

Executive Committee Meeting Minutes

Francis Langer, Chair
Todd Kearney, Chair-Elect
Laura Cataldo, Past Chair
Pam Christenson, Secretary
Paul Dietmann, Treasurer
Kathy Cromeey, Co-Chair—Planning & Development Committee
Margaret Leitinger, Co-Chair—Planning & Development Committee
Randy Guttenberg, Co-Chair—Youth Committee
Elizabeth Roddy, Co-Chair—Youth Committee
Todd Kearney, Chair—Audit

Thursday, August 30, 2023
8:00 a.m. to 10:00 a.m.

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

Members Present: Francis Langer, Todd Kearney, Pam Christenson, Elizabeth Roddy

Staff: Seth Lentz, Lameece Tyne, Chris Ziegel

Agenda Item 1 - Welcome

Langer welcomed everyone and called the meeting to order at 8:11 a.m.

Agenda Item 2 - Review and Approval of the April 27, 2023 Committee Meeting Minutes

Langer noted a lack of quorum and tabled the approval of minutes for the next Executive Committee meeting.

Agenda Item 3 - Review of Fiscal Report

Tyne directed Members to the June 2023 preliminary financial statements and provided detail on specific program expenses. *Excess of Revenue* amounting to \$78,000 includes funds from the Youth Apprenticeship-to-Registered Apprenticeship grant, Department of Transportation's Highway Construction Workforce Partnership grant, and the Pathways grant.

Langer requested further detail on the *Non Personnel - Other Expense*.



Partnerships and pathways for economic growth

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Tyne responded that the expenses for Youth Apprenticeship to Registered Apprenticeship (YA-to-RA) payments to the Youth Apprenticeship (YA) Consortium members is designated to *Other Expense*, as well as other miscellaneous items.

Lentz commented the revenue received for the program year is unprecedented for the Board.

Tyne shared with the members that many of Wisconsin's Workforce Development Boards (WDB) are struggling with obtaining auditing services. Wipfli has communicated that this year's audit will be their last offering of services to the Board.

Kearney questioned if the decision was based on pricing.

Tyne expressed that cost is one challenge and that negotiations are ongoing. Annual pricing is approximately \$20,000 to \$21,000 for the audit and filing of the Form 990. Expectations amount to a \$5,000 increase. Tyne expressed another challenge is auditors who are interested in doing these types of audits.

Kearney requested confirmation that all of the WDBs are experiencing this same hurdle.

Tyne commented that Employ Milwaukee is not experiencing this and that some WDBs do not have a fiscal department, but instead contract out their financial processes.

Christenson asked if negotiations are also in process with other local firms and shared some local companies that may be worth exploring if necessary.

Lentz added the situation has been raised to Wisconsin's Department of Workforce Development (DWD) and the U.S. Department of Labor (DOL).

Agenda Item 4 - Executive Director Updates

Lentz provided Members with updates to events. The U.S. Department of Energy hosted an event in Milwaukee yesterday. Many of the federal departments are releasing resources which include workforce funding and strategies as well as funding for coalitions and support for industry/sector teams approaches. Collaboration with DOL and the existing workforce system has been suggested. Future conversations are needed to determine the process of finding employees to meet the target industries and the short and long term impact of workforce shifts.

Christenson inquired about public data sources for the information.

Lentz noted employment gains and losses by industry are not real-time and would be released months after the events occurred.



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Lentz highlighted the U.S. Department of Education summit at Madison College on August 17th. Board staff and members were in attendance. The U.S. Department of Education will be returning to visit Madison Metropolitan School District (MMSD) next week.

Lentz reported that the Broadband Equity, Access and Deployment initiative continues. The Wisconsin Regional Training Partnership (WRTP | BIG STEP) is leading the effort. DOL is hosting a convening for Region 5. More details to come.

Lentz advised that submission of the region's job center's Memorandum of Understanding has been submitted to DWD for review, as well as this year's Board recertification information.

Lentz outlined onsite monitoring was conducted by DWD. Their report summarizes nine findings, the majority of issues identified were participant-related reporting issues. Additionally, two occurrences of questioned costs were reported, which have already been addressed. No financial issues were identified and we are awaiting the formal report.

Lentz spoke on staffing updates which include a Development Director, Program Assistant, and Communications Assistant. 1st round interviews have been completed. A few 2nd round interviews have been made. Resumes are continuing to come in.

Lentz explained details on the extension of the 2020-2023 State Apprenticeship Expansion (SAE2020) grant. The Bureau of Apprenticeship Standards have added \$1.1 million to the grant, amounting to a total of approximately \$3 million from the inception of the grant. The original proposal by the State included a Department of Correction's (DOC) Apprenticeship Navigator but the position was never fully implemented. BAS have agreed to contract that position to the Board. Board staff intend to utilize the funds to augment operations at Oakhill Correctional Institute. Board staff will also perform additional engagements with DOC for apprenticeship.

Lentz presented on the Quality Jobs Initiative. Board staff will attend the Washington D.C. event in September. State staff will present the information to DWD's Secretary. Colorado has an established platform that the state intends to utilize. MadREP will be providing a presentation at the September 5th Planning & Development Committee meeting.

Agenda Item 5 – WDBSCW Membership Discussion

Lentz acknowledged reappointments and the Local Elected Official (LEO) approval process. Three new members will be joining the Board: Michelle Szabrowicz, Chief Executive Officer of Forward Services Corporation; Mark Greene, Chief of Strategy of Titan Synthetics; Cynthia Green, Associate Superintendent of Teaching & Learning of MMSD. Renewals will be confirmed with each individual Member.



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Lentz voiced the shifting of Committee Chairs for the Planning & Development Committee. Dave Shaw, Job Service Director has expressed interest for the role.

Agenda Item 6 – Update on Activities and Events

Lentz informed Members that the next Planning & Development Committee meeting is September 5th and will include updates on the Worker Advancement Initiative grant as well as updates on the Good Jobs Academy. The next Youth Committee meeting is September 14th and will include highlights on data and trend, as well as a presentation on RoadTrip Nation. The next Board of Directors meeting is September 20th and will be hosted at the DoubleTree by Hilton Madison East. This same location will be utilized for the Annual Meeting planned for December 13th. This year marks 40 years as an organization. Board staff are discussing possible events, such as bringing in prior board members, participants, and staff to discuss the highlights of the past.

Christenson suggested providing statistics from over the years such as longest serving Board Member or longest serving LEO.

Agenda Item 7 – Adjournment

With no additional business, Langer made a motion to adjourn at 9:21 a.m.

Adjourned: 9:21 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Draft Minutes from April 27, 2023
- June 2023 Monthly Financials
- Grants Summary Handout



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