

Board of Directors' Meeting Minutes

**Wednesday, September 21, 2022
10:00 a.m. to 12:00 p.m.**

**Madison College
Truax Campus – Health Building
1705 Hoffman Avenue, Room 311
Madison, WI 53704**

Members: Francis Langer, Chair; Todd Kearney, Chair-Elect; Pam Christenson, Secretary; Marcia Christiansen, Paul Dietmann, Michelle Eilbes, Randy Guttenberg, Chuck Klein, Jennifer Klein, Pam Korth, Margaret Leitinger, Ann McNeary, Melissa Montey, Charles Poches, Lisa Pollard, Dave Robinson, Elizabeth Roddy, Dave Shaw, Calvin White Eagle, Bryan Woodhouse

Staff: Seth Lentz, Lameece Tyne, Jackie Hall, Chris Ziegel, Becca Collins, Erran Daniels

Guests: Jason Frey, Jon Danforth

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.

Agenda Item 2 – Review and Approval of the June 1, 2022 Board Meeting Minutes

Langer asked for a motion to approve the minutes of the June 1, 2022 Full Board meeting minutes as presented. McNeary moved to approve and Kearney offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 3 – By-Laws Review and Approval

Langer requested a motion to approve the updated By-Laws, reviewed at the June 1, 2022 Full Board meeting as presented. Kearney moved to approve and Christiansen 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 Board Members on agenda items covered at the August 28th Executive Committee meeting which included a review of the financials, updates on grant developments, personnel discussions, summaries of the annual Department of Workforce Development's (DWD) monitoring and meetings with the Local Elected Officials (LEO) of Workforce Development Area 10 (WDA 10), WIOA performance negotiations, preparations for the Board's December meeting and celebration event which will be held in-person on Wednesday, December 7th.



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Lentz highlighted the Dane County Job Fair occurred on September 20th and was attended by 132 employers as well as 350 job seekers.

Lentz provided further specifics on the LEO meeting and the Board's December meeting and celebration event.

Leitinger requested the expected invitation count.

Lentz reported the last in-person event in 2019 had around 130 in attendance. Staff are planning around the same number of attendees this year.

Lentz outlined a new community partner for the region, Convergence Resource Center, has opened a new location in Madison, and Board staff are working closely with them for collaborations, primary targeting to support individuals who have victims of human trafficking. The Board is contracting with Convergence to provide trainings to staff and community partners scheduled for October 26th. A formal invite will be sent out to Board Members who may be interested in attending the training.

McNeary supported the importance of education on the topic and voiced interest in the training.

Agenda Item 5 – Report of the Planning & Development Committee

Leitinger informed Members on agenda items covered at the September 6th Planning & Development Committee meeting which included grant updates pertaining to WIOA Adult and Dislocated Worker programs, participant profiles and performance, and WIOA Adult-and-Dislocated-Worker-related recommendations for the upcoming procurement process.

Lentz explained the preparation process for procurement and notable impacts that have changed since the last procurement process was conducted.

Lentz encouraged Members to take part in committee signup for the procurement review process.

Agenda Item 6 – Report of the Youth Committee

Guttenberg informed Members on agenda items covered at the September 8th Youth Committee meeting which included grant updates for WIOA Youth programs, participant profiles and performance, and Youth-related recommendations for the upcoming procurement process.

Agenda Item 7 – Report of the Audit Committee

Kearney informed Members on agenda items covered at the September 14th Audit Committee meeting which included discussions surrounding the upcoming annual audit conducted by Wipfli. As presented,

no issues or concerns are raised for the organization, and an expected follow-up with results will occur at the Audit Committee meeting scheduled for December 7th.

Agenda Item 8 – Annual Data Review

Hall described the system design for WIOA Adult and Dislocated Worker program year 2021 (July 1, 2021 – June 30, 2022). Program enrollments have increased by 26%, levels unseen since 2019. 265 participants engaged in Career Services. 330 participants engaged in Training & Education, an increase of 10% year-over-year. Training services align with customer demand by occupational area. The region has a high demand for healthcare practitioners, transportation & material, construction & extraction occupations.

Kearney requested further detail on projected carryover.

Hall responded projected carryover includes individuals who are still within the WIOA program at the end of the program year on June 30th.

Lentz advised that budgeting is crucial on projected carryover.

Hall described the System Design for WIOA Youth program year 2021 (July 1, 2021 – June 30, 2022). WIOA In-School Youth (ISY) enrollment is increasing with 35 participants engaged during the year. 105 participants were engaged in WIOA Out-of-School Youth (OSY).

Collins mentioned DWD sends out a customer survey to participants enrolled within WIOA. 70% of respondents said WIOA led to an increase in their employment status or wages. 94% said the enrollment process was easy.

Hall described WIOA Youth funding requires 75% be administered to Out-of-School Youth (OSY) and 25% administered to In-School Youth (ISY). The Board previously submitted a youth waiver request providing flexibility in funding for up to two years, to support a higher percentage of ISY enrolled in WIOA-funded services, including post-secondary education. The funding also provides work experience services for in-school youth and allows many regional businesses another access point into the youth talent pipeline. An additional strategy utilized by the Board is Youth Incentive Payments, which reward participants for achievements, help to attract new customers, and keep individuals engaged within programming.

Hall conveyed the WIOA Adult Participant Profile, which consists of 346 participants served, 103 exiting to employment with an average of \$19.95 an hour. Most individuals identify as low income status upon enrollment.

Leitinger questioned the increase of participants who are self-identifying as “Ex-offender”.

Hall explained the increase of support by the Department of Corrections (DOC) with the Windows to Work program offerings at the Oakhill Correctional Institution, Fox Lake Correctional Institution, and Columbia Correctional Institution.

Lentz added the Oregon Correctional Center and Thompson Correctional Center are work release facilities in the region that have started utilizing cohort trainings.

Hall reported the WIOA Dislocated Worker Profile, which consists of 258 participants served, 87 exiting to employment with an average of \$24.78 an hour. Most individuals identify as low income status upon enrollment.

Hall conveyed the WIOA Youth Participant Profile, which consists of 142 participants served, 83 exiting to post-secondary or employment, with an average starting wage of \$16.66 per hour. Metrics demonstrate an increase in participants who are self-identifying as “Disabled” and “Low Income” year-over-year.

Hall provided an overview of the Federal Performance Scorecard with all performance measures being met or exceeded. Measurable Skill Gain negotiated levels for the upcoming program years will be increasing.

Lentz noted the scorecard includes participant information over an 18-month period. Performance negotiations are completed every two years. The State proposes goals for each local WDB respectively. Readjustments may be performed based on common barriers of participants within a given area.

McNeary inquired if the performance levels set are statewide or area-specific.

Lentz expressed that each workforce development area has different performance levels to attain.

Agenda Item 9 – Local Plan Review

Lentz reminded Members the 2020-2023 Local Plan requires a two-year check-in for any changes that may need to be incorporated. DWD requires an attestation form which will be due in November to validate the Local Plan.

Lentz detailed the four criteria: Maintaining local mission and vision, maintaining consistent funding, maintaining successful performance, and validating goals and strategies are still applicable.

Lentz reviewed the Mission and Vision Statement of the Board.

Lentz provided funding level data for WIOA Title 1 programs and referenced the annual reduction of WIOA funding prior to the pandemic.

Kearney stated the importance of inflation budgeting in regards to funding capabilities.

Leitinger concurred.

Lentz reported the efficiencies behind blending of resources to help with offsets and carryovers which require the leveraging of partners within the region.

Lentz reviewed the federal scorecard and cited no concerns on performance, covered the strategic goals outlined within the Local Plan, and provided detail behind the supplemental databook.

Lentz directed Members to the goals and acknowledged the first as the Integrated Career Pathways Framework as the results-driven Talent Development System for south-central Wisconsin. Goal two incorporating an overview of the driver industries and sectors, employer and job seeker talents and skills, and alignment of activities in regards to education and business.

Leitinger inquired about the consistencies of industries between WDAs.

Lentz detailed the industries which are common throughout the state including manufacturing, healthcare, and construction. Comparisons of data between 2018 and 2020 demonstrate a decrease in the number of jobs available for many industries.

Kearney requested information on additional sectors which were reviewed.

Lentz explained the additional sectors which were reviewed are included within the supplemental databook.

Lentz continued outlining goal two's training platform design:

- Youth Career Services Academy included 52 youth engaged through 6 STEPS workshops & academies.
- Adult Career Services were offered to 595 participants.
- Worker Advancement Initiative included 93 participants engaged with 37 participants co-enrolled into WIOA Title 1 services.
- Windows to Work served 106 participants, 16 participants co-enrolled into WIOA, and 88 participants released and employed.
- Diploma recovery and adult education included 32 participants between WIOA and the Independent Living programs.
- Short-term training served 145 participants.
- Postsecondary education served 185 participants.
- Youth apprenticeship served 512 youth apprentices.
- Pre-apprenticeship served 96 participants engaged in CPA training in new and expanding industries.
- Registered apprenticeship served 391 participants by providing financial support.
- Work experience served 28 participants between 48 services.



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Lentz covered goal three and the one-stop system locations including nine itinerant sites with service providers, the one-stop operator with 22 employer events coordinated with Job Center partners including WIOA Title 1; Title 3; and Title 4 as well as 25 partner cross-training sessions, and business services which include 844 workers impacted and served with rapid response services; 22 job fairs and on-site recruitments; and 328 employers receiving services.

Lentz described goal four and the annual planning cycle of reporting results, reporting progress and adjustments as needed, investments, and controls and implementation.

Lentz defined goal five and the specifics in regards to developing an effective Board which values partnership, enables workforce development, and creates positive economic change.

Lentz opened up the room for discussion and requested feedback from Members on the Local Plan.

Kearney thanked Lentz for the detailed overview and recommended changes need not be made to the Local Plan.

Agenda Item 10 – Meeting Adjournment

With no additional business for the Board, Kearney made a motion to adjourn at 11:49 a.m.

Adjourned: 11:49 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Minutes from June 1, 2022
- Board PowerPoint Presentation
- June 2022 Preliminary Financials
- Draft WDB By-laws
- Grants Summary Handout
- Corporate Budget Handout
- Program Services Recommendations