

**Finance Committee Meeting
Minutes
June 13, 2007**

The Finance Committee Meeting was held on June 13, 2007 at 4:00 p.m. at the Comer Center at Lands' End in Dodgeville.

Attendance was as follows:

Members Present:	Mr. James Finley, Chairperson	Mr. Tom Schraeder
	Ms. Tammie Engelke	Mr. Scott Stocker (Ex Officio)
	Mr. Randy Jacquet	
Members Excused:	Ms. Shari Schaff	
Guests Present:	Ms. Karen Pfeil	
Staff Present:	Dr. Robert Borremans	Ms. Mary Kay Runde
	Ms. Annette Meudt	

Mr. Finley called the meeting to order at 4:08 p.m.

1. Review Financial Statement for May 2007

Ms. Meudt explained Enclosure 1 which represents the detailed Financial Statement for May 2007, and explained planned expenditures compared to actual expenditures for each of the various contracts and grants. She explained that expenditures for all grants are close to the planned numbers. Ms. Meudt added that the Future Fields Grant will be done on June 30, 2007 and that Ms. Beverly Loy has done an excellent job as the Program Manager. It was further noted that the Department of Labor granted a two (2) year grant that will end on June 30, 2007 and will be 100% spent out. Ms. Meudt also explained that all of the WIA grants that began

July 1, 2006 must be 80% spent by June 30, 2007. Ms. Meudt reported that the Virtual Job Center website went live on May 1, 2007 and noted that the traffic on the site has been more than anticipated. She also explained that the Southwest Wisconsin Workforce Development Board (SWWDB) will have 13 additional slots for the WISE Program with the addition of Lafayette, Crawford, Green, Iowa, Juneau, and Sauk counties.

Motion by Mr. Schraeder, second by Mr. Jacquet to accept the Financial Statements with the date correction in the header column of the Budget and Expense Summary for May 2007 (Enclosure 2). **Motion carried unanimously.**

2. 2007-2008 WIA Allocation

Ms. Meudt reminded the Committee that the 2007-08 WIA Allocations for Wisconsin were reduced from last years' amounts by 5.1%. In turn, the state's Department of Workforce Development (DWD) has applied the formula allocation for the WIA funds to the eleven (11) Workforce Development Areas (WDAs) for the upcoming year. The SWWDB will be receiving \$1,394,250, which is a decrease of 13.1%. The allocation comparisons between the WDAs are shown on Enclosure 3 which includes the 2003, 2006, and 2007 allocation amounts for each of the WIA programs. The report further shows the share percentages for

each WDA and the financial differences between programs in 2003 and the upcoming 2007 Program Year (PY). Based on the state's information, SWWDB administration has calculated a PY 2007-08 WIA Allocation Plan (Enclosure 4) for each of the programs; Adult, Dislocated Worker and Youth (Younger and Older).

Dr. Borremans spoke on the seven driver industries from the Seeds of Workforce Change Report, the Career Pathways Model and the region's median wage. Mr. Jacquet asked how many clients could be served under the new model, and Dr. Borremans replied that this is unknown. He added that the estimated number will be 100-200, but could be as many as 400 clients. He added that the Career Pathways model begins with a personal assessment, includes early orientation and skills training, and provides a unique structure for training. Dr. Borremans stated that the Career Pathways will provide "stepping stones" to help workers gain skills and advance in an occupation or industry,

3. 2007-2008 SWWDB Budget

Ms. Meudt presented the SWWDB Budget Summary for 2007-2008 with allocations projected at \$3,140,104 and planned funding levels for each of the program areas. Dr. Borremans stated that there were challenges in the budget development, including the reduced WIA allocations and the grants that end on June 30, 2007. The Budget Summary includes several new grants and contracts which will help offset the discontinued grants.

Motion by Mr. Schraeder, second by Ms. Engelke to approve the 2007-08 SWWDB Budget as presented and to recommend approval to the full Board. **Motion carried unanimously.**

4. Review SWWDB Policies

Ms. Meudt explained that the "date of birth" language has been added to the policy as information not to be disclosed as recommended by Ms. Engelke. Additionally, the language in the policy will mirror the State's DWD/DET, Workforce Programs Guide as far as record retention period, which is now seven years instead of three. The new language being proposed is as follows: All records shall be retained for a period as required in the Division of Employment and Training Workforce Investment Act (WIA) Program Guide.

Mr. Jacquet questioned the availability of a person's name. Dr. Borremans answered that the names must be available if there is a public records request. Ms. Engelke added that the programs are made possible with taxpayer dollars.

Motion by Ms. Engelke, second by Mr. Schraeder to recommend the revisions of the Records Maintenance, Retention and Disposal – Policy C-301 to the Board for approval. **Motion carried unanimously.**

5. Business Line of Credit

The State has said that until the WIA Local Plan is approved, PY-07 Workforce Investment Act funds will not be released to SWWDB. Dr. Borremans shared with the Committee that the SWWDB 2007-08 WIA Local Plan has been submitted to the state. Copies of the Plan are available for the 30 day public review and comment period (June 14 through July 14) at the Platteville and Janesville Job Center locations as well as available on line at swwdb.org.

Dr. Borremans reminded the committee members that if there is a delay with the WIA Local Plan approval, it may be necessary to access the Business Line of Credit to continue normal business operations. The SWWDB Policy on Business Line of Credit – C-350 states that the Executive Director will advise the Board Chair that it may become necessary to access the

ENCLOSURE 4

Line of Credit, and the Director of Finance will formally communicate to the Finance Committee that it was used and identify the repayment schedule.

6. **Other Business**

None.

7. **Adjournment**

Motion by Ms. Engelke, second by Mr. Schraeder to adjourned the meeting at 4:52 p.m.