

**Southwest Wisconsin Workforce Development Board  
Meeting Minutes  
June 14, 2006**

The Southwest Wisconsin Workforce Development Board Meeting was held on June 14, 2006 at Freedom Plastics, Inc. in Janesville, Wisconsin.

Attendance was as follows:

<b>BOARD MEMBERS PRESENT</b>	
Private Sector	Public Sector
Ms. Cindy Harrington	Ms. Suzanne Lee
Ms. Margery Tibbetts, 1 <sup>st</sup> Vice Chair	Mr. Tom Larsen, Secretary
Mr. Scott Stocker, Chair	Mr. Geoff Upperton
Mr. Charles Elliott	Mr. Larry Ward
Mr. James Finley, Treasurer	Mr. Gary Bezucha
Mr. Tom Schraeder	Mr. James Otterstein
Mr. Tom Hogan	Mr. Bruce Palzkill
Ms. Shari Schaff	Mr. Randy Jacquet
Mr. Steve Scaccia, 2 <sup>nd</sup> Vice Chair	
Mr. Gary Bezucha	
(10)	(8)
	Total (18)
<b>BOARD MEMBERS EXCUSED</b>	
Private Sector	Public Sector
Ms. Regina Prude	Ms. Amy Banicki
Mr. Ken Hendricks	Dr. Karen Knox
Ms. Tammie Engelke	Dr. Gary Albrecht
Ms. Jennifer James-Baker	Ms. Ann Greenheck, CLEO
	Ms. Carmen Granados

- Call to Order:**  
Chairman Stocker called the meeting to order at 6:17 p.m. He introduced a new board member, Mr. Randy Jacquet, Director of Richland County Health and Human Services Department. Dr. Borremans also introduced Ms. Kathy Kessler and Ms. Jennifer Griffiths from Freedom Plastics, Inc. and thanked them both for their efforts in preparing for the board meeting and making arrangements for the dinner and tour. Chairman Stocker also noted that Ms. Ann Greenheck, Richland County Board Chair was recently appointed Chief Local Elected Official (CLEO).
- Approval of Meeting Minutes** (Enclosure 1 on file)  
Mr. Elliott moved, and Ms. Tibbetts seconded a motion to approve the minutes of the March 29, 2006 Board Meeting as presented. **Motion carried unanimously.**
- Financial Report** (Enclosure 2 on file)  
Ms. Meudt presented the quarterly financial statement. She stated that most grants are right on target. Job Service/Older Youth-SW has expended their entire contract as of April 30, 2006,

however Mr. Palzkill does have a plan of action, as SWWDB will not provide funds in excess of the contracted amount. AFL-CIO will expend their PY05-06 contract as of the end of May, 2006, thereby experiencing a similar situation as Job Service. Mr. Bezucha asked what the difference is between obligated dollars and unobligated dollars. Obligated dollars are defined as the money that has already been planned to use as part of a grant or contract. Unobligated dollars are the funds that are not encumbered yet and are ready for obligation.

Mr. Otterstein moved, and Mr. Scaccia seconded a motion to approve the financial report as presented. **Motion carried unanimously.**

4. **Unfinished Business**

None.

5. **Consent Agenda**

A. **Confirmation of Change in SWWDB Health Insurance Carrier** (Enclosure 3 on file)

B. **Confirmation of Workforce Readiness Skills Training** (Enclosure 4 on file)

Mr. Schraeder moved and Mr. Palzkill seconded a motion to approve the consent agenda. **Motion carried unanimously.**

6. **New Business**

A. **Executive Committee**

Minutes of the May 15, 2006 meeting. (Enclosure 5 on file)

Action items recommended by the Committee were addressed under the Consent Agenda – no further action items are recommended.

B. **Finance Committee**

Minutes of the March 29, 2006 meeting. (Enclosure 6 on file)

1. **2006-2007 SWWDB Budget** – (Enclosure 7 on file)

Ms. Meudt presented the 2006-2007 SWWDB Budgets. Allocations from the State had initially come in but were then changed, and it was the decision of Staff to use the initial numbers as the basis of the budget. It is anticipated that SWWDB could receive more funding by October 1, 2006 for Dislocated Workers. The State has required SWWDB to allocate 35% of program funding to training and support. This shift of dollars has reduced dollars that would typically be designated to staff the job centers and to pay infrastructure costs. Administrative funds are 9% of total budget.

Ms. Meudt stated that in the last three years, SWWDB has received approximately 20% less funds under WIA. She then reviewed a handout of Cost Savings Implemented since July 1, 2003 (on file). Under Dr. Borremans' direction, SWWDB has made cuts in staffing, rent/overhead, health insurance, audit, telephone, internet service, and board meetings. The total annual savings are \$748,167.80. Reductions were done by SWWDB in order to allow Program Operators to remain "whole" as long as possible. Feasibly, reduction in the future should most likely come from program operators, and they will now be responsible for making cuts in staff and making improvements in their own organization.

Mr. Elliott moved and Ms. Tibbetts seconded a motion to approve the 2006-2007 SWWDB Budget as presented. **Motion carried unanimously.**

## C. Program Operations Committee

Minutes of the May 26, 2006 meeting. (Enclosure 8 on file)

No action items.

### 1. Contracts for 2006-2007 WIA Programs (Enclosure 9 on file)

Ms. Tucker presented the WIA Title 1 Planned Enrollment Numbers by Program Operator for approval for PY 06-07 (on file).

- **Job Service of Rock County** – Contract amount of \$92,713 to serve 80 adult participants for the period July 1, 2006 through June 30, 2007. Mr. Elliott moved and Ms. Tibbetts seconded a motion to approve. Mr. Palzkill abstained. Motion carried unanimously.
- **Job Service Southwest** – Contract amount of \$85,500 to serve 73 adult participants for the period July 1, 2006 through June 30, 2007. Mr. Elliott moved and Mr. Finley seconded a motion to approve. Mr. Palzkill abstained. Motion carried unanimously.
- **AFL-CIO LETC** – Contract amount of \$121,000 to serve 141 dislocated workers for the period July 1, 2006 through June 30, 2007. Mr. Elliott moved and Ms. Tibbetts seconded a motion to approve. Mr. Upperton abstained. Motion carried unanimously.
- **Job Service Southwest** – Contract amount of \$80,725 to serve 100 dislocated workers for the period July 1, 2006 through June 30, 2007. Mr. Schraeder moved and Mr. Otterstein seconded a motion to approve. Mr. Palzkill abstained. Motion carried unanimously.
- **CESA #2** – Contract amount of \$86,000 to serve 48 in-school youth for the period July 1, 2006 through June 30, 2007. Ms. Harrington moved and Mr. Finley seconded a motion to approve. Motion carried unanimously.
- **CESA #3** – Contract amount of \$82,502 to serve 35 in-school youth for the period July 1, 2006 through June 30, 2007. Mr. Ward moved and Mr. Palzkill seconded a motion to approve. Motion carried unanimously.
- **Job Service Rock** – Contract amount of \$70,200 to serve 65 out-of-school youth for the period July 1, 2006 through June 30, 2007. Mr. Elliott moved and Ms. Tibbetts seconded a motion to approve. Mr. Palzkill abstained. Motion carried unanimously.
- **Job Service Southwest** – Contract amount of \$64,930 to serve 60 out-of-school youth for the period July 1, 2006 through June 30, 2007. Mr. Elliott moved and Mr. Otterstein seconded a motion to approve. Mr. Palzkill abstained. Motion carried unanimously.

Mr. Scaccia asked why CESA #3 was so expensive. The reason is that teacher salaries vary among school districts based on seniority.

## D. Workforce Services Committee

Minutes of the April 19, 2006 meeting. (Enclosure 10 on file)

Action items recommended by the Committee were addressed under the Consent Agenda – no further action items are recommended.

## E. Other New Business

### 1. Update on SWWDB Local WIA Plan (Part 2) (Enclosure 11 on file)

Dr. Borremans stated that SWWDB has not yet received a response from DWD regarding the Plan and it is moving forward with business as usual. Ms. Tucker has been working on the Memorandums of Understanding (MOUs) with the different partner agencies.

### 2. Redistricting of Workforce Development Areas (Enclosure 12 on file)

Dr. Borremans stated that The Council on Workforce Investment (CWI) has made a recommendation to redesign the eleven (11) current workforce development areas (WDAs) to coincide with the seven (7) economic regions. Dr. Borremans referred to a map of the eleven WDAs and also a map of the seven economic regions. The redistricting of these regions has been prioritized as low and DWD has stated that it does not intend to pursue the reconfiguration of the workforce areas. SWWDB doesn't think it will move forward soon; however the issue seems to keep resurfacing. Mr. Scaccia asked how CWI came up with the idea. Dr. Borremans stated that it was based on economic factors and the suggestions from former Chief Economist Terry Luddeman.

## 9. Director's Report

Dr. Borremans stated that Ann Greenheck has been appointed as Chief Local Elected Official (CLEO) for SWWDB; therefore she will start attending board meetings. Art Carter, Green County Board Chair, is now the Vice Chair of the LEOs. Mark Masters is the new LEO from Iowa County.

Roberta Gassman visited the southwest area on May 10, 2006, and visited facilities such as Southwest Wisconsin Technical College, Rural Route 1 Popcorn, and MI3 which is a small manufacturing company in Platteville. She seemed to be impressed with the relationships between the job centers and employers.

Ms. Charles has written several grants, one of which is the Safe Lifting Grant. She worked with six different facilities and the grant was submitted to the State. The Board will receive 5% of the grant award for its administration role. SWWDB also has a verbal commitment from Kettle Food to contract with it, therefore becoming the first fee for service contract. SWWDB will be responsible for 100 hires for the Kettle Food company in the Beloit location.

SWWDB is now required to spend 35% WIA of funds on training and support. When the new planning guidelines came up, SWWDB was told to focus on high wage, high growth occupations and also the median wage of \$12.93. The suggestion was to submit a waiver to the State to use a county by county median wage rather than by district. SWWDB has not heard any feedback on the waiver. The State defines what training is eligible for high wage and

it is based on graduate follow up reports of the technical colleges. Any training program that has a starting wage of \$12.93 or higher is an eligible training program. Any occupation below the median wage would be ineligible. A recent graduate follow up report for Blackhawk Technical college showed that out of 40 programs on the report, 11 qualified as starting off as high wage. The Southwest Tech graduate report showed that 9 out of 39 programs qualified for high wage. Some of these qualifying programs are 2 year programs and most of them have waiting lists. Some WDBs are choosing to ignore the median wage requirement from the State; however SWWDB believes it should abide by it and make the best effort possible to comply.

SWWDB has submitted an application for a Virtual Jobcenter Grant with two other WDBs and both are interested in participating. SWWDB has been notified that the grant will be awarded for \$100,000. Mr. Schraeder asked who the other two WDBs were. They are the Northwest Wisconsin Workforce Development Board (NWWDB) and the North Central Wisconsin Workforce Development Board (NCWWDB). Mr. Scaccia asked why SWWDB collaborated with WDBs that are so far away. These areas are rural areas like SWWDB's, with a larger distance between job centers. With this technology-based jobcenter, approximately 30% of the counties will be served statewide. Clifton Gunderson has been awarded the contract to develop the website, and they will develop it for all areas and it will be managed by Clifton Gunderson locally. There will be some changes to the original design. Most of the cost is for additional licenses.

10. **Chairperson's Report**

Chairman Stocker stated that Dr. Borremans was up for evaluation. The process for his evaluation was a 360 degree evaluation, and the Executive Committee asked an objective group of people (including the executive committee, staff, and program partners) to evaluate Dr. Borremans, and he also evaluated himself. The executive staff voted unanimously to give Dr. Borremans a 3% pay increase. The information for Dr. Borremans evaluation is available to everybody.

Chairman Stocker also thanked everyone for their concern and questions and stated that Shullsburg Creamery is doing well.

11. **Next Meeting**

The next meeting is scheduled for Wednesday, September 13, 2006.

12. **Adjournment**

Chairman Stocker declared the meeting adjourned at approximately 7:10 p.m.