

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD
Minutes of Board Meeting
January 18, 2006

The SWWDB board meeting was held on Wednesday, January 18, 2006 at Monticello House, Monticello, WI.

Attendance was as follows:

BOARD MEMBERS PRESENT	
Private Sector	Public Sector
Ms. Tammie Engelke	Ms. Amy Banicki
Ms. Cindy Harrington	Ms. Suzanne Lee
Ms. Jennifer James-Baker	Mr. Tom Daly
Mr. Larry Rentfro	Dr. Karen Knox
Mr. Steve Scaccia, 2 nd Vice Chair	Mr. Tom Larsen, Secretary
Ms. Shari Schaff	Mr. James Otterstein
Mr. Scott Stocker, Chair	Mr. Bruce Palzkill
Mr. Charles Elliott	Ms. Judy Steinbicer
Mr. James Finley, Treasurer	Mr. Geoff Upperton
Mr. Tom Schraeder	Mr. Larry Ward
10	10
BOARD MEMBERS EXCUSED	
Private Sector	Public Sector
Mr. Tom Hogan	Mr. Gary Albrecht
Ms. Angie Skoubis	Mr. Walter Orzechowski
Ms. Margery Tibbetts, 1 st Vice Chair	
Ms. Regina Prude	
Mr. Ken Hendricks	
5	2
BOARD MEMBERS ABSENT	
Private Sector	Public Sector
None	None
GUESTS PRESENT	
Mr. David Odahl, CPA, Wegner LLP	Bill Kline, Department of Workforce Development
Connie Colussy, Department of Workforce Development	
STAFF PRESENT	
Dr. Robert Borremans	Ms. Annette Meudt
Ms. Shannon Moe	Mr. Michael Schultz
Ms. Stephanie Kerkenbush	Ms. Amy Charles
Ms. Barb Tucker	Ms. Petra Reinhardt

1. Call to Order:

Chairperson Stocker called the meeting of the Southwest Wisconsin Workforce Development Board (SWWDB) to order at 5:50 p.m. He welcomed Bill Clingan and Connie Colussy from the Department of Workforce Development (DWD) who were the guest speakers. Chairperson Stocker also welcomed Suzanne Lee who will be replacing James Bond on the Board. Dr. Borremans then introduced the members of the Staff to the Board.

A quorum was established with 20 members present.

2. **Approval of Meeting Minutes** (Enclosure 1 on file)

Mr. Elliott moved, and Mr. Upperton seconded a motion to approve the minutes of the Sept 14, 2005 Board Meeting as presented. **Motion carried unanimously.** Dr. Borremans stated there would be a couple of changes to the agenda, one being the guest speakers from the DWD and also the recommendation from the Program Operations Committee (POC) to approve two programs.

3. **Informational Program**

Dr. Borremans introduced Connie Colussy and gave a brief background on her work efforts to implement a new strategy for workforce development. Dr. Borremans also introduced Bill Clingan who is the administrator for the Division of Workforce Solutions and has been overseeing this project. Mr. Clingan and Ms. Colussy passed around a handout called Growing Wisconsin by Strengthening the Job Center System. The strategy for strengthening the Job Center system involves several themes:

- *Grow Wisconsin* is the driver for the public workforce investment system
- Higher wage/higher quality jobs for jobseekers
- Demand-driven with a focus on quality employers (high-wage, high-growth, healthcare, sustainable wage plus)
- Statewide consistency in service delivery
- Non-duplication by partners (collaboration)
- Increased financial solvency (fees, other income generating activities)
- Improved governance by clarifying roles and responsibilities
- Increased quality of service through staff credentialing

Ms. Colussy also explained the strategies to grow Wisconsin through focused services to job seekers and also targeted employers. Mr. Scaccia asked what the definition was for high-wage, high-growth. Ms. Colussy explained that some states came up with a median wage and stated that anything above that would be considered high-wage. We can determine what a median wage is by county according to statistical data. A higher wage employer is one whose job would be a certain percentage above the median wage for either the county or Workforce Development Area (WDA). They are still in the process of determining how high above the median wage would an employer be considered high-wage.

4. **Financial Report**

Ms. Meudt explained that December 31 is a good benchmark, not all of the grants start in July, some start in October and some in January. Most the spending is right on target, if even a little low. There has been some turnover in staff, but we are fully staffed now. With all of the changes coming through with the local plan this year, it isn't a "bad" thing to be a little under spent. Our WIA funding is \$1.8 million out of \$50 million, but it is a third of our budget. We did receive four additional grants: OIC which is a connections project happening in Beloit in which we received \$150,000 which started October 1, 2005 and goes through September 30, 2006; we received \$2,000 from the state for staff credentialing; also a \$2,500 grant for Baldrige Express and we received \$10,500 as a WIA incentive for meeting performance measures.

Mr. Schraeder moved, and Ms. Harrington seconded a motion to approve the Financial Report as presented. **Motion carried unanimously.**

4. **Unfinished Business**

None.

5. **Consent Agenda**

- A. **Revision of B-410 – Sick Leave Policy** – (Enclosure 3 on file)

Dr. Daly moved, and Mr. Finley seconded a motion to approve the Consent Agenda as presented.
Motion carried unanimously.

6. New Business

A. Executive Committee

Minutes of the November 3, 2005 meeting – (Enclosure 4 on file)
Minutes of the November 11, 2005 meeting – (Enclosure 5 on file)
Action items were addressed under the Consent Agenda. No further action or discussion.

B. Finance Committee

Minutes of the November 1, 2005 meeting. (Enclosure 6 on file)

1. Audit Report 2004-05 (Enclosure 7 on file)

Mr. David Odahl of Wegner LLP introduced himself and stated that he had met with the Finance Committee twice to go over the draft audit report and the final audit report. Mr. Odahl explained that the reason for the negative balance at the end of the year was because the majority of our funds operate on a cost reimbursement basis, whereby we incur the expenses first, submit a report, and then wait to receive money. The solution to avoid a negative balance may be to utilize a line of credit or perhaps hold checks until the funds are available. He did also state that the negative balance does not represent that we are overdrawing our bank account, nor incurring late fees. There was brief discussion on whether or not it would be beneficial to bring in an outside financial consultant to sit on the committee who is not a member of the Board. Ms. Meudt stated that a full balance sheet will be provided to the Finance Committee starting in March and there will also be some training provided by Wegner LLP for the members of the Finance Committee. Mr. Odahl ended by stating that the overall audit went very well.

Mr. Schraeder moved, and Mr. Scaccia seconded a motion to approve the Audit Report as presented. **Motion carried unanimously.**

C. Workforce Services Committee

Minutes of the October 19, 2005 meeting. (Enclosure 9 on file)
No Action Items.

D. Program Operations Committee

Minutes of the October 18, 2005 meeting. (Enclosure 8 on file)

Dr. Borremans explained that Board members were given a PowerPoint handout for the Workforce Investment Act (WIA) Local Plan Guidelines Overview. He also stated that the Board needed to discuss the next steps in implementation of this planning process and that this would need to happen over the course of the next two months. Ms. Tucker presented a brief PowerPoint slideshow that highlighted some of the highlights of the Guidelines and also an Action Plan. Dr. Borremans proposed to have a strategic planning session with members of the Board on February 22 and canceling the March 8 Board meeting and rescheduling it for March 29. He also explained that a call has been made to UW-Platteville to inquire about having a facilitator come to the strategic planning session. Mr. Ward suggested involving the Local Elected Officials (LEO's) in the planning session as well.

E. Other New Business

1. **New Job Center Certification Requirements and Service Standards** (Enclosure 10 on file)

2. **Election of SWWDB Officers** (Enclosure 11 on file)

Mr. Schraeder indicated that the nominating committee had a conference call on November 17, 2005 and the purpose was to come up with officers to recommend for the full board. Per the bylaws the length of the term for an officer has been extended from two years to three years. All of the current officers expressed interest in carrying on with their duties, however Mr. Bob Wolfe has retired from the Board and therefore the committee suggested Mr. Finley to fulfill the duties as Treasurer.

Mr. Schrader moved, and Mr. Upperton seconded a motion to approve Mr. Jim Finley as Treasurer of the Board. **Motion carried unanimously.**

3. **Revision of SWWDB Bylaws** (Enclosure 12 on File)

Mr. Elliott moved, and Mr. Daley seconded a motion to approve the Revision of the Bylaws. **Motion carried unanimously.**

4. **Recommendation from Program Operations Committee**

The POC recommended approval for a program called "Transportation and Logistics Management Certificate" and a program called "Customer Service Certificate." Both of these programs are available at Blackhawk Technical College.

Mr. Finley moved, and Mr. Otterstein seconded a motion to approve these two programs. **Motion carried unanimously.**

7. **Director's Report**

Dr. Borremans presented the Director's Report.

Dr. Borremans informed the Board that each member would need to fill out a Disclosure Statement and turn it into Stephanie. He also indicated that the move to Platteville is complete and informed the Board of our new office location. As part of the move to Platteville, there was some tension involving the Iowa County Job Center. The State has indicated that the decision on Job Centers rest with the Board, yet the state primarily made the decision in regards to the Iowa County Job Center because they determined how that center would be funded. The result is that the Iowa County Job Center could not continue in its current location. They did move to the Metropolitan Arts Building and the Job Center in Dodgeville is still full time and fully functional.

Dr. Borremans also announced that on January 30, 2005, "Capital for a Day" will take place in Rock County. The entire cabinet will be coming down to be in the county and to participate in various programs. A number of agencies have been contacted but an exact schedule has not been established yet.

8. **Chairperson's Report**

Mr. Stocker presented the Chairperson's Report.

Mr. Stocker thanked the Board members for re-electing him as Chair of the Board and indicated that there was a good turnout for the meeting.

9. Other Business

None.

Mr. Otterstein moved, and Mr. Ward seconded a motion to go into **Closed Session**. Roll call was taken.

10. Next Meeting

The next meeting will be held on Wednesday, March 29, 2005 at the SWWDB Conference Room in Platteville, WI.

11. Adjournment

Chairman Stocker declared the meeting adjourned at (unknown).