

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD
Minutes of Board Meeting
December 13, 2006

The Southwest Wisconsin Workforce Development Board Meeting was held on December 13, 2006 at 5:00 p.m. at the Chalet Landhaus in New Glarus.

Attendance was as follows:

BOARD MEMBERS PRESENT	
Private Sector	Public Sector
Mr. Charles Elliott	Dr. Gary Albrecht
Ms. Tammie Engelke	Ms. Amy Banicki
Mr. James Finley	Ms. Anne Greenheck
Ms. Shari Schaff	Mr. Randy Jacquet
Mr. Tom Schraeder	Dr. Karen Knox
Mr. Scott Stocker	Mr. Tom Larson
Ms. Margery Tibbetts	Ms. Suzanne Lee
	Mr. Walter Orzechowski
	Mr. James Otterstein
	Mr. Bruce Palzkill
	Mr. Geoff Upperton
	Mr. Larry Ward
(7)	(12)
	Total: (19)
BOARD MEMBERS EXCUSED	
Private Sector	Public Sector
Mr. Gary Bezucha	Ms. Carmen Granados
Ms. Cindy Harrington	
Mr. Tom Hogan	
Ms. Anne Hore	
Mr. Ken Hendricks	
Ms. Jennifer James-Baker	
Ms. Regina Prude	
Mr. Steve Scaccia	
(8)	(1)
GUESTS PRESENT	
Ms. Amy Bradley, DWD/DWS	Mr. David Odahl, Wegner, LLP
Mr. Art Carter, Green Cty Board of Supervisors	
STAFF PRESENT	
Dr. Robert Borremans	Ms. Mary Kay Runde
Ms. Amy Charles	Mr. Mike Schultz
Ms. Annette Meudt	Ms. Barb Tucker
Ms. Shannon Moe	

1. Welcome and Dinner

Dr. Borremans welcomed everyone and thanked them for attending. A special thank you to Mr. Finley and the Wisconsin Community Bank for sponsoring the dinner.

2. Call to Order

Mr. Stocker called the meeting to order at 5:52 p.m. Dr. Borremans indicated that an invitation to attend the meeting had been extended to all of the Local Elected Officials. He recognized the two county board supervisors in attendance, Mr. Carter and Ms. Greenheck. He also welcomed back Ms. Bradley, DWD Local Program Liaison for SWWDB.

3. Informational Program

Dr. Borremans and Mr. Schultz shared the current status of the Wisconsin Virtual Job Center. Dr. Borremans said that the Governor's Council on Workforce Investment (CWI) provided a \$100,000 grant for the project which was expanded to include two other workforce development boards (WDBs) – Northcentral Wisconsin Workforce Development Board (NWWDB) and the Northwest Wisconsin Concentrated Employment Program (NWCEP). The involvement of the other two WDBs has caused some changes in the website design because the county where the client is located will determine which WDB they will receive services from. It was noted that one of the important features of the new website will be the ability to maintain and update the site locally rather than requiring contracted professional services to update the information.

Due to wireless connection issues, Dr. Borremans and Mr. Schultz could not demonstrate the website in "real time," but Mr. Schultz was able to show several of the website screens to give the Board with a sampling of appearance and layout of the website. Dr. Borremans explained how a person would enter the "landing page" where he/she would be required to make three selections – language preference, county location, and type of assistance ("Individual" or "Business" services). The person would then be given access to "free" services usually available through the Job Center resource rooms. The user could receive higher levels of service but this would require the person to register and be granted access to more services by a case manager.

Dr. Borremans said that it was originally planned to have the website operational by now, but the data systems supporting the Virtual Job Center have taken longer to resolve because the data elements are controlled by DWD. Due to the complexity of the data systems, DWD will not allow for the automatic uploading of client information as originally planned. DWD has worked with SWWDB to redesign the data systems. This has taken longer than anticipated and has slowed progress on implementation of the website.

Ms. Engelke inquired about when the Virtual Job Center would be activated. Dr. Borremans replied that the website should be ready within 4 to 6 weeks, but DWD cannot have the integration of data systems available until at least March 1, 2007. The website could be tested without the DWD data integration elements. The planned target date for full operations is April 1, 2007.

4. Approval of Meeting Minutes

Motion by Mr. Elliott, seconded by Ms. Tibbetts to approve the minutes of the September 13, 2006 SWWDB Meeting Minutes as presented. **Motion carried unanimously.**

5. Financial Report

Ms. Meudt presented the Financial Report for November 30, 2006. The Finance Committee has reviewed the report and is recommending it to the Board for approval. Motion by Mr. Elliott, seconded by Ms. Tibbetts to accept the Financial Report as presented. **Motion carried unanimously.**

6. Unfinished Business

None.

7. Consent Agenda

Motion by Ms. Tibbetts, seconded by Mr. Otterstein to approve all items on the consent agenda. **Motion carried unanimously.**

8. New Business

a. Executive Committee

The Executive Committee met on November 13, 2006. Action items resulting from that meeting were addressed as part of the consent agenda. There were no questions or discussion on the Executive Committee meeting.

b. Finance Committee

The Finance Committee met on November 6, 2006 with the auditors to review the preliminary audit report, and to meet privately with the auditor to discuss any issues of concern regarding the financial management of SWWDB. No concerns were noted. There were no questions or discussion on the Finance Committee meetings.

Mr. Finley reported that the Finance Committee met with the auditors immediately prior to the Board meeting to review the final audit, the management letter and administration's response to the management letter. The Finance Committee is recommending approval of the 2005-06 Audit Report, management letter and administration response.

Motion by Mr. Elliott, seconded by Mr. Schraeder to approve the 2005-06 Audit Report, the management letter, and administration's response to the management letter. **Motion carried unanimously.**

Mr. Finley said that the Finance Committee also considered whether the contract with Wegner LLC, to serve as SWWDB audit firm, should be extended for an additional two years. Wegner has quoted fees of \$12,000 annually for Audit Services and \$900.00 annually to prepare the Form 990. The committee feels that Wegner has done a good job and recommends extension of the audit agreement.

Motion by Ms. Schaff, seconded by Ms. Tibbetts to approve the contract extension with Wegner, LLC for two years in the amount of \$12,000 annually for the audit and \$900 annually for preparation of Form 990. **Motion carried unanimously.**

c. Program Operations Committee

The Program Operations Committee met on October 24, 2006 and again on November 14, 2006. An action item recommended by the committee was addressed as part of the consent agenda. There were no questions or discussion on the Program Operations Committee meetings.

Dr. Borremans spoke on the 35% High Wage Training Requirement changes recommended by the 35% Review Committee. The committee recommended a phased implementation of the 35% over a four-year period. The 35% Review Committee also recommended using the Wisconsin Technical College System 5-Year Longitudinal Follow-Up Study. While originally accepted, DWD has learned that the last longitudinal study was done in 1997 and the technical college system does not plan to conduct another one until 2007. The 35% Review Committee will continue meeting to propose further options to implementation of the DWD requirement.

Information was shared regarding the Annual WIA Program Performance Report for

Program Year 2005. SWWDB performed well compared to other WDAs although SWWDB failed one of the performance measures. The failure was caused by a data issue at DWD. SWWDB was not made aware of the problem or given the opportunity to correct the discrepancies. The measure, Youth Retention Rate, is a measure that SWWDB has traditionally exceeded. Even with the failure, SWWDB performed in the upper quartile of WDBs.

d. Workforce Services Committee

The Workforce Services Committee met on October 18, 2006. An action item recommended by the committee was addressed as part of the consent agenda. There were no questions or discussion on the Workforce Services Committee meetings.

e. Other New Business

None

9. Executive Director's Report

Dr. Borremans stated that a delegation from Korea had again visited the Rock County Job Center. This is the third time that a delegation from Korea has come to Rock County. He circulated an article and picture of Shannon Moe with the delegation that appeared in the Janesville Gazette. He also shared a Job Center booklet produced in Korea that liberally uses information provided by the Rock County Job Center. He further noted that Korea is using a "Job Center" Internet address similar to the "jobcenter.org" address used by SWWDB.

Dr. Borremans said that just several weeks earlier, the Rock County Job Center was visited by a reporter from Korea's largest labor newspaper. The paper is doing a feature articles about workforce programs in the United States, England, Japan, Germany and the Netherlands. Rock County was the only location in the United States visited by the reporter. He said that Mr. Elliott and Mr. Scaccia were interviewed for the article.

Dr. Borremans spoke on the recent rash of lay offs in the region. He said that there have been about 500 workers laid-off in the past month, and that does not include the printing plant closing in Mazomanie which will impact people living in the Southwest Wisconsin WDA.

Dr. Borremans said that the Wisconsin Department of Public Instruction is interested in hearing from employers on steps schools can take to better prepare students for the workforce. DPI will be hosting a seminar in March to hear directly from employers. Any employer interested in participating should let Dr. Borremans know and he will forward the names to DPI.

10. Chairperson's Report

Mr. Stocker had nothing to report at this time and wished everyone a safe and happy holiday. Mr. Stocker concluded with encouragement for everyone to continue their efforts to work hard for the employees.

11. Adjournment

Mr. Stocker declared the meeting adjourned at 6:59 p.m. The next meeting is scheduled for **Wednesday, March 14, 2007**, in Janesville.