

## **Youth Committee Meeting Minutes**

**Randy Guttenberg, Co-Chair—Youth  
Elizabeth Roddy, Co-Chair—Youth  
Francis Langer, Board Chair  
Laura Cataldo, Past-Chair  
Thomas Cox, Michelle Eilbes, Fred Hebert,  
Chuck Klein, Jennifer Klein, Pam Korth,  
Melissa Montey, Charles Poches,  
Lisa Pollard, Calvin White Eagle, Hugh Wing**

**Thursday, February 1, 2024  
9:00 a.m. to 11:00 a.m.**

**Madison Area Technical College  
Truax Campus – Room D1630C  
1701 Wright Street  
Madison, WI 53704**

**Members Present:** Randy Guttenberg, Elizabeth Roddy, Cindy Green, Chuck Klein, Jennifer Klein, Pam Korth, Melissa Montey, Lisa Pollard, Hugh Wing

**Staff Present:** Seth Lentz, Lameece Tyne, Jackie Hall, Chris Ziegel, Becca Collins, Becky Kikkert

**Guests Present:** Jon Danforth, Del Underbakke

### **Agenda Item 1 – Welcome and Introductions**

Roddy called the meeting to order at 9:05 a.m. and welcomed everyone. Everyone introduced themselves.

### **Agenda Item 2 – Review and Approval of the November 16, 2023 Youth Committee Minutes**

Roddy asked for a motion to approve the November 16, 2023 Youth Committee minutes as presented. C Klein moved to approve the motion as presented. Wing offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

### **Agenda Item 3 – Grant Pursuits and Updates**

Kikkert briefed Members on Board grant pursuits.



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.

The Families and Workers Fund has applications open for their Powering Climate & Infrastructure Careers Challenge. Their budget offering amounts to \$1.5 million over a 3-year period. The funding will support state and local agencies, education and training providers, communities, small businesses, and workers. Partners will include the City of Madison, Dane County, DWD, MATC, OFS, Centro Hispano, Urban League of Greater Madison, W RTP|Big Step, and the United Way of Dane County. Board staff will conduct data analysis for the region to coordinate a roadmap to determine trainings that need to be developed or inclusive trainings that comply with the U.S. Department of Labor's *The Good Jobs Initiative*.

Lentz added eligibility requirements for subsequent years are based off of the success of the initial grant.

Kikkert moved onto the Opioid Disaster Recovery Dislocated Worker Grant. DOL has awarded the State's Department of Workforce Development (DWD) \$5 million to subgrant to local workforce development boards to build local coalitions surrounding opioid recovery and workforce development. All of Wisconsin's Workforce Development Boards will be partnering with DWD if the grant is awarded. The grant will provide employment and training activities, including supportive services, to address economic and workforce impacts related to widespread opioid use, addiction, and overdose. The Board has submitted a request for \$1,162,463 to serve 120 individuals.

Lentz noted a focus on targeting family and friends of individuals of opioid use, addiction, or overdose.

Wing inquired on leeway in identifying the linkage to the opioid issue.

Lentz responded that the eligibility criteria is given to the Board from the Department of Workforce Development (DWD) and Department of Labor (DOL). Board staff are responsible for documentation. Co-enrollment and braiding of resources are crucial. The Boards and DWD have been improving strategies to expand and streamline eligibility, but specifics will be established once the grant is received.

Collins surmised criteria requirements would likely be by self-attestation.

Wing stressed the importance of long-term case management.

Lentz emphasized the inclusion of stipend payments and incentives. Providing support services for participants is important for participant and program success.

Kikkert reviewed the U.S. Economic Development Administration (EDA) Regional Technology and Innovation Hubs (Tech Hubs) Program. BioForward has received \$350,000 for planning to execute a BioHealth Tech Hub strategy. They will use the grant to validate the state's potential for rapid technology-led economic growth in biohealth, build upon the consortium's comprehensive regional strategy to grow Wisconsin's Tech Hubs, and help create a corresponding implementation plan and a workforce strategy informed by global experts, best practices, and regional stakeholders. EDA will offer



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.

an additional grant to make at least 5 of the 31 announced Tech Hubs designated to continue work with awards ranging from \$20 million to \$70 million.

Lentz spoke on DOL's targeted strategy to further connect the Madison and Milwaukee metropolitan statistical areas (MSA), primarily heavy in the manufacturing and health care industries.

Green commented the region's Chamber's (of Commerce) are strategizing economic development's gap in the Biohealth field within Madison's MSA.

Lentz announced Madison Metropolitan School District (MMSD) is a part of the cooperative. UW Health has heavy investments in the Biohealth field.

Wing reported the city of Madison as a top ten recruiter of Generation Z. Businesses and Chambers can rely on these recruitment strategies.

Kikkert stated childcare and transportation costs as the most critical supportive service needs reported.

Hall briefed Members on resource development updates, starting with the 2024-2026 Wisconsin Youth Apprenticeship (YA) Grant Request for Proposal (RFP). DWD provides funding for local consortiums to implement and coordinate YA program(s), update existing local and school-based coordinators, and facilitate partnerships. Program strategies will include a summation of student projections and recruitment strategies for both youth and employers, as well as enhancing employer connections, training strategies for employers and mentors, development of new related instruction, transitioning youth apprentices to registered apprentices, creating an inclusive program, and identifying pathways for dual credit or earning of industry recognized credentials.

Korth asked about YA services in Dodge County.

Hall responded that the Cooperative Education Service Agency (CESA) 6 provides YA services to Dodge county.

Lentz added mention of ongoing collaboration relationships between the Board and the region's CESA organizations.

Hall reviewed demographic analytics on the 2022-2023 Wisconsin YA Grant. \$706,152 has been awarded to serve 642 individuals. 778 youth apprentices engaged as of January 2024 under 550 active employers within 24 districts. Estimated wages earned a total \$4.9 million. Average hourly wage at \$14.25. Top program areas by volume include health science at 124 students, architecture & construction at 122 students, and agriculture, food, & natural resources at 98 students.

Roddy questioned if the Board will need to request additional 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.

Tyne answered that surplus funding distributions are determined by DWD. They typically reach out to redistribute any unexpended funds and our consortium typically over serves and is able to recover some resources through this process.

Wing cited a National Public Radio article stating a 4% national rise in youth employment, with many interested in biohealth, health, and information technology.

Roddy stated all schools in Wisconsin are required to offer academic and career planning.

Collins briefed Members on the 2023-2024 Quality jobs, Equity, Strategy, and Training (QUEST) National Dislocated Worker Grant. The grant provides the Board the opportunity to develop innovative and strategic early childhood education, work-based learning, and education strategies to increase child care employment. Received \$747,175 from DWD for services provided through September 30, 2024. Collaborations with MMSD, Madison Area Technical College, and Community Coordinated Child Care, Inc (4-C) will support outreach and recruitment efforts, provide early childhood education instruction in High Schools, a Summer Camp offering at UW-Whitewater, as well as job shadows, work experience, youth apprenticeships, and general postsecondary education. 109 students have been enrolled within the first cohort at East High School and LaFollette High School. Of the 109 students, 20.2% are male, 78.9% are female students, and 0.9% have submitted no response. 39.4% are freshmen, 17.4% are sophomores, 23.9% are juniors, and 19.3% are seniors.

Roddy inquired if this initiative can be replicated at other school districts.

Collins expressed optimism.

Hall stated MMSD is considering how to utilize Carl Perkins funding to keep the program going.

Lentz spoke about a teacher shortage and the communities work on building out pathways into post-secondary education. Work continues on addressing additional strategies such as summer engagement, work-based learning, job shadows, exposure, and financial literacy.

Korth shares she is seeing an increase of youth interest in summer experience programs post-COVID-19 pandemic.

Wing thanked Green and MMSD for their collaboration.

Kikkert added that there are many career on-and-off-ramps and efforts continue to expand.

C Klein asked about student feedback.

Collins responded there have been no official quotes to date. MMSD is working on obtaining photos and comments. Teachers have been positively receptive to the engagement.



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.

#### **Agenda Item 4 – Local Plan Timeline Data Review and Discussion**

Lentz summarized the process of conceptualization of the PY2024-2027 Local Plan, encompassing data and strategic planning based off the initiatives of the PY2024-2027 State Plan. Youth services delivery and definition confirmation will be addressed at this meeting. The February Board of Directors' meeting will review the mission, vision, goals, and strategies. Public notice and review will be posted on April 6<sup>th</sup>. Submission of the plan will then go to DWD on May 15<sup>th</sup>.

Lentz reviewed service delivery strategies, beginning with the Career Pathways Framework. The Board has served 59 In-School Youth (ISY) participants in Program Year 2022 [July 1, 2022 – June 30, 2023] (PY22), and 133 participants engaged in Out-of-School Youth (OSY). 192 total participants with 90 exiting to employment or post-secondary. Average hourly wage of \$9.25 at exit for ISY and \$17.73 at exit for OSY. Service delivery performance have all goals met or exceeded.

Lentz went over the required 14 youth program elements.

Roddy inquired on service delivery by subcontractors.

Lentz responded that the state monitoring process encompasses the review of services offered by subcontractors.

Wing highlighted the extra funding from the 2023-2024 Quality jobs, Equity, Strategy, and Training (QUEST) National Dislocated Worker Grant will help to support youth program elements.

J Klein requested confirmation WIOA regulations require a licensed counselor as a youth program element.

Collins affirmed.

Lentz commended the value of the network and collaboration.

Hall proposed definition updates to the basic skills deficient eligibility criteria. WIOA identifies specific eligibility criteria for youth to participate in WIOA programs. The Basic Skills Deficiency Policy details the policy and procedures for determining basic skills for WIOA Title 1 Youth Programs administered by the Board. WIOA Sec 3(5) defines a basic skills deficient individual as an individual:

1. With English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test
- OR
2. Who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.



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.

Hall explained the Board utilizes option 1 for basic skills deficient eligibility. When applying option 2 of the definition, allowable assessments for basic skills for the purposes of eligibility that may be used are outlined in the WDBSCW Program Guide. Examples of less formal screening tools for determining basic skills deficiency for the purposes of eligibility determination may include performance on DWD-DET's Basic Skills Screening Tool, records from an educational institution indicating below average GPA, or demonstration that the individual is unlikely to graduate secondary school. In order to revise the definition to option 2, the Board must establish a Basic Skills Deficiency Policy to support the 2024-2027 Local Plan. The revision provides more flexibility and approachability to engage youth in WIOA programming and allows for more assessment tool options.

Roddy inquired if the revised definition should include "*either/or*".

Hall responded that the definition is to read as "*and/or*".

J Klein asked about the benefits for the individual(s) or any potential negative consequences.

Hall replied benefits will include a one-page screener from the State that the individual(s) can attest to, utilizing an assessment that was conducted in the prior six months, Test of Adult Basic Education (TABE) locator tests can be as short as 15 minutes, rather than the 3-hour test that's historically been utilized. Negative aspects could include additional staff training.

Wing asked if the revision would allow for other tests to be conducted by schools.

Hall confirmed.

Lentz stressed the importance of easing the onramp to get youth in participation. Additional supportive services can then be provided.

Green stated the city of Madison has received over 300 students in the current year who are English-language learners and expressed support in the proposed definition update.

Hall inquired if a motion is needed to move forward to the Board.

Lentz specified a motion is not needed from the Committee and the definition revision will be motioned on at the February 14<sup>th</sup> Board of Directors' meeting.

J Klein commended the verb use of *may* instead of *must*.

Collins affirmed other Boards in the State have yet to propose updated language to their policies.

## Agenda Item 5 – Adjournment



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.

With no additional business for the Committee, Guttenberg motioned to adjourn at 10:42 a.m.

Adjourned: 10:42 a.m.

Respectfully Submitted:

Ann McNeary  
Board Secretary  
Workforce Development Board of South Central Wisconsin, Inc.

Attachments for Board Records:

- Minutes from November 16, 2023
- Youth Presentation PowerPoint



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.