

Board of Directors' Meeting Minutes

**Wednesday, June 1, 2022
10:00 a.m. to 12:00 p.m.**

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

Members: Todd Kearney, Chair-Elect; Pam Christenson, Secretary; Mel Bruins, Kathy Cromey, Michelle Eilbes, Kevin Gundlach, Randy Guttenberg, Jennifer Klein, Barb LeDuc, Margaret Leitinger, Ann McNeary, Melissa Montey, Charles Poches, Dave Robinson, Elizabeth Roddy, Dave Shaw, Bryan Woodhouse

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

Guests: Jon Danforth

Agenda Item 1 – Introductions & Announcements

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

Agenda Item 2 – Review and Approval of the February 9, 2022 Board Meeting Minutes

Kearney asked for a motion to approve the minutes of the February 9, 2022 Full Board meeting minutes as presented. Shaw moved to approve and McNeary offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 3 – Report of the Executive Committee

Kearney briefed the Board on the topics covered at the April 28th Executive Committee meeting including review of the financials, review & approval of the Form 990, discussion & approval of the transfer of \$100,000 from WIOA Dislocated Worker to WIOA Adult funding, updates on grants, personnel discussions, and review & approval of the Corporate Budget.

Agenda Item 4 – System and Compliance Updates

Lentz provided further detail on the transfer of fund sources between WIOA Dislocated Worker to WIOA Adult funding and motioned Members to review the *Grants Summary* handout. Another installment of \$250,000 under the Statewide Employment Recovery DWG has been requested. The Board has received increases in funding of \$350,000 from the Bureau of Apprenticeship Standard for Apprenticeship expansion under the Apprenticeship State Expansion grant, and an increase of \$1.2 million to facilitate



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payments to employers for On-the-Job Learning for registered apprentices under the State Apprenticeship Expansion Grant.

Lentz informed Members of new Local Elected Officials for our workforce development area. Introductions were made in May to provide orientation with an expected convening in June.

Lentz specified that the 2022-2026 Council on Workforce Investment (CWI) Strategic Plan has been published and is up for public review. Local guidelines will be released at a later date. Insights from CWI indicate our Board's local strategic plan is in alignment with the state's strategic plan.

Lentz reported the One-Stop Job Center Certifications are in process for each of the region's three job centers. The Board has requested an extension for submission as some centers remain under construction. Once the process is complete and supporting documentation has been acquired, the document will be approved by the Chief Local Elected Official and submitted for review and approval by the Department of Workforce Development (DWD).

Lentz spoke on Memorandum of Understanding (MOU) updates and the process involving shared costs between One-Stop partners. New guidance for 2022 MOUs has been received and submission deadline is set for July 1st. An Amendment can be submitted in lieu of the full MOU if there are not substantial changes from last year.

Leitinger inquired on the length of the amendment.

Lentz responded the amendments will cover a one year period. DWD has required the MOU process be completed annually, whereas the Department of Labor (DOL) has requirements of once every three years. Our workforce development area has not necessitated the need for shared costs between partners and will continue not to share costs whenever applicable.

Lentz highlighted the Youth MOU has been established with Madison College in regards to the required youth service offerings. The document has been submitted to DWD for review and approval.

Lentz noted the Board's DWD monitoring response was submitted and feedback has been received for further clarification. Language in the Local Elected Officials (LEO) agreements need to be further refined in addition to the organization's by-laws.

Lentz commented that DWD has requested our Board move annual monitoring from December to August for PY22 and beyond.

Agenda Item 5 – By-Laws Update Discussion

Lentz detailed the changes to the by-laws as required by DWD, covering Board Member duties, further articulation on technology usage, clarification on allowance for designees or proxy votes, and responsibilities for filling board vacancies. In order to change the by-laws, the changes must be



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discussed at an initial convening of Board Members, with action to be taken at the proceeding Board of Directors' meeting.

Kearney opened up discussion for any other changes or concerns. No other changes or concerns were proposed.

Agenda Item 6 – Budgets and Contracting Recommendations

Lentz articulated a corporate budget increase of 7% noting an increase in wages with new staff hires which include Kimberly Murphy as the Youth Program Coordinator for the Independent Living grant, Jessica Mills as the WAI Coordinator for the Worker Advancement Initiative grant, and Erran Daniels as the Administrative and Data Support Specialist.

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

Lentz provided Members with staff contracting recommendations. A 10% reduction is expected with core WIOA funding. The Board is capitalizing on utilization of the Statewide Employment Recovery DWG grant, as well as the recent shift of funding between WIOA Dislocated Worker and WIOA Adult which provides flexibility to mitigate the reduction in WIOA funding. Blending resources in the field is critical along with appropriate staffing deployment. Contract amounts and terms remain consistent with the prior year with the addition of a 5% increase to contractors for expected increases in costs.

Employment & Training Association (EATA) - \$98,919

- WIOA Adult, Dislocated Worker, and Youth services for the 2022 Program Year (PY22 – July 1, 2022 to June 30, 2023)
- Contract to serve as the One-Stop Operator (OSO) for the South Central Wisconsin Workforce Development Area

Employment and Training Association (EATA) - \$430,828

- WIOA Adult and Dislocated Worker services for the 2022 Program Year (PY22 – July 1, 2022 to June 30, 2023)
- 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



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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.

Opportunities Incorporated (Opp Inc) - \$144,172

- WIOA Adult and Dislocated Worker services for the 2022 Program Year (PY22 – July 1, 2022 to June 30, 2023)
- 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) - \$426,376

- WIOA Adult and Dislocated Worker services for the 2022 Program Year (PY22 – July 1, 2022 to June 30, 2023)
- Conduct Career Planning and Training services to minimally serve 203 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
 - 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) - \$75,441

- WIOA Adult, Dislocated Worker, and Youth services for the 2022 Program Year (PY22 – July 1, 2022 to June 30, 2023)
- Conduct Career Planning and Training services to minimally serve 36 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)



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Employment & Training Association (EATA) - \$132,917

- WIOA Out-of-School Youth program services for the 2021 Program Year (PY22 – July 1, 2022 to June 30, 2023).
- Conduct Career Planner services to minimally serve 125 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) - \$67,329

- Resource Specialist services in Dane County for the 2022 Program Year (PY22 – July 1, 2022 to June 30, 2023).
- Provide resource referrals to minimally serve 75 OSY
 - 40 WIOA OSY youth participants; 10 IL youth; 25 WIOA registrants served; 30 WIOA participant referrals
 - 270 resource/service referrals
 - 75 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

Community Action Council of South Central Wisconsin (CACSCW) - \$58,684

- Career Planner services in Jefferson County for the 2022 Program Year (PY22 – July 1, 2022 to June 30, 2023).
- Conduct Career Planning services to minimally serve 15 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) - \$46,580

- Career Planner services in the northern counties for the 2022 Program Year (PY22 – July 1, 2022 to June 30, 2023).
- Conduct Career Planning services to minimally serve 15 OSY (Including new and continuing program participants) as well as those in follow-up;



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- 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) - \$147,222

- WIOA In-School Youth program services for the 2022 Program Year (PY22 – July 1, 2022 to June 30, 2023).
- 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:
 - 1 Career Planner in Dane County
 - 1 Support Staff

Employment & Training Association (EATA) - \$213,850

- Windows to Work (W2W) services for the 2022 Program Year (PY22 – July 1, 2022 to June 30, 2023)
- To serve a minimum of 50 new participants (minimum of 20 transfers)
 - Approximately 25 new per institution
- Provide staffing consistent with the proposed model which includes:
 - 2 W2W Coaches

Employment & Training Association (EATA) - \$80,200

- Workforce Advancement Initiative (WAI) services for PY2022 (July 1, 2022 to June 30, 2023)
- 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 Planners

Opportunities Incorporated (Opp Inc) - \$73,628

- Workforce Advancement Initiative (WAI) services for PY2022 (July 1, 2022 to June 30, 2023)
- Conduct Career Planning services to minimally serve 50 eligible individuals (Including new and continuing program participants) as well as those in follow-up



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- Provide WAI Career Services and Career Planner staff through the Workforce Development Center of Jefferson County
 - Regional and programmatic services primarily focused in Jefferson and Dodge 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 Planners

Kearney requested a motion to approve the contract recommendations. Shaw made a motion to approve the contract recommendations as presented. McNeary offered the second. Barb LeDuc abstains. Bryan Woodhouse abstains. The vote was unanimous in favor of the motion.

Agenda Item 7 – Membership Disclosure Discussion

Lentz noted Board staff attendance at the National Association of Workforce Boards Forum 2022 conference. A common theme discussed pertained to board membership disclosure of diversity.

Kearney inquired on the logistics behind the documentation.

Lentz noted *Conflict of Interest and Disclosure Statement* forms for 2022-2023 will be sent out around July and will incorporate additional questions for members who are willing to disclose the information.

Kearney inquired on membership Christenson motions, McNeary seconds. Motion carries.

Lentz opened up introductions for new staff Jessica Mills and Erran Daniels

Agenda Item 8 – Meeting Adjournment

With no additional business for the Board, Kearney made a motion to adjourn at 10:49 a.m.

Adjourned: 10:49 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Minutes from February 9, 2022
- Board PowerPoint Presentation
- March 2022 Financials



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- Draft WDB By-laws
- Grants Summary Handout
- Corporate Budget Handout
- Program Services Recommendations



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