

Board of Directors' Meeting Minutes

**Wednesday, May 31, 2023
10:00 a.m. to 12:00 p.m.**

**Dane County Job Center
1819 Aberg Ave.
Madison, WI 53704**

Members: Francis Langer, Chair; Laura Cataldo, Past-Chair; Mel Bruins, Thomas Cox, Michelle Eilbes, Jessica Fox, Randy Guttenberg, Todd Kearney, Chuck Klein, Jennifer Klein, Barb LeDuc, Pam Korth, Ann McNearly, Elizabeth Roddy, Dave Shaw, Shawn Tessmann, Jac Weitzel, Bryan Woodhouse

Staff: Seth Lentz, Lameece Tyne, Jackie Hall, Chris Ziegel, Becca Collins, Jessica Mills

Guests: Jon Danforth, Julie Enloe, Jason Frey, Megan Sievers

Agenda Item 1 – Introductions & Announcements

Langer welcomed everyone, called the meeting to order at 10:05 a.m., and noted there was no one registered for public comment.

Langer highlighted the recruitment of new individuals to the Workforce Development Board of South Central Wisconsin. Thomas Cox is the Director for the Sauk County Economic Development Corporation. Jessica Fox is the Director of Human Resources for Aspirus Healthcare. Shawn Tessmann is the Director for Dane County Human Services. These individuals will serve as Members to the Board of Directors' in addition to placement on the Planning & Development Committee and Youth Committee. Additionally, Pamela Waters is the Director for the Jefferson Literacy Council and will be joining the Youth Committee as a subject matter expert and local partner.

Langer acknowledged the retirement of Marcia Christiansen from Forward Services Corporation and resignation from the Board, and expressed thanks for her nearly ten years of services to the WDBSCW.

Agenda Item 2 – Review and Approval of the December 7, 2022 Board Meeting Minutes

Langer asked for a motion to approve the minutes of the December 7, 2022 Full Board meeting minutes as presented. Kearney moved to approve and McNearly offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 3 – Review and Approval of the February 8, 2023 Board Meeting Minutes



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Langer asked for a motion to approve the minutes of the February 8, 2023 Full Board meeting minutes as presented. McNearly moved to approve and Roddy offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 4 – Report of the Executive Committee

Langer briefed the Board on topics covered at the April 27th Executive Committee meeting, including review of the financials, discussion & approval of the transfer of up to \$200,000 from WIOA Dislocated Worker to WIOA Adult funding, discussion & approval of four organizational policies, updates on grants, personnel discussions, and review & approval of the Corporate Budget.

Langer requested a motion to approve the adoption of the corporate budget. Shaw made a motion to approve the corporate budget as presented. Kearney offered the second. The vote was unanimous in favor of the motion.

Agenda Item 5 – OSO and Adult & Dislocated Worker Services Procurement Committee Recommendation

Langer thanked the review committees for their dedication to the review of the 2023 procurements.

Shaw noted the review committee's recommendation for the OSO and gave an overview of the specific requirements. One bid was received; from the current One-Stop Operator, Employment and Training Association (EATA). Shaw noted the recommendation for the OSO be given to EATA with specific contingencies based around the position and a recommendation to be centrally-located within the Dane County Job Center.

Shaw moved into the Adult & Dislocated Worker Recommendation for the delivery for career services. Two bids were received, one from EATA for Dane and Sauk Counties, and one from Opportunities Inc for Jefferson County. Both proposals are in-line with the proposed model and our geographical areas.

Langer asked for a motion to approve the WIOA OSO and WIOA Adult & Dislocated Worker Recommendations as presented. McNearly moved to approve and Kearney offered the second. LeDuc abstains. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 6 – OSY Services Procurement Committee Recommendations

Langer moved into the Youth Recommendation. Two bids were received, one from EATA and one from Operation Fresh Start. EATA proposed for the Career Planner positions. OFS held a proposal to use the support staff position as a Resource Specialist. The recommendation represents a continuation of the current staffing model.



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Review team recommended contracting with EATA for career planner positions. Review Team recommended a part-time position for OFS. Little impact to relationship between board and OFS. Lots of work with certified pre-apprenticeship.

Langer asked for a motion to approve the WIOA Youth Recommendations as presented. Guttenberg moved to approve and Cataldo offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 7 – WIOA Program Budget

Lentz noted the regional staff deployment. Projected 10% decrease in WIOA funding for PY2023.

Lentz provided the breakdown of training and support services.

Lentz provided Members with staff contracting recommendations. A 10% reduction is expected with core WIOA funding and the Board is capitalizing on blending resources along with appropriate staffing deployment.

Employment & Training Association (EATA) - \$101,000

- WIOA Adult, Dislocated Worker, and Youth services for the 2023 Program Year (PY23 – July 1, 2023 to June 30, 2024)
- Contract to serve as the One-Stop Operator (OSO) for the South Central Wisconsin Workforce Development Area

Employment and Training Association (EATA) - \$428,000

- WIOA Adult and Dislocated Worker services for the 2023 Program Year (PY23 – July 1, 2023 to June 30, 2024)
- Conduct Career Planning services to minimally serve 300 Adult and/or Dislocated Workers (Including new and continuing program participants) as well as those in follow-up;
- Provide WIOA Career Services and Career Planner staff through the Dane and Sauk County Job Centers
 - Regional and programmatic development to be clarified in contract
- Provide staffing consistent with the proposed model which includes:
 - 4 Career Planners in Dane County
 - 2 Career Planners in Sauk County

Note: In the event that additional program resources are received (example: Special Response, WIOA, or other funds with related services), these contractors will be engaged to negotiate the expansion of their contracts to augment the current staffing model.



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Opportunities Incorporated (Opp Inc) - \$148,000

- WIOA Adult and Dislocated Worker services for the 2023 Program Year (PY23 – July 1, 2023 to June 30, 2024)
- Conduct Career Planning services to minimally serve 100 Adult and/or Dislocated Workers (Including new and continuing program participants) as well as those in follow-up;
- Provide WIOA Career Services and Career Planner staff through the Workforce Development Center of Jefferson County
 - Regional and programmatic development to be clarified in contract
- Provide staffing consistent with the proposed model which includes:
 - 2 Career Planners in Jefferson County

Note: In the event that additional program resources are received (example: Special Response, WIOA, or other funds with related services), these contractors will be engaged to negotiate the expansion of their contracts to augment the current staffing model.

Madison Area Technical College (MATC) - \$439,884

- WIOA Adult and Dislocated Worker services for the 2023 Program Year (PY23 – July 1, 2023 to June 30, 2024)
- Conduct Career Planning and Training services to minimally serve 200 Adult and/or Dislocated Workers (Including new and continuing program participants) as well as those in follow-up;
- Provide WIOA Training Navigator staff through the Madison College Campuses
 - Regional and programmatic development to be clarified in contract
- Provide staffing consistent with the proposed model which includes:
 - 2 Training Navigators in Dane County
 - 1 Training Navigator in North
 - 1 Training Navigators in East (0.5 FTE)
 - 1 Support Staff

Note: In the event that additional program resources are received (example: Special Response, WIOA, or other funds with related services), these contractors will be engaged to negotiate the expansion of their contracts to augment the current staffing model.

Moraine Park Technical College (MPTC) - \$76,950

- WIOA Adult, Dislocated Worker, and Youth services for the 2023 Program Year (PY23 – July 1, 2023 to June 30, 2024)
- Conduct Career Planning and Training services to minimally serve 25 Adult and/or Dislocated Workers (Including new and continuing program participants) as well as those in follow-up;
- Provide WIOA Training Navigator staff through the MPTC Beaver Dam Campus
- Provide staffing consistent with the proposed model which includes:
 - 1 Training Navigators (.75 FTE)



Note: In the event that additional program resources are received (example: Special Response, WIOA, or other funds with related services), these contractors will be engaged to negotiate the expansion of their contracts to augment the current staffing model.

Employment & Training Association (EATA) - \$165,000

- WIOA Out-of-School Youth program services for the 2023 Program Year (PY23 – July 1, 2023 to June 30, 2024).
- Conduct Career Planner services to minimally serve 100 OSY (Including new and continuing program participants) as well as those in follow-up;
- Provide WIOA Career Services and Career Planner staff through the Dane County Job Center
 - Regional and programmatic development to be clarified in contract
- Provide staffing consistent with the proposed model which includes:
 - 2 Career Planners in Dane County

Operation Fresh Start (OFS) - \$35,000

- Resource Specialist services in Dane County for the 2023 Program Year (PY23 – July 1, 2023 to June 30, 2024).
- Provide resource referrals to minimally serve 50 OSY
 - 30 WIOA OSY youth participants; 5 IL youth; 15 WIOA registrants served
 - 135 resource/service referrals
 - 35 Community Outreach Activities
- Provide WIOA Resource Specialist staff through Operation Fresh Start
 - Programmatic data reporting and tracking to be further articulated in contract
- Provide staffing consistent with the proposed model which includes:
 - 1 Resource Specialist (0.5 FTE)

Community Action Council of South Central Wisconsin (CACSCW) - \$62,352

- Career Planner services in Jefferson County for the 2023 Program Year (PY23 – July 1, 2023 to June 30, 2024).
- Conduct Career Planning services to minimally serve 25 OSY (Including new and continuing program participants) as well as those in follow-up;
- Provide WIOA Career Services and Career Planner staff in Jefferson County
 - Regional and programmatic development to be clarified in contract
- Provide staffing consistent with the proposed model which includes:
 - 1 Career Planner in Jefferson County

Central Wisconsin Community Action Council (CWCAC) - \$48,456

- Career Planner services in the northern counties for the 2023 Program Year (PY23 – July 1, 2022 to June 30, 2024).



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- Conduct Career Planning services to minimally serve 25 OSY (Including new and continuing program participants) as well as those in follow-up;
- Provide WIOA Career Services and Career Planner staff in Sauk, Columbia, Marquette, and Dodge
 - Regional and programmatic development to be clarified in contract
- Provide staffing consistent with the proposed model which includes:
 - 1 Career Planner to serve northern counties

Dane County Schools Consortium (DCSC) - \$154,159

- WIOA In-School Youth program services for the 2023 Program Year (PY23 – July 1, 2023 to June 30, 2024).
- Conduct Career Planner services to minimally serve 45 ISY (Including new and continuing program participants) as well as those in follow-up;
- Provide WIOA Career Services and Career Planner staff through the Dane County School Consortium
 - Regional and programmatic development to be clarified in contract
- Provide staffing consistent with the proposed model which includes:
 - 2 Career Planners in Dane County

Employment & Training Association (EATA) - \$189,050

- Windows to Work (W2W) services for the 2023 Program Year (PY23 – July 1, 2023 to June 30, 2024)
- To serve a minimum of 80 new participants (minimum of 20 transfers)
 - Approximately 25-30 new per institution
- Provide staffing consistent with the proposed model which includes:
 - 3 W2W Coaches

Employment & Training Association (EATA) - \$84,258

- Workforce Advancement Initiative (WAI) services for PY2023 (July 1, 2023 to June 30, 2024)
- Conduct Career Planning services to minimally serve 75 eligible individuals (Including new and continuing program participants) as well as those in follow-up
- Provide WAI Career Services and Career Planner staff through the Dane County Job Center
 - Regional and programmatic services primarily focused in Dane, Sauk, Columbia and Marquette County area
 - Significantly focused on collaborating, aligning and augmenting the WIOA program and workforce system partner programs and initiatives
- Provide staffing consistent with the proposed model which includes:
 - 1 Career Planner



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Langer encouraged Members to participate in a tour of the recently renovated Dane County Job Center and communicated that the next Board of Directors' meeting is scheduled for September 2023.

Agenda Item 7 – Meeting Adjournment

With no additional business for the Board, Langer made a motion to adjourn at 10:44 a.m.

Adjourned: 10:44 a.m.

Respectfully Submitted:

Pam Christenson
Board Secretary
Workforce Development Board of South Central Wisconsin, Inc.

Attachment for Board Records:

- Minutes from December 7, 2022
- Minutes from February 8, 2023
- February 2023 Financials
- Grants Summary Handout
- Board PowerPoint Presentation
- Corporate Budget Handout
- Program Services Recommendations