **3) Longer Term Recommendation**

The WDB staff will prepare a recommendation to the Youth Committee in fall of 2018 to make adjustments to the Out of School Youth Program service design to accommodate changes resulting from Dane County Schools Consortium Out of School Youth Program not continuing in PY18 and changes to the eligibility determination for out of school youth participating in pre-apprenticeship programs.

Lalor asked about Dane Co. schools pulling out of contract. Schramm stated that it was a matter of consortium looking at their mission and focusing on In School Youth (ISY). Also there was difficulty with staffing for OSY. Schramm shared that we continue to find that no one owned this work in the broader region. Alex Fralin has helped the Board connect with Capital High students.

Schramm shared that this can't look like a youth program as they are not youth – some pregnant and parenting, some offender status, etc.

Lalor asked about the foster care and how this works. Larson will do a presentation at the next meeting. Lalor expressed concern with CESA 5 conversations he has heard.

Langer asked about the foster care people – do most qualify for post-secondary ed. Schramm shared that all do. 90% have high school diplomas.

## **Agenda Item 4 – Presentation and Discussion on the future interface with WIOA Title II – Adult Basic Education**

Kevin Foley from Madison College shared information on the Madison College Title II Funding.

### ***ABE Comprehensive Grant***

Funds 2,000 learners in ABE, English as a Second Language and GED/HSED programming across entire MATC district. Three major outcomes include measureable skills gains after 40-75 hours of instruction, employment retention and upgrade, and transition to post-secondary education and credential attainment. This funding does not serve youth under the age of 18. Connecting students to bridge programs is another aspect.

### ***Institutionalized Adults Grant***



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Funds to serve 150 inmates with ABE in the Dane County and Columbia County jail systems. Priority given to those who need a high school diploma, and students who are connected to our GED/HSED program.

***Integrated English Literacy and Civics Education***

Funds to serve 100 English language learners on civics education.

Help education students on important life skills and civic engagement topics in the US including: how to navigate the health care system, voting, financial literacy and our community resources.

***Career Pathways Grant***

Funds to serve 90 adults in career pathway programs. Bridge programs help underprepared college students access and succeed in post-secondary education by giving intensive academic support that pairs ABE with associate degree and technical training. Current bridge programs include: manufacturing, construction and remodeling, administrative professional, hospitality management, culinary arts, biotechnology and optometric technician.

Foley shared the short terms goal includes staff going to job center to do recruitment and outreach for bridge programs. The long term goal includes how to use WIOA titles to work collaboratively and how to marry outcomes together as we are being evaluated as a whole.

Lalor asked about the Huber students. Jefferson literacy council has a connection with the Huber students in Jefferson area but they are the only ones who received these Title II grants. Foley will look into this more for areas MATC serves.

Lentz shared that the performance measures are the same as WIOA. This again was the emphasis on collaboration, alignment of efforts, engagements between Title I and Title II.

Hollman shared that in the Baraboo area, there is a population of language learners and they also need technology courses. They are being served and getting credentials. This works well for industry and students.

Schramm added that MPTC also received Title II funds to do the same work.

Lynn Forseth from the Jefferson Literacy Council shared information about their Title II funding. Forseth shared that they are working on similar programming in the Jefferson area around ABE, ESL, etc. They use tutors. There is programming at the Jefferson County jail in which they serve about 100 people in the jail each year. 150 in the community. Jail program is funded under Title II for next 3 years. There are three populations (full time, Huber and contracted state prisoners) in the jail and then the post release population. The program is voluntary and offered 4 days per week; mainly GED. They work a lot on college and career readiness. She noted that many fall in between 18-24 ages and if OSY funding was available, could do more programming with this population. She stated that intensive case management services are needed/ Title II dollars are limited but the need is significant. Collaboration is going to be key between Title I and II.



She noted that there is a need for a more intensive treatment facility. Someone in Jefferson is working to purchase a hotel to turn it into a treatment facility.

Fralin shared that MMSD hired a new Director recently to assist with student drop outs for reengagement (Office of Youth Reengagement). Very interested in being a part of conversation around Title II.

### **Agenda Item 5 – Presentation, Discussion and Recommendation on Next Phase of Youth Programming for Program Year 2018**

Schramm directed members to Page 8 and shared that staff met to discuss the prototyping.

Schramm stated that career services were embedded in all the certification and skill programs that the technical college systems do. We are pulling that out and stepping it up. We are adding in a new layer called Career Pathway Academy and this work will be embedded in the Madison College Career Pathway contract. We think this will be a starter and a finisher for people. This is a two week intensive service.

Recommendation (Page 9)

1) Establish a Career Services Academy modeled on the Independent Living career services model.

Critical Elements:

- Career Exploration including assessing personal skills, Career Pathway assessment, understanding the driver industry, 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 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**

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 of \$16,000 of the current \$250,000 contract.

Add a Madison College Youth Training Navigator dedicated to working with instructional partners and support the youth while participating in the Career Services Academy at an estimated cost of \$73,735.

Recommendation (Page 10)



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**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. \$57,587 (12 months). Note: This includes the funds spent while the position was in LTE status.

Schramm reported that we will also finish designing the non-metro recommendation and bring this to the committee in November. The Recommendation would go to the Board on December 7, 2018 for implementation on January 1, 2019.

**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 \$. 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.

**MOTION:** Guttenberg asked for a motion to approve the financial recommendation as discussed on Page 9 & 10 of the PowerPoint presentation that was presented. Lalor moved to approve the motion as presented. Hebert offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

White asked if the money is just moved around in the existing money. Yes, we will move money around from Dislocated Worker to OSY.

**Agenda Item 6 - Adjournment**

With no additional business for the committee, Guttenberg motioned to adjourn at 1:03 p.m.



Adjourned: 1:03 p.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- January 12, 2018 Meeting Minutes – Draft
- PowerPoint Presentation



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