

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)
	(20)
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	
GUESTS PRESENT	
Bill Clingan, Dept. of Workforce Development	Connie Colussy, Dept. of Workforce Development
Mr. David Odahl, CPA, Wegner LLP	
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 SWWDB staff to the Board.

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 training programs.

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 September 14, 2005 Board Meeting as presented. **Motion carried unanimously.**

3. Informational Program

Dr. Borremans introduced Mr. Bill Clingan and Ms. Connie Colussy from the Department of Workforce Development (DWD) and gave a brief background on DWD's efforts to implement a new strategy for workforce development. 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 most states are wrestling with the meaning of high wage. Wisconsin is one of the few states to develop a definition using the median wage for all jobs in an area. Therefore, any job paying a wage above the median would be considered a high-wage job. The state will determine what the median wage is by county according to statistical data. The state is still in the process of determining how high above the median wage an employer would be considered high-wage.

Mr. Scaccia asked what funding is available for incumbent worker training. He indicated that improving the skills of incumbent workers is critical for employers. It was noted that under current legislation funding is not available for incumbent workers.

4. Financial Report

Ms. Meudt explained that December 31st is a good benchmark for spending. Not all of the grants start in July; some start in October and some in January. Most grant expenditures are on target, if even a little low. There has been some turnover in Board staff accounting for lower staffing expenditures but the organization is fully staffed now. With all of the pending changes coming with the local plan next year, it might not be a "bad" thing to be a little under spent this year. The SWWDB WIA allocation is \$1.8 million out of \$50 million coming into Wisconsin. The WIA allocation represents about one-third of the SWWDB budget. SWWDB did receive four additional grants: SWWDB received \$ 150,000 for the OIC Connections Project. This profit started October 1, 2005 and ends September 30, 2006. SWWDB also received two small grants from DWD – \$2,000 for staff credentialing and \$2,500 for the Baldrige Express Self-Assessment process. In addition, SWWDB again received a WIA incentive award for meeting

performance measures – this time in the amount of \$10,500.

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

5. Unfinished Business

None.

6. Consent Agenda

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

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

7. 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. He indicated that the audit report was an unqualified or clean report; the best type of report possible.

Mr. Odahl reviewed the audit management letter. He explained that the reason for the negative balance at the end of the year was because the majority of SWWDB funds operate on a cost reimbursement basis, whereby the organization incurs the expenses first, submits a report, and then waits 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 also stated that the negative balance does not represent that SWWDB actually was overdrawn in its bank account, nor incurring late fees.

Wegner is also suggesting that SWWDB consider adding more board members with a financial background to the Finance Committee. This would add financial expertise to the Committee and would help the Board better meet its federacy responsibility. There was brief discussion on whether or not it would be beneficial to bring in outside financial experienced people to sit on the committee.

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)

E. Other New Business

1. New WIA Local Plan Guidelines Job Center Certification Requirements and Service Standards (Enclosure 10 on file)

Dr. Borremans explained guidelines for Phase 2 of the Workforce Investment Act (WIA) Local Plan have been received. The Phase 2 Local Plan document is due to DWD by March 31, 2006. The planning guidelines contain significant changes to been current service delivery system – most notably the Job Center certification Requirements, Job Center Service Standards, a focus on high wage jobs, and new initiatives for financial responsibility and career resiliency instruction. The scope of the changes will require the active involvement of the Board in the planning process.

Board members were given a PowerPoint handout for the WIA Local Plan Guidelines. Because much of the information had been previously discussed by Mr. Clingan and Ms. Colussy, Ms. Tucker briefly presented the PowerPoint highlighting some of the significant changes to service delivery.

Dr. Borremans stated that the Board needs 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.

He proposed having a strategic planning session for the Board and recommended changing the Board meeting schedule for February and March. He suggested a Board strategic planning/visioning session on February 22, canceling the March 8 Board meeting and rescheduling it for March 29. He said he was considering beginning the strategic planning session in late afternoon and going into the evening. Based on input from that Board, it was agreed that the strategic planning session would be held on Wednesday, February 22, 2006 beginning at 10:00 a.m. and continuing as long as necessary at a location in the Monroe or Green County area. Mr. Ward suggested involving the Local Elected Officials (LEOs) in the planning session as well.

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

Mr. Schraeder indicated that the nominating committee had a conference call on November 17, 2005 for the purpose of recommending officers for the full board. Per

the change in bylaws the term of office 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. Therefore, the committee suggested Mr. Finley to fulfill the duties as Treasurer.

Mr. Schrader moved, and Mr. Upperton seconded a motion approving the slate of officers as presented. **Motion carried unanimously.**

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

Mr. Elliott moved, and Mr. Daly seconded a motion to approve the revision of the SWWDB Bylaws. **Motion carried unanimously.**

4. **Recommendation from Program Operations Committee (POC)**

The POC recommended approval of two short-term training programs to be added to the SWWDB Eligible Training Provides List. These programs are: Transportation and Logistics Management Certificate and 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 training programs. **Motion carried unanimously.**

8. **Director's Report**

Dr. Borremans presented the Director's Report.

Dr. Borremans asked board members to complete & turn-in the Disclosure Statement before they leave.

He indicated that the move to Platteville is complete and informed the Board of our new office location. The move to Platteville led to a great deal of discussion related to the Iowa County Job Center. DWD indicated that decisions on Job Centers rested with the Board, yet the DWD actually drove the decision because they determined how that center would be funded. The Iowa County Job Center moved to the Metropolitan Arts Building, downtown Dodgeville. The Iowa County Job Center remains open in Dodgeville on a full-time basis.

Dr. Borremans also announced that on January 30, 2006, "Capital for a Day" would take place in Rock County. The entire cabinet will be present in the county and will participate in various programs and activities. A number of agencies have been contacted and will participate, but an exact schedule has not yet known.

9. **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.

10. **Other Business**

None.

11. **Closed Session**

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

The Board went into closed session at approximately 7:55p.m. The Board returned to open session at approximately 8:05 p.m. No action was taken.

12. Next Meeting

The next meeting will be held on Wednesday, February 22, 2006 at a location to be determined in the Monroe area. This meeting will be the strategic planning meeting to address the local WIA plan requirements and will run from 10:00 a.m. until approximately 5:00 p.m.

The March 8, 2006 Board meeting is tentatively cancelled and moved back to Wednesday, March 29, 2006 at the Platteville Golf and Country Club in Platteville, Wisconsin.

13. Adjournment

Chairman Stocker declared the meeting adjourned at approximately 8:05 p.m.