

## **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, April 27, 2023**  
**10:00 a.m. to 12:00 p.m.**

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

**Members Present:** Francis Langer, Todd Kearney, Paul Dietmann, Elizabeth Roddy

**Staff:** Seth Lentz, Lameece Tyne, Chris Ziegel

### **Agenda Item 1 - Welcome**

Langer welcomed everyone and called the meeting to order at 10:05 a.m.

### **Agenda Item 2 - Review and Approval of the February 3, 2023 Committee Meeting Minutes**

Langer requested a motion to approve the minutes of the February 3, 2023 Executive Committee meeting as presented. Roddy 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 - Financials and Transfer Request**

Tyne directed Members to the February 2023 financial statements and provided detail on specific program expenses. *Supplies - Office* expense includes new technology purchases. *Meetings* expenses are increasing year-over-year as more organizations are increasing their event hostings. *Other Expense* include the Youth Apprenticeship to Registered Apprenticeship bridging expenses. Title II funding through Madison College has been allocated to new technology for the regional job centers.

Langer questioned on any potential concerns.



Partnerships and pathways for economic growth

**WDBSCW**  
3513 Anderson St, Ste 104  
Madison, WI 53704 USA

+1 608 249 9001  
info@wdbscw.org  
[www.wdbscw.org](http://www.wdbscw.org)

This is an open meeting and will be held in accordance with all applicable laws, ordinances, and regulations pertaining to open meetings. The Workforce Development Board of South Central Wisconsin and WorkSmart Network are equal opportunity employers and program service providers. If you need this information or printed material in an alternative format or in a different language (any of these free of charge), please contact us at 608-249-9001. Deaf, hard of hearing or speech impaired callers may contact us through Wisconsin Relay Services at 7-1-1. Proud partners of the American Job Center network. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.

Tyne acknowledged there are no concerns.

Tyne anticipated a request of funds transfer from WIOA Dislocated Worker to WIOA Adult funding for up to \$100,000 to continue adequate support of WIOA Dislocated Worker participants.

Kearney inquired on the specifics of the process behind the request.

Tyne summarized the process and logic behind the transfer request.

Langer requested a motion for approval of financial transfer from WIOA Dislocated Worker to WIOA Adult at a threshold of \$200,000. Kearney made a motion to accept the changes as presented. Roddy provided the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

#### **Agenda Item 4 - Executive Director Updates**

Lentz provided Members with membership updates to the Board. Thomas Cox has been appointed the new Director for the Sauk County Economic Development Corporation and will be the replacement for Ed White. Jessica Fox will be replacing Linda Mingus as a representative from Aspirus Health Care. Shawn Tessmann will be replacing Nikia Morton as a representative from Dane County Department of Human Services. All Members will be seated at the upcoming May 31<sup>st</sup> Board of Directors' meeting. Additionally, Pamela Waters is the new Director for Jefferson Literacy Council and will be replacing Lynn Forseth as a representative on the Planning & Development Committee. Communication has been received that Marcia Christenson will be retiring from Forward Services Corporation (FSC). Michelle Szabrowisz will be representing FSC as their new Chief Executive Officer. Board staff will communicate accordingly for possible WDBSCW Board Membership.

Lentz directed Members to the Grants Summary handout and provided the following grant updates. The Department of Labor (DOL) has released a 2023 Quality Jobs, Equity, Strategy, and Training (QUEST) National Dislocated Worker grant offering which has been awarded to the state of Wisconsin and the Department of Workforce Development (DWD). The grant is offered to support workers impacted by the COVID-19 pandemic to connect to good jobs. Grant funding will be utilized to focus on childcare. Staff expect the grant to amount to \$750,00. The State of Wisconsin has contracted with the Department of Children and Families (DCF) as well as the various Community Action Councils within the state. Board staff has been working with Madison College for initiatives. Additional funding has been received under the 2022-2023 Youth Apprenticeship grant. The 2023-2024 Youth Apprenticeship grant offering has been released. The South Central Wisconsin Youth Apprenticeship Partnership has submitted their application with a commitment to serve 707 participants.

Kearney requested confirmation on age requirements for the Youth Apprenticeship grant.



Partnerships and pathways for economic growth

**WDBSCW**  
3513 Anderson St, Ste 104  
Madison, WI 53704 USA

+1 608 249 9001  
info@wdbscw.org  
[www.wdbscw.org](http://www.wdbscw.org)

This is an open meeting and will be held in accordance with all applicable laws, ordinances, and regulations pertaining to open meetings. The Workforce Development Board of South Central Wisconsin and WorkSmart Network are equal opportunity employers and program service providers. If you need this information or printed material in an alternative format or in a different language (any of these free of charge), please contact us at 608-249-9001. Deaf, hard of hearing or speech impaired callers may contact us through Wisconsin Relay Services at 7-1-1. Proud partners of the American Job Center network. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.

Tyne responded the grant is offered to high school students in their third (Juniors) or fourth (Seniors) year.

Lentz outlined the Department of Transportation's (DOT) Highway Construction Workforce Partnership Initiative grant totaling \$50,000 to increase the capacity and capability of the highway construction workforce. Staff are collaborating with Employ Milwaukee to conduct a workforce needs assessment of existing construction training and placement programs in alignment with the goals of the Highway Construction Workforce Partnership initiative.

Roddy inquired if the program is administered by Forward Services Corporation.

Lentz confirmed the program is administered by FSC and WRTP/Big Step. Board staff have collected surveys from participants and will present the findings and recommendations to the funding agent for consideration as it aims to increase the number of individuals trained and hired in highway construction trades and crafts. Depending on participant feedback, Board staff may need to do convening to refresh the curriculum.

Kearney inquired if DOT is welcoming of the changes presented.

Lentz explained DOT had reached out to Board staff to conduct the initiative and provide recommendations.

Lentz summarized updates to Bureau of Apprenticeship Standards (BAS) grant initiatives. Extensions to the 2020-2023 Apprenticeship State Expansion grant and the 2020-2023 State Apprenticeship Expansion grant have been granted. Board staff will be meeting with BAS next week to further discuss expectations. The grant extensions will provide the Board with a total of \$2.8 million received, with the possibility of another Apprenticeship Navigator position.

Lentz reported the UW Health Career Pathway Expansion grant (A Wisconsin Fast Forward Grant offering) will soon be starting their training. The Worker Advancement Initiative (WAI) grant has been approved for extension for another year.

Kearney questioned on any potential or upcoming concerns.

Lentz advised that WIOA funding allocations are reduced for program year 2023 (July 1, 2023 to June 30, 2024).

Tyne added the allocations typically are reduced. The pandemic did provide the Board with a temporary increase in allocations. Board staff anticipate and budget a 10% reduction each year. The reduction in funding is approved at the federal level with DOL. Funding for apprenticeship has increased in recent years which helps to offset the reduction of WIOA funding.



Partnerships and pathways for economic growth

**WDBSCW**  
3513 Anderson St, Ste 104  
Madison, WI 53704 USA

+1 608 249 9001  
info@wdbscw.org  
[www.wdbscw.org](http://www.wdbscw.org)

This is an open meeting and will be held in accordance with all applicable laws, ordinances, and regulations pertaining to open meetings. The Workforce Development Board of South Central Wisconsin and WorkSmart Network are equal opportunity employers and program service providers. If you need this information or printed material in an alternative format or in a different language (any of these free of charge), please contact us at 608-249-9001. Deaf, hard of hearing or speech impaired callers may contact us through Wisconsin Relay Services at 7-1-1. Proud partners of the American Job Center network. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.

Lentz suggested DOL has shifted their strategic focus on competitive-based grant funding. The National Association of Workforce Boards Forum 2023 demonstrated this concept will the level of competitive resources and Board's ability to respond and pursue those initiatives accordingly is essential. Some of the topics covered at the Forum 2023 include the financial environment is driving economic change, collaboration and not competition, competencies versus credentials, the evolution of industry and education, and utilizing immigration for capitalizing on prior education and prior experiences.

Roddy highlighted aspects of the Talent Development Council's TDCON presentation covering an aging workforce and stabilization of population growth.

Lentz explained the economic projection consensus of an increasing population to the Midwest due to the events of climate change impacting most of the coastal states and regions.

Lentz noted an invitation to DOL's Employment and Training Administration Vision 2030 Workforce Convening occurring in mid-May in Washington D.C. The event is invite-only and will focus on four specific tracks: data, infrastructure, industry & sector strategies, and increasing youth employment.

#### **Agenda Item 5 – Monitoring and Policies Update**

Lentz acknowledged the Board's response to DWD's annual WIOA monitoring process has been submitted for review. BAS monitoring of their respective grant offerings has been performed with no issues or areas of concern.

Tyne directed Members to the Policy Updates handout. DWD Monitoring recommendations include revision of policy updates for specific inclusion of WIOA verbiage.

Langer requested a motion for approval of policy revisions. Kearney made a motion to accept the changes as presented. Roddy provided the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

#### **Agenda Item 6 – Closed Session – Personnel Discussion**

Langer requested motion to enter into closed session to discuss personnel. Roddy made a motion to move the committee into closed session. Kearney offered the second. The vote was unanimous in favor of the motion.

The committee discussed personnel and conducted the Executive Evaluation.

Langer requested motion to enter into open session. Roddy made a motion to move the committee into open session. Kearney offered the second. The vote was unanimous in favor of the motion.

#### **Agenda Item 7 – Discussion and Approval of the PY23 WDB Corporate Budget**



Partnerships and pathways for economic growth

**WDBSCW**  
3513 Anderson St, Ste 104  
Madison, WI 53704 USA

+1 608 249 9001  
info@wdbscw.org  
[www.wdbscw.org](http://www.wdbscw.org)

This is an open meeting and will be held in accordance with all applicable laws, ordinances, and regulations pertaining to open meetings. The Workforce Development Board of South Central Wisconsin and WorkSmart Network are equal opportunity employers and program service providers. If you need this information or printed material in an alternative format or in a different language (any of these free of charge), please contact us at 608-249-9001. Deaf, hard of hearing or speech impaired callers may contact us through Wisconsin Relay Services at 7-1-1. Proud partners of the American Job Center network. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.

Lentz reviewed with the Committee the Corporate Budget Handout.

Langer asked for a motion to approve the corporate budget as presented. Kearney made a motion to approve the PY23 budget, Cataldo offered the second. The vote was unanimous in favor of the motion.

### **Agenda Item 8 – Upcoming Meetings and Schedules**

Lentz informed Members on the next convenings: May 31st, 2023 for the Board of Directors’ meeting and June 22nd, 2023 for the Executive Committee meeting.

Lentz recommended cancellation of the upcoming Planning & Development Committee meeting scheduled for Tuesday, May 9th as well as the upcoming Youth Committee meeting scheduled for Thursday, May 11th. Members concurred.

### **Agenda Item 9 – Adjournment**

With no additional business, Langer made a motion to adjourn at 11:59 a.m.

Adjourned: 11:59 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Draft Minutes from February 3, 2023
- February 2023 Monthly Financials
- Grants Summary Handout
- Policy Updates Handout
- Corporate Budget & Revenue Worksheets



Partnerships and pathways for economic growth

**WDBSCW**  
3513 Anderson St, Ste 104  
Madison, WI 53704 USA

+1 608 249 9001  
info@wdbscw.org  
[www.wdbscw.org](http://www.wdbscw.org)

This is an open meeting and will be held in accordance with all applicable laws, ordinances, and regulations pertaining to open meetings. The Workforce Development Board of South Central Wisconsin and WorkSmart Network are equal opportunity employers and program service providers. If you need this information or printed material in an alternative format or in a different language (any of these free of charge), please contact us at 608-249-9001. Deaf, hard of hearing or speech impaired callers may contact us through Wisconsin Relay Services at 7-1-1. Proud partners of the American Job Center network. This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.