

**Executive Committee Meeting**  
**May 7, 2007**  
MINUTES

The Southwest Wisconsin Workforce Development Board (SWWDB) Executive Committee met on Monday, May 7, 2007 at the Wisconsin Community Bank, Monroe.

Attendance was as follows:

<b>Members Present:</b>	Mr. Scott Stocker Ms. Margery Tibbetts	Mr. Tom Larsen Mr. Steve Scaccia
<b>Members Absent:</b>	Mr. James Finley	Ms. Ann Greenheck
<b>Staff Present:</b>	Dr. Robert T. Borremans Ms. Amy Charles Ms. Annette Meudt	Ms. Mary Kay Runde Ms. Barb Tucker

Mr. Stocker called the meeting to order at 3:05 p.m.

**1. WIA Plan Update**

Ms. Tucker spoke on the Southwest Wisconsin Workforce Development Board (SWWDB) Workforce Investment Act (WIA) Local Plan which is due May 15. The plan document that is due is not a fall plan but a modification of the plan submitted in March 2006. The major modifications to the SWWDB Plan include elements of the Career Pathways and specific dollar amounts to be allocated to each of the following: core services, intensive services and training.

Dr. Borremans added that it is difficult to prepare the plan because there are so many uncertainties regarding program operations for next year; therefore, the Plan will not be submitted on time. An extension will be requested from the state with a projected submission date of mid-June after the Board reviews the Plan.

Mr. Stocker complimented Ms. Tucker on the excellent job of writing the Request For Proposals (RFP) this year.

**2. PY 2007–08 Budget Estimate**

Dr. Borremans addressed the Revised Enclosure 1, the 2007 – 2008 WIA Funding Budget Worksheet comparing the WIA allocation for Program Year (PY) 2007 to PY 2006. Enclosure 1 is the actual WIA amount SWWDB will receive. The difference in allocation is a 13.1% drop from \$1,605,092 to \$1,394,250 or a loss of \$210,842.

Mr. Scaccia inquired on how the state calculates their formulas for determining to allocations.

Dr. Borremans replied that there area variety of factors, some national and statewide. Nationally, disaster relief and how Wisconsin's economic compares to other states determines Wisconsin's share. Also, funding for the war has cut funding for domestic programs such as WIA. On a state level, things such as population, unemployment, "hard-core" unemployed and the number of dislocations determine SWWDB's prorated share of the Wisconsin allocation.

Dr. Borremans referenced the WIA Allocation Comparisons between Wisconsin's eleven (11) Wisconsin Workforce Development Areas (WDA). The tables show the between the PY 2003

and PY 2007 SWWDB has lost actual dollars and has seen its prorated share also decline. The table shows the Adult, Youth and Dislocated Worker Programs allocations as well as the Total Allocations are shown for each WDA. It was noted that the PY 2007 dislocated worker amount represents only 85% of the projected state allocation amount due to a formula error at the state level. Dr. Borremans said that as bad as it is for SWWDB other areas took larger cuts with some areas losing 18 -22%.

Dr. Borremans explained that \$71,926 will be carried over from PY 2006 (Adult and Dislocated Worker Programs) will be used to partially offset the allocation shortfall and will help pay for service delivery and program operational costs for PY 2007.

Dr. Borremans went on to elaborate on the information in Table 1 showing the discontinued grants such as the Future Fields (\$634,785), ATK National Emergency Grant (\$173,925), the Virtual Job Center – Development (\$100,000), Disability Navigator (\$95,846), Safe Lifting Grant (\$20,000) and the OIC Workforce Academy Project (\$100,000) for a total loss of \$1,124,556. He also explained that the proposed budget contains a number of new grants and leased employee contracts (shown in Table 2) including the WISE Grant (\$88,865), Department of Vocational Rehabilitation (DVR) grant (\$27,301), MSSC Grant (\$25,000), WIA Performance Incentive Grant (\$5,100) and new Leased Employee Contracts (\$54,864) for a grand total of \$201,130.

Mr. Stocker asked if the findings from the Proposal Review Team have been finalized. Dr. Borremans replied that the Review Team, based on then review of the proposals and hearing presentations from each proposer, feels there are strengths and weaknesses with each agency. In discussing the options, the Review Team suggested that all three operators be involved and for the SWWDB staff to present a series of options for that to happen. The Review Team also directed staff to prepare an option that would have SWWDB operate programs.

When the Review Team reconvened several days later to discuss the options, the Team came to a consensus that SWWDB should set up a separate organization to operate programs under the oversight of the Board. Given the funding restraints facing SWWDB this approach would be the most cost effective and efficient way to deliver services. The Review Committee's recommendation will go to the Program Operations Committee at the May 8<sup>th</sup> meeting for their consideration and recommendation to the full Board.

Mr. Stocker stated that he had participated in the review of proposals and heard the presentations. Although he was not able to attend the Review Team meeting to develop the recommendation, he would have to concur with their recommendation.

### **3. Workforce Development System and Career Pathways Model**

Dr. Borremans distributed new diagrams to help explain the workforce development system and Career Pathways Model in business processing terms. Using a business model, the Job Center actually has only one customer – the employer. The job seeker is the product delivered to the employer. The services within the Job Center represent the “value-added processes” which help provide the job seeker with the skills that meet employer specifications.

The Career Pathways Model is a new model for delivering workforce services. This model is being adopted by DWD and the technical college system, as part of the RISE Project, as a new way to deliver workforce services. The diagram shows a clear pathway from entry level through the more advanced levels for education and jobs. The final diagram is a flow chart that illustrates how SWWDB can play a leadership role in implementation of a demand-driven system for workforce development.

4. **Executive Director Evaluation**

Dr. Borremans stated that he has contacted Ms. Jennifer Griffith to assist the Executive Committee again this year in the evaluation process of the Executive Director position. Dr. Borremans has forwarded the names of individuals who will complete the evaluation form to Ms. Griffith. Mr. Scaccia said that the names of individuals participating in the evaluation process should come from Mr. Stocker. Dr. Borremans will send the list of names he provided Ms. Griffith to Mr. Stocker for review and approval.

5. **Adjourn to Closed Session**

Motion by Mr. Scaccia, second by Ms. Tibbetts to adjourn to closed session pursuant to Wis. Stats.19.85 (1)(b)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the committee has jurisdiction or exercises responsibility. **Motion carried unanimously.** The committee adjourned to closed session at 4:25 p.m. Ms. Meudt and Dr. Borremans joined the Executive Committee in the closed session.

6. **Reconvene in Open Session**

Motion by Mr. Scaccia, second by Ms. Tibbetts to reconvened in open session at approximately 5:15 p.m. **Motion carried unanimously.**

7. **Other Business**

None.

8. **Adjournment**

Motion by Mr. Scaccia, second by Ms. Tibbetts to adjourn at 5:16 p.m. **Motion carried unanimously.**