

# MEMORANDUM



**Date:** April 2, 2008  
**From:** Scott Stocker, Chairman  
**To:** SWWDB Members

<b>PRIVATE SECTOR</b>		
<b>Name</b>	<b>Business</b>	<b>County</b>
Mr. Charles Elliott	Johnson Insurance	Rock
Ms. Tammie Engelke	Midwest Harness & Cable Corp	Grant
Mr. James Finley	Wisconsin Community Bank	Green
Mr. Richard Gruber	Mercy Health System Corp	Rock
Ms. Cindy Harrington	Manpower	Rock
Mr. Tom Hogan	General Motors Corporation	Rock
Ms. Anne Hore	Lands' End	Iowa
Ms. Jennifer James-Baker	Schmitt Woodland Hills	Richland
Mr. Troy Marx	Upland Hills Health	Iowa
Ms. Regina Prude	New Directions Mgmt Service	Rock
Mr. Steve Scaccia	Freedom Plastics	Rock
Ms. Shari Schaff	Advanced Connections	Rock
Mr. Tom Schraeder	Hodan Center	Iowa
Mr. Scott Stocker	Shullsburg Creamery	Lafayette
Ms. Margery Tibbetts	Brennan, Steil, Basting & MacDougal	Rock

<b>PUBLIC SECTOR</b>		
<b>Name</b>	<b>Organization</b>	<b>County</b>
Dr. Gary Albrecht	CESA #2	Rock
Ms. Amy Banicki	Madison UI Benefit Center	Dane
Mr. Art Carter	Green Cty Board & LEO	Green
Ms. Carmen Granados	United Migrant Opportunity Services	Milwaukee
Ms. Ann Greenheck	Richland Cty Board & LEO	Richland
Mr. Randy Jacquet	Richland Cty DHSS	Richland
Dr. Karen Knox	Southwest WI Technical College	Grant
Mr. Tom Larsen	Wisconsin Council 40, AFSCME	Rock
Ms. Suzanne Lee	Dept of Vocational Rehabilitation	Rock
Mr. Walter Orzechowski	Southwest CAP	Iowa
Mr. James Otterstein	Rock Cty Economic Development Agency	Rock
Mr. Bruce Palzkill	Southwest WI Job Service	Iowa
Mr. Geoff Upperton	AFL-CIO/LETC	Rock
Mr. Larry Ward	SW WI Regional Planning Commission	Grant

**RE: Southwest Wisconsin Workforce Development Board Meeting Announcement**  
Wednesday, April 9, 2008, 5:00 p.m. – 7:30 p.m.  
Pontiac Convention Center in the Royal Meeting Room  
2809 North Pontiac Drive, Janesville, WI 53545

The next meeting of the Southwest Wisconsin Workforce Development Board (SWWDB) is scheduled for **Wednesday, April 9, 2008 from 5:00 p.m. – 7:30 p.m.** at the Pontiac Convention Center in Janesville. For your convenience, a map of Janesville and the Pontiac Convention Center facilities is included with the Agenda and Enclosures for this meeting.

In the interest of time, please direct questions regarding any of the agenda items or enclosures to Bob Borremans at 608-751-8604 or [r.borremans@jobcenter.org](mailto:r.borremans@jobcenter.org), prior to the meeting.

If you are unable to attend the meeting, please contact Mary Kay Runde at [mk.runde@jobcenter.org](mailto:mk.runde@jobcenter.org) or 608-342-4227 by 4:00 p.m., two days prior to the meeting date.

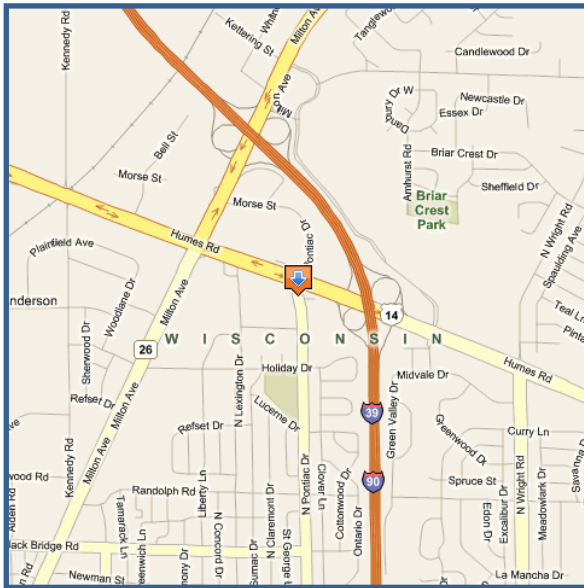
Upon advance request, reasonable accommodations will be made for persons with disabilities. If special accommodations are needed, please contact Mary Kay Runde at 608-342-4227 or [mk.runde@jobcenter.org](mailto:mk.runde@jobcenter.org) at least two days prior to the meeting.



**SWWDB BOARD MEETING  
APRIL 9, 2008**

**PONTIAC CONVENTION  
CENTER  
2809 N. PONTIAC DRIVE  
JANESVILLE, WI 53545**

**MEETING: 5:00 P.M.**



**Directions from Madison:**

- Take I-39 South / I-90 East toward Janesville.
- Exit 171B, take ramp right onto US Highway 14 / Humes Road.
- Turn left onto N. Pontiac Drive.
- Go 0.1 mi and arrive at Pontiac Convention Center on right.



**Directions from Monroe:**

- Take State Highway 11 East to County Road H.
- Turn left onto County Road H and continue North to US Highway 14.
- Turn right onto US Highway 14, go East toward Janesville. Continue on Highway 14 / Humes Road to N. Pontiac Drive.
- Turn right onto N. Pontiac Drive.
- Go 0.1 mi and arrive at Pontiac Convention Center on right.

**Southwest Wisconsin Workforce Development Board**  
***Notice of Meeting***  
**Wednesday, April 9, 2008**

**Pontiac Convention Center**  
**2809 North Pontiac Drive**  
**Janesville, Wisconsin**

Welcome and Board Meeting – 5:00 p.m.

**Date:** April 2, 2008

**From:** Scott Stocker, Chairman

**To:** **PRIVATE SECTOR**

Mr. Charles Elliott  
Ms. Tammie Engelke  
Mr. James Finley  
Mr. Richard Gruber  
Ms. Cindy Harrington  
Mr. Tom Hogan  
Ms. Anne Hore  
Ms. Jennifer James-Baker  
Mr. Troy Marx  
Ms. Regina Prude  
Mr. Steve Scaccia  
Ms. Shari Schaff  
Mr. Tom Schraeder  
Mr. Scott Stocker  
Ms. Margery Tibbetts

**PUBLIC SECTOR**

Dr. Gary Albrecht  
Ms. Amy Banicki  
Mr. Art Carter  
Ms. Carmen Granados  
Ms. Ann Greenheck  
Mr. Randy Jacquet  
Dr. Karen Knox  
Mr. Tom Larsen  
Ms. Suzanne Lee  
Mr. Walter Orzechowski  
Mr. James Otterstein  
Mr. Bruce Palzkill  
Mr. Geoff Upperton  
Mr. Larry Ward

**AGENDA**

- 5:00 p.m.     **1. Welcome; Call to Order; Introduction of New Board Members and Guests –**  
Pontiac Convention Center, Janesville
- 5: 05 p.m.   ● **2. Approval of Minutes of January 9, 2008 SWWDB Meeting**  
Minutes of the January 9, 2008 SWWDB Meeting are contained in ***Enclosure 1***.  
Approval of the minutes is requested.
- 3. Presentation of Longitudinal Dislocated Worker Study – Dr. Karen Knox**  
Ten years ago, Advance Transformer, the largest employer in Platteville, closed its  
plant resulting in the loss of 620 jobs. Southwest Wisconsin Technical College,  
SWWDB and a wide variety of other organizations responded to the loss with  
dislocated worker services. SWTC has recently completed a survey that reveals how  
plant employees coped with losing their jobs and what their lives are like today.
- Dr. Karen Knox, President of SWTC will share the results of the survey and respond to  
questions. This item is presented for information and no action is required.
- 5:30 p.m.     **4. Dinner**
- 5. Presentation of Stateline Career and Technical Education Academy – Jim Fisher**  
In June of 2007, a group of 14 business people began to explore how they could

assist school administrators develop a more effective approach to career and technical education. The Stateline Career & Technical Education Academy (SCTEA) originally focused on the Beloit School District; it has evolved into a regional objective involving area businesses, school districts and post-secondary educational institutions. SCTEA has three primary requirements: rigorous academics delivered in the context of technical education, soft skills training the student will need to get and keep a job, and technical skills taught at the highest possible level.

Jim Fisher, who is leading the initiative, will share the progress achieved by SCTEA and future plans. **Enclosure 2** is an executive summary of SCTEA and a list of current and future programs. This item is presented for information and no action is required.

6:00 p.m. ● 6.

**Financial Report**

The Budget and Expense Summary for the last quarter is attached as **Enclosure 3**. The Finance Committee will meet immediately before the board meeting and review the SWWDB financial statements and recommend action to the Board. Approval of the Budget and Expense Summary, for the January - March 2008 quarter is requested.

7. **Unfinished Business**

None.

8. **Consent Agenda**

● A. **Approval of FY 2007-08 Budget Modifications**

Throughout the year, new grants and contracts are received. The fiscal year (FY) budget, approved by the board, must be modified to properly record and document new revenues and expenditures.

The following new grants/contracts plus modifications to existing grants/contracts for FY 2007-08 have been received:

Revenue and Expenditure Increases:

- \$111,143.00 additional grant monies for the WISE Program
- \$85,000.00 additional grant monies for the Emerging Industry Skills Partnership (EISP) Program
- \$60,000.00 additional grant monies for the NEG Flood Program
- \$25,000.00 additional Special Response Start-up funds for Advance Transformer (Boscobel) employees
- \$25,000.00 additional Special Response funds for Chrysler and Alcoa employees
- \$34,950.00 additional contract monies for an Iowa County Leased position
- \$53,500.00 additional contract monies for two Richland County LTE Leased positions

Revenue and Expenditure Reductions:

- (\$47,378.00) loss contract monies for two Richland County Leased positions

The Finance Committee will review the budget modifications at its meeting immediately prior to the Board meeting. The budget modifications are being placed on the agenda for Board action pending Finance Committee approval. Full Board approval of the budget is requested.

- **B. Approval of AFL-CIO as an Eligible Training Provider for Certified Production Technician/MSSC Training**  
 SWWDB received an Eligible Training Application for a 240 hour Certified Production Technician/Manufacturing Skills Standards Certification (MSSC) training program from the AFL-CIO. Several weeks ago board members were asked to comment on the application. Sixteen responses were received with 15 yes votes for approval and 1 abstention. No board members voted against the proposal or expressed concern about the program. It is recommended that the Board approve this Certified Production Technician/Manufacturing Skills Standards Certification (MSSC) training program.
- **C. Approval of Highland College as an Eligible Training Provider for Commercial Truck Driver Training**  
 SWWDB received an Eligible Training Application for a 160 hour Commercial Truck Driver training program from Highland Community College. Board members were asked to comment on the application. Sixteen responses were received with 16 yes votes for approval. No board members voted against the proposal or expressed concern for the program. It is recommended that the Board approve this Commercial Truck Driver training program.

**9. New Business**

**A. Executive Committee**

The Executive Committee met on Monday, March 31, 2008. Committee Chair, Scott Stocker will report on the meeting. Minutes of the meeting will be available for review on the [www.swwdb.org](http://www.swwdb.org) by Monday, April 7, 2008.

6:05 p.m.

**B. Finance Committee**

The Finance Committee will meet on Wednesday, April 9, 2008, immediately prior to the SWWDB Meeting. Committee Chair, Jim Finley will report on the meeting. Minutes of the meeting will be posted on [www.swwdb.org](http://www.swwdb.org) within 2 weeks of the meeting.

6:15 p.m.

**C. Program Operations Committee**

The Program Operations Committee has not met since the last Board Meeting. The meeting scheduled for February 19, 2008 was canceled to allow interested board members to attend the "Regional Industry Skills Education (RISE) Forum on Workforce Policy." RISE, funded by a grant from the Joyce Foundation, is a joint initiative by the Department of Workforce Development (DWD) and the Wisconsin Technical College System (WTCS) intended to realign workforce training using a Career Pathways approach.

SWWDB board members and staff who attended the forum include Suzanne Lee, Bruce Palzkill, Geoff Upperton, James, Otterstein, Amy Charles and Bob Borremans. Those in attendance will share their impressions of the forum.

6:50 p.m.

**D. Workforce Services Committee**

The Workforce Services Committee has not met since the last Board Meeting. The meeting scheduled for February 20, 2008 was canceled to allow interested board members to attend the first Wisconsin Workforce Development Association (WWDA) "Day at the Capitol."

SWWDB board members and staff who attended the WWDA "Day at the Capitol" included Scott Stocker, Margery Tibbetts, Cindy Harrington, Suzanne Lee, Tom Schraeder and Bob Borremans. Those in attendance will share their impressions of the event.

6:55 p.m.

**E. Youth Council**

The Youth Council met on March 12, 2008. Amy Charles will report on the meeting. Minutes of the meeting will be posted on [www.swwdb.org](http://www.swwdb.org).

**F. Other New Business**

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1) Award of Contract for Dislocated Worker Program

SWWDB has received a Special Response Grant from the Department of Workforce Development (DWD). The grant is for workers who have been dislocated from the Advanced Transformer in Boscobel, Chrysler plant in Belvidere, IL as well as those dislocated from Alcoa in Beloit.

The grant amount is \$50,000 intended to serve 100 participants. The grant will operate from March 19, 2008 through June 30, 2008. It is possible that other dislocated workers impacted by the auto industry may be added under this grant later.

Amy Charles will respond to questions regarding this Special Response Grant. Board action to award a contract to the AFL/CIO LETC in the amount of \$28,403 to serve 55 participants for the period from March 19, 2008 to June 30, 2008 is requested.

●

2) Approval of Revision to Training and Support Service Payment Policy – E-420

SWWDB provides funds to pay training and support services costs for participants. These payments are administered by administrative staff in accordance with the approval of the revision to Training and Support Service Payment Policy (E-420).

The revisions to the policy E-420 are being presented at this time so the changes can be implemented as part of the new program year and, therefore, will apply to participants who enroll in training this Spring. **Enclosure 4** shows the proposed changes.

Amy Charles will review the proposed changes and address questions. Board action to approve the revision is requested.

7:00 p.m.

3) Update on the South Central/Southwest WIRED Initiative

The economy is no longer defined by the political boundaries of a city, county or state line. Instead, economies are defined regionally by a diverse group of industries, supported by factors such as infrastructure, investment and an availability of local talent.

The Department of Labor (DOL) developed the "Workforce Innovations in Regional Economic Development" (WIRED) Initiative to go beyond traditional strategies for worker preparation by bringing together state, local

and federal entities; academic institutions (including K-12, community colleges and universities); investment groups; foundations; and business and industry to address the challenges associated with building a globally competitive and prepared workforce.

In July 2007, The South Central and Southwest Wisconsin (SC/SW) Workforce Development Boards received a \$5 million, 3 year WIRED grant to serve a 12-county region.

As required, the SC/SW regions submitted an Implementation Plan last Fall. During development of the Implementation Plan, there have been numerous discussions about how to bring the 12-counties into a unified economic region, but most activities have focused on establishing sector teams and other work groups. The DOL did not respond to the original plan and two additional Implementation Plans have been submitted. Still, there has not been a formal response from DOL.

During a telephone conference on Monday, March 17<sup>th</sup>, DOL expressed some concerns about the current scope of activities. They have requested a meeting with the SC/SW WIRED Leadership Team. The purpose of the meeting is to try and create a shared vision across the 12-county region, and address some issues of collaboration. The meeting is scheduled for Wednesday, April 16, 2008.

Bob Borremans will review the collaboration issues and discuss the upcoming meeting with DOL. No action will be required.

7:25 p.m.      **10. Executive Director's Report**

7:30 p.m.      **11. Chairperson's Report**

7:35 p.m.      **12. Adjournment**

Next Meeting: Wednesday, July 9, 2008

● **Action Requested**

**All Times are Approximate**

**Southwest Wisconsin Workforce Development Board Meeting**  
**January 9, 2008**  
 Meeting Minutes

The Southwest Wisconsin Workforce Development Board met on Wednesday, January 9, 2008 at the Hodan Center in Mineral Point. Attendance was as follows:

<b>Members Present:</b>	Mr. Scott Stocker, Chairperson Dr. Gary Albrecht Ms. Amy Banicki Ms. Tammie Engelke Mr. James Finley Ms. Carmen Granados Mr. Richard Gruber Ms. Anne Hore Ms. Jennifer James-Baker Mr. Randy Jacquet	Dr. Karen Knox Mr. Tom Larsen Ms. Suzanne Lee Mr. Walter Orzechowski Mr. James Otterstein Mr. Bruce Palzkill Mr. Tom Schraeder Mr. Geoff Upperton Mr. Larry Ward
<b>Members Excused:</b>	Mr. Charles Elliott Ms. Ann Greenheck Ms. Cindy Harrington Mr. Tom Hogan	Ms. Regina Prude Mr. Steve Scaccia Ms. Shari Schaff Ms. Margery Tibbetts
<b>Staff Present:</b>	Dr. Robert Borremans Ms. Amy Charles Mr. Ronald Coppernoll	Ms. Annette Meudt Ms. Shannon Moe Ms. Mary Kay Runde
<b>Others Present:</b>	Ms. Carmen Cornelius	Mr. David Odahl, Wegner LLP

**1. Welcome and Tour – The Hodan Center, Mineral Point**

At 5:00, Mr. Tom Schraeder, Executive Director of the Hodan Center gave a presentation about the programs and services of the Hodan Center and conducted a tour of the facilities.

**2. Call to Order**

Mr. Stocker called the meeting to order at 6:02 p.m. Ms. Carmen Granados introduced her guest, Ms. Carmen Cornelius, who is with the United Migrant Opportunity Services (UMOS) in Milwaukee.

**3. Approval of SWWDB Meeting Minutes**

Motion by Mr. Gruber, second by Mr. Finley to approve the October 10, 2007 SWWDB Meeting Minutes. **Motion carried unanimously.**

**4. Financial Report**

Ms. Meudt presented and gave a brief overview of the December 2007 Financial Report.

Motion by Mr. Finley, second by Mr. Schraeder to approve the Financial Report as presented. **Motion carried unanimously.**

**5. Unfinished Business**

None.

**6. Consent Agenda**

None.

**7. New Business**

**A. Executive Committee**

There was no report since the Committee has not met since the last Board meeting.

**B. Finance Committee**

1) Approval of 2006-07 Audit Report

Ms. Meudt introduced Mr. David Odahl, Senior Auditor with Wegner LLP. Mr. Odahl gave a brief overview of the 2006-07 Audit Report and entertained questions from Board Members. Mr. Odahl pointed out that they issued an “unqualified opinion”, which is the highest rating an organization can receive on an Audit.

Motion by Mr. Finley, second by Mr. Albrecht to approve the 2006-07 Audit Report as presented. **Motion carried unanimously.**

**C. Program Operations Committee**

1) Presentation of the WIA Pre-Assessment Workshop

Dr. Borremans introduced Mr. Ron Coppernoll. He said that as SWWDB has moved to implement Career Pathways, SWWDB and partners have worked to implement a new pre-assessment workshop to help clients better understand the workforce services and options available to them. Mr. Coppernoll presented an overview of the WIA Pre-Assessment Workshops which he and Ms. Amber Culver of Job Service designed. The Workshop is mandatory for individuals interested in the WIA Adult and Dislocated Worker programs. The Pre-Assessment Workshops were started early November and have been held at the Job Centers in Janesville, Monroe, Platteville, Richland Center and Fennimore.

Mr. Coppernoll was very positive on the progression of the Pre-Assessment Workshops. He shared that the attendees have found the workshop very helpful and come away knowing they have made a decision that is right for them. Mr. Coppernoll stated that the biggest problem has been low participation by clients and in fact several workshops had to be cancelled by of attendance problems. He added that he is hopeful in improving the attendance which is averaging sixty percent (60%).

2) Consideration of Veterans’ Priority of Service Policy

Dr. Borremans said that all Department of Labor programs offering employment and training related services require veterans to receive priority of service over non-veterans. Each workforce development board is required to have a policy explain how priority of services will be provided. The proposed policy statement is the first time SWWDB has had a formal policy directing services to veterans.

Motion by Mr. Gruber, second by Dr. Knox to approve the Veterans’ Priority of Service Policy. **Motion carried unanimously.**

**D. Workforce Services Committee**

There was no report since the Committee has not met since the last Board meeting.

**E. Youth Council**

There was no report since the Committee has not met since the last Board meeting.

**F. Other New Business**

1) South Central/Southwest WIRED Initiative Update

Dr. Borremans spoke on Workforce Innovation in Regional Economic Development (WIRED) Initiative and updated the Board on activities since the last meeting. He said that the DOL representatives are having a difficult time conceptualizing the scope of SCSW project. Dr. Borremans said that on January 30, 2008, DOL representatives will be in the area to work through the SCSW concept so the required implementation plan can be completed. He reemphasized that the focus of the WIRED initiative is on six (6)

driver industries and the development for Career Pathways curriculum in those clusters. He added that work groups are active in two of the industry clusters (Health Care and Manufacturing) and will be meeting on January 14<sup>th</sup> and 15<sup>th</sup> respectively to discuss and formulate an action plans.

As part of the implementation process for WIRED, Dr. Borremans explained that a “Kick Off” event will be held in Madison in February. The morning event will be on Wednesday, February 13, 2008 starting at 9:00 a.m. at the Monona Terrace. He added that Board Members will be receiving an invitation in the mail to the WIRED “Kick Off” Event.

2) Future Changes in Job Center Structure

Dr. Borremans offered that since 2004, WIA funding for Department of Workforce Development (DWD) has declined from \$32,177,781 to \$27,942,886 or a loss of 13.1%. He added that these cuts have seriously affected WIA service delivery and the operations of the Job Centers, and have caused DWD to consider alternatives for transforming the current structure of Job Centers.

Dr. Borremans said that discussions with DWD are ongoing and no final decisions have been made on the transformation of the Job Center system. Dr. Borremans said one option being considered is the possibility of using and investing more in “distance technology”, specifically the Virtual Job Center (VJC), as a foundation of the new service delivery system. SWWDB has been asked to provide an estimate of what resources would be needed to make the VJC a statewide system.

Mr. Palzkill said DWD is looking very closely at the number of leases it holds on Job Center facilities throughout the state, with a goal of reducing the number of leases. He said that as leases “come due” each location will be reevaluated before a lease is renewed. Dr. Borremans indicated that the funding of Job Centers will continue to be an item of concern as further cuts to WIA are expected for next year. In the near future, the Board will need to make some tough decisions related to Job Center locations. He said that if he were asked for a recommendation, he believes there will only be sufficient resources for a comprehensive center in Janesville and an APS site at Southwest Wisconsin Technical College (SWTC). There may not be adequate resources for the other locations and he is unsure if staffing will be sufficient for more than two job centers.

Mr. Schraeder asked for a best guess or timeline that may be involved for implementing changes. Dr. Borremans replied it is unclear when DWD will finalize their transformation plan but feels changes will be implemented before July 1, 2008 and possibly as early as April or May.

3) Distribution of Board and Committee Agenda Materials

Dr. Borremans explained that the Finance Committee has suggested a change in the method of distribution of Board and Committee meeting packets. Instead of being mailed out, that the information should be distributed either electronically or posted on the website for review. Dr. Borremans asked members for their input and preference on this cost and time savings change.

Dr. Knox said that she is in favor of members using their own discretion on what material they choose to print for the meetings. Mr. Finley offered to share information on how another one of his committees distributes meeting information and handouts.

After discussion, Board Members agreed to a six month trial basis of the agenda and enclosures for meetings being placed on the [www.swwdb.org](http://www.swwdb.org) website. Board members will receive an e-mail prior to each meeting informing them when items are ready for downloading and printing. The Board will re-evaluate and make a decision at the

October 8, 2008 meeting.

**8. Executive Director's Report**

Dr. Borremans asked for the members' input on establishing some type of memorial for Ken Hendricks. One thought would be purchase a plaque to hang at the Rock County Job Center and to present a similar plaque to his family. Mr. Orzechowski suggested an Annual Award and Mr. Otterstein proposed the naming of a program or workshop as a possibility.

Dr. Borremans stated that instead of the Workforce Services Committee Meeting on February 20, 2008, all Board Members will be invited to a "Day at the Capitol." Wisconsin Workforce Development Association (WWDA) is hosting this event as a way of informing legislators about the workforce system. SWWDB will schedule meetings with local legislators. He said that it is important that legislators hear directly from board members about the benefits of the system.

Dr. Borremans spoke briefly on the status of the WIA rescission. He said that the amount of the recession has been reduced and that States that have larger carry-over amounts will bear a larger portion of the rescission. Wisconsin is a state that uses almost 90% of his annual allocation so they will have to return a smaller portion than originally expected. The final amounts will come from DOL sometime in February.

**9. Chairperson's Report**

Mr. Stocker extended a special thank you to Mr. Tom Schraeder, his staff and everyone involve with the preparations for hosting the evening meetings and dinner, and to everyone for attending.

**10. Adjournment**

The meeting adjourned at 7:25 p.m. The next SWWDB Meeting is scheduled for Wednesday, April 9, 2008 at a location to be announced, but probably in Rock County.

## **Stateline Career and Technical Education Academy Executive Overview**

In June of 2007, a group of 14 business people formed an Executive Committee with the express purpose of assisting school administrators in developing a more effective approach to career and technical education. While this effort started as a Beloit School District initiative, it has blossomed into a regional objective involving area businesses, regional school districts and local post-secondary technical and four year colleges. As a demonstration of the broad support this initiative has members joining the Executive Council from Forward Janesville, regional businesses have begun to provide financial support, and the school districts of Beloit, Janesville, Evansville, Clinton, and post-secondary colleges of U.W. Rock County and Blackhawk Technical College are participants in this initiative.

The Stateline Career & Technical Education Academy (SCETA) is being built on three primary requirements; rigorous academics delivered in the context of technical education, soft skills training the student will need to get and keep a job, and technical skills taught at the highest possible level. Our goal is to not simply have a Career & Technical Education (CTE) program, but to develop one of the top performing CTE's in the country (Mission Statement attached).

What makes our approach different from most is the choices for career opportunities are driven by regional business requirements and their continuing employment needs. Further, targeted careers are achieved by students through attainment of industry based certifications and standards. The attainment of these industry standards is directly transferable to high school and post-secondary educational credits. While the Executive Council provides the overall vision for the entire program, the Occupational Advisory Committees (OAC), comprised of master level experts in the specific careers within the clusters, guide the individual program areas and course curriculum. Currently, seven major OAC clusters have been identified as addressing the greatest need by these Stateline Area business and Industry leaders. Those clusters are manufacturing, business/finance, construction, healthcare, hospitality, pre-engineering and automotive/transportation, all of which will have curriculums offered in the 2008-2009 school year. There are twenty seven new career clusters that have been identified and are under consideration as additional career opportunities by SCTEA.

Targeted students for CTE cover a wide spectrum of academic performance in our schools. They are those who choose not to pursue a postsecondary education, academically challenged students, Advanced Placement students and students at risk. SCTEA has in place a partnership with the Technical College and University of Wisconsin systems, so that students will have the option of earning post-secondary credit for achieving those industry certifications, thereby allowing them to move seamlessly into programs at the post-secondary level. By exposing students to career pathways at the elementary and middle school level, and then providing them career paths as they enter high school CTE will prepare them for whatever choice they make after graduation. It is, based on all available data, that a high performance CTE program reduces the number of at risk students, keeping them in high school through the hands on approach of learning in a career of their choosing.

Our progress to date has been good, but much needs to be done. Formalization of partnerships between business and area schools is well underway. Financial support, grant writing, articles of agreement, transportation logistics, and OAC specific curriculum are being developed. We continue to make the public aware of this initiative and the potential benefits of a successful career and technical education.

## **MISSION STATEMENT**

### **Stateline Career and Technical Education Academy Executive Council**

The Stateline Career and Technical Education Academy (SCTEA) Executive Council will make program recommendations, foster business-education partnerships and secure necessary resources in order to improve the workplace readiness of Stateline area students preparing them to be productive members of our community.

This mission will be accomplished by:

1. Ensuring the availability to rigorous SCTEA programs that:
  - Provide a meaningful context for student learning;
  - Are built on strong partnerships with regional businesses;
  - Reflect current and projected needs of the local businesses; and
  - Prepare students for satisfying careers and/or to be successful in post-secondary (trade school, technical college, university and military) programs.
  
2. Developing and maintaining one of the top ten Career & Technical Education programs in the country based on the following measurements:
  - Percent of SCTEA students who have earned an industry recognized certification in their field of study
  - Percent of SCTEA students who exceed overall regional performance on all standardized measures including graduation rate
  - Percent of SCTEA students who are successfully pursuing post-secondary education and training and/or have entered their chosen career path and/or entered the military
  - Number of SCTEA programs that are meeting a specific local workforce needs
  - Number of SCTEA courses that qualify for credit transfer to accredited trade, technical or university programs

# Stateline Career & Technical Education Academy

## Current Occupational Advisory Committees

### (7) Existing

<u>OAC</u>	<u>Chairperson(s)</u>
Health Care	Scott Markley, Julie Riese, BM Hospital
Automotive Repair	Tom Finley, Finley GMC
Construction	Brad Austin, CCI
Business, Finance	Lisa Anderson, M&I Bank
Hospitality	Open
Manufacturing	Open
Project Lead-the-Way (Pre-engineering)	Open
Power & Power Distribution	Open

### (27) Potential New OAC's

Wholesale/retail trade	Machine Tool Technology
Welding	Electro-mechanical
Computer Aided Design	Electronics
Dental Technology	Carpentry
Electrical Design & Construction	Heating, Ventilating & Air Conditioning
Masonry	Painting & Decorating
Information Technology	Commercial Photography
Cosmetology	Advertising Design
Graphic Arts	Small Engine Repair
Diesel Engine Repair	Medium/Heavy Duty Truck Technology
Auto Body Collision Repair	Material Handling/Logistics Technology
Manufacturing Maintenance	Protective Services
Food Manufacturing Technology	Agricultural Technology
Horticulture & Landscape Design	

## SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD

## Budget and Expenses Summary as of: March 2008

	Budget						Actual			Obligations	Available
	Allocations & Planned Funding Levels for Service Year 07-08 as of 7/1/07	Carryover	Add'l Funding-Since Budget Approval	Adjustments and/or Deobligations	Available for Budget PY 07-08 as of 3/31/08	PY Accrued Expenditures	Current Balance	Percent Expended to Date	2007-2008 Obligations	Available After Obligations	
Administration Funds	Admin	\$ 236,365		\$ 47,723	\$ (19,821)	\$ 264,267	\$ 201,661	\$ 62,606	76%	\$ 264,267	\$ -
	<b>TOTAL</b>	<b>\$ 236,365</b>	<b>\$ -</b>	<b>\$ 47,723</b>	<b>\$ (19,821)</b>	<b>\$ 264,267</b>	<b>\$ 201,661</b>	<b>\$ 62,606</b>	<b>76%</b>	<b>\$ 264,267</b>	<b>\$ -</b>
WIA Adult	SWWDB Operational	\$ 91,499	\$ -	\$ -	\$ -	\$ 91,499	\$ 36,404	\$ 55,095	40%	\$ 91,499	\$ -
	Program Operations	\$ 134,073	\$ 33,000	\$ -	\$ (41,093)	\$ 125,980	\$ 45,614	\$ 80,366	36%	\$ 125,980	\$ -
	Workshops	\$ -	\$ -	\$ -	\$ 14,919	\$ 14,919	\$ 4,441	\$ 10,478	30%	\$ 14,919	\$ -
	Training	\$ 104,110	\$ -	\$ -	\$ (12,080)	\$ 92,030	\$ 73,503	\$ 18,527	80%	\$ 92,030	\$ -
	Support	\$ 17,352	\$ -	\$ -	\$ (2,014)	\$ 15,338	\$ 1,212	\$ 14,126	8%	\$ 15,338	\$ -
	<b>TOTAL</b>	<b>\$ 347,034</b>	<b>\$ 33,000</b>	<b>\$ -</b>	<b>\$ (40,268)</b>	<b>\$ 339,766</b>	<b>\$ 161,174</b>	<b>\$ 178,592</b>	<b>47%</b>	<b>\$ 339,766</b>	<b>\$ -</b>
WIA Younger Youth	SWWDB Operational	\$ 76,646	\$ -	\$ -	\$ -	\$ 76,646	\$ 33,231	\$ 43,415	43%	\$ 76,646	\$ -
	Program Operations	\$ 131,073	\$ -	\$ -	\$ (15,165)	\$ 115,908	\$ 67,697	\$ 48,211	58%	\$ 115,908	\$ -
	Support	\$ 1,250	\$ -	\$ -	\$ -	\$ 1,250	\$ 1,250	\$ -	100%	\$ 1,250	\$ -
	<b>TOTAL</b>	<b>\$ 208,969</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (15,165)</b>	<b>\$ 193,804</b>	<b>\$ 102,178</b>	<b>\$ 91,626</b>	<b>53%</b>	<b>\$ 193,804</b>	<b>\$ -</b>
WIA Older Youth	SWWDB Operational	\$ 53,006	\$ -	\$ -	\$ -	\$ 53,006	\$ 32,045	\$ 20,961	60%	\$ 53,006	\$ -
	Program Operations	\$ 104,882	\$ -	\$ -	\$ (26,377)	\$ 78,505	\$ 30,753	\$ 47,752	39%	\$ 78,505	\$ -
	Workshops	\$ -	\$ -	\$ -	\$ 14,919	\$ 14,919	\$ 5,441	\$ 9,478	36%	\$ 14,919	\$ -
	Training	\$ 39,472	\$ -	\$ -	\$ (2,865)	\$ 36,607	\$ 24,778	\$ 11,829	68%	\$ 36,607	\$ -
	Support	\$ 11,609	\$ -	\$ -	\$ (842)	\$ 10,767	\$ 1,589	\$ 9,178	15%	\$ 10,767	\$ -
	<b>TOTAL</b>	<b>\$ 208,969</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (15,165)</b>	<b>\$ 193,804</b>	<b>\$ 94,606</b>	<b>\$ 99,198</b>	<b>49%</b>	<b>\$ 193,804</b>	<b>\$ -</b>
WIA Dislocated Worker	SWWDB Operational	\$ 183,800	\$ -	\$ -	\$ -	\$ 183,800	\$ 54,454	\$ 129,346	30%	\$ 183,800	\$ -
	Program Operations	\$ 134,604	\$ 38,000	\$ 35,961	\$ (51,910)	\$ 156,655	\$ 78,171	\$ 78,484	50%	\$ 156,655	\$ -
	Workshops	\$ -	\$ -	\$ 17,170	\$ -	\$ 17,170	\$ -	\$ 17,170	0%	\$ 17,170	\$ -
	Training	\$ 146,955	\$ -	\$ 24,522	\$ (23,958)	\$ 147,519	\$ 59,773	\$ 87,746	41%	\$ 147,519	\$ -
	Support	\$ 24,493	\$ -	\$ 4,087	\$ (3,993)	\$ 24,587	\$ 10,334	\$ 14,253	42%	\$ 24,587	\$ -
	<b>TOTAL</b>	<b>\$ 489,852</b>	<b>\$ 38,000</b>	<b>\$ 81,740</b>	<b>\$ (79,861)</b>	<b>\$ 529,731</b>	<b>\$ 202,732</b>	<b>\$ 326,999</b>	<b>38%</b>	<b>\$ 529,731</b>	<b>\$ -</b>
Other Grants <sup>1</sup>	SWWDB Operational	\$ 80,594	\$ -	\$ 157,249	\$ -	\$ 237,843	\$ 125,175	\$ 112,668	53%	\$ 237,843	\$ -
	Contract(s)	\$ 95,000	\$ -	\$ 22,500	\$ (42,000)	\$ 75,500	\$ 50,000	\$ 25,500	66%	\$ 75,500	\$ -
	Training	\$ 240,110	\$ -	\$ 156,138	\$ -	\$ 396,248	\$ 72,445	\$ 323,803	18%	\$ 396,248	\$ -
	<b>TOTAL</b>	<b>\$ 415,704</b>	<b>\$ -</b>	<b>\$ 335,887</b>	<b>\$ (42,000)</b>	<b>\$ 709,591</b>	<b>\$ 247,620</b>	<b>\$ 461,971</b>	<b>35%</b>	<b>\$ 709,591</b>	<b>\$ -</b>
Personnel Leasing	Leased Contracts	\$ 966,010	\$ -	\$ 82,664	\$ (44,275)	\$ 1,004,399	\$ 515,366	\$ -	51%	\$ 1,004,399	\$ -
	<b>TOTAL</b>	<b>\$ 966,010</b>	<b>\$ -</b>	<b>\$ 82,664</b>	<b>\$ (44,275)</b>	<b>\$ 1,004,399</b>	<b>\$ 515,366</b>	<b>\$ 489,033</b>	<b>51%</b>	<b>\$ 1,004,399</b>	<b>\$ -</b>
Network Services	Network Services	\$ 62,400	\$ -	\$ -	\$ -	\$ 62,400	\$ 31,278	\$ -	50%	\$ 62,400	\$ -
	<b>TOTAL</b>	<b>\$ 62,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,400</b>	<b>\$ 31,278</b>	<b>\$ 31,122</b>	<b>50%</b>	<b>\$ 62,400</b>	<b>\$ -</b>
Corporate/Job Center Revenue	Corporate	\$ 39,000	\$ -	\$ -	\$ -	\$ 39,000	\$ 559	\$ 38,441	1%	\$ 15,701	\$ 23,299
	Business Services	\$ 72,301	\$ -	\$ -	\$ -	\$ 72,301	\$ 2,180	\$ 70,121	3%	\$ 72,301	\$ -
	Job Center	\$ 22,500	\$ -	\$ -	\$ -	\$ 22,500	\$ 18,775	\$ 3,725	83%	\$ 22,500	\$ -
	<b>TOTAL</b>	<b>\$ 133,801</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 133,801</b>	<b>\$ 21,514</b>	<b>\$ 112,287</b>	<b>16%</b>	<b>\$ 110,502</b>	<b>\$ 23,299</b>
<b>Grand Total</b>	<b>\$ 3,069,104</b>	<b>\$ 71,000</b>	<b>\$ 548,014</b>	<b>\$ (256,555)</b>	<b>\$ 3,431,563</b>	<b>\$ 1,578,129</b>	<b>\$ 1,853,434</b>	<b>46%</b>	<b>\$ 3,408,264</b>	<b>\$ 23,299</b>	

<sup>1</sup> Other Grants include WISE Program, MSSC Grant, OIC Workforce Academy , GROW 2, Performance Incentive Grant, NEG Flood Grant, EISP, Disability Navigator, Start-up Funds

## SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD

Budget and Expenses Summary as of: March 2008

Contract/Vendor Name	Total Contract Amount	Start Date	End Date	Expenditures To-Date	Contract Balance	**Invoices Received Not Yet Paid	***Invoiced Through	**** %Spent
Adult/Job Service-Rock and SW	\$ 84,212	10/1/07	6/30/08	\$ 45,614	\$ 38,598	\$ -	2/28/08	54%
Younger Youth/CESA 2	\$ 68,079	7/1/07	6/30/08	\$ 16,834	\$ 51,245	\$ -	12/31/07	25%
Younger Youth/CESA 3	\$ 64,173	7/1/07	6/30/08	\$ 50,863	\$ 13,310	\$ -	2/28/08	79%
Older Youth/Job Service-Rock and SW	\$ 52,284	10/1/07	6/30/08	\$ 30,753	\$ 21,531	\$ -	2/28/08	59%
Dislocated Worker/Job Service-Rock-SW	\$113,504	10/1/07	6/30/08	\$ 52,296	\$ 61,208	\$ -	2/28/08	46%
	<b>\$382,252</b>	-	-	<b>\$ 196,360</b>	<b>\$ 185,892</b>	-	-	<b>51%</b>

\*\* Invoices Received but not yet paid.

\*\*\*Latest dates of service covered by invoices.

\*\*\*\*% Billed is of entire contract

## TRAINING AND SUPPORT SERVICE PAYMENTS

**Purpose.**

The Workforce Investment Act (WIA) and cognizant regulations require Workforce Development Boards (WDBs) to develop policies for the payment of training and support services applicable to the local area. WDB's may also establish limits on the provision of training and supportive services, including a maximum amount of funding and maximum length of time supportive services are available to participants. This document establishes the training and support service policy for the Southwest Wisconsin Workforce Development Board.

**Policy.**

The Southwest Wisconsin Workforce Development Board (SWWDB) shall allocate WIA and other program funds to pay training and support service costs for eligible adult, older youth and dislocated participants involved/enrolled in core, intensive or training activities; and who are unable to obtain such payments through other programs. All training and support service payments must be documented and vouchered through the SWWDB Payment Authorization System (PAS).

Payments will be limited to participants who are unable to obtain services through other programs that are necessary to enable an individual to participate in program activities, and pending the availability of funding. SWWDB will also limit training and support services as follows:

- SWWDB reserves the right to establish a lifetime maximum authorization limit that will effectively cap the total amount of SWWDB funding a participant can receive. ~~The Lifetime maximum includes the total of payments made to a participant within the three funding categories including older youth, adult, and dislocated worker.~~
- The lifetime maximum authorization amount, for all types of training and support services, is **\$8,000.00** per individual.
- Training costs shall be limited to a lifetime maximum of **\$6,500.00** per participant. Training costs are defined as costs required that allow an individual to participate and successfully complete training and obtain a degree or credential. Payment may be made for tuition, material and supply fees, fees for testing, admissions and registration; books; tools; required uniforms or protective clothing; and certification testing related to the program of study. Training payments will only be approved after the individual has completed the required pre-assessment workshop and has a signed career road map. ~~limited as follows:~~
  - Short-term training or basic skills training (GED/HSED), which is 18-weeks or less, will be capped at **\$1,800.00** per participant.
  - Long-term training, which is defined longer than 18-weeks and up to 2-years in duration, shall be eligible for the full **\$6,500.00** payment.
  - On-the-Job training, customized training and youth work experience amounts will be negotiated written agreements based on the type of job and the starting wages paid to the worker.
  - Eligible training shall comply with the Wisconsin Department of Workforce Development (DWD) Approved Training Program guidelines and Eligible Training Provider list.
  - Eligible training shall also meet DWD and SWWDB guidelines for high-wage/high-growth jobs.
- Support services costs shall be limited to a lifetime maximum of **\$2,000.00** per participant, and are eligible in the following categories:
  - Childcare costs ~~support~~ shall be limited to a lifetime maximum of **\$900.00** per participant.

Childcare ~~support~~ costs are defined as payments made to certified or licensed providers for child care provided to a dependent child or children in the legal custody of the participant. Childcare shall only be paid for the time the client is involved in training or other approved program activities.

- Transportation ~~costs~~ ~~support~~ shall be limited to a lifetime maximum of **\$850.00** per participant. Transportation costs include gasoline, bus passes and/or vehicle repairs that enable an individual to travel to and from approved program activities. SWWDB further requires that:
  - Payment for gasoline will be limited to **\$.30** per mile using the most direct route from the participant's home to the place of approved program activities.
  - Payment for vehicle repairs must be limited to essential repairs that result in a safe mode of transportation, that are performed by a certified repair dealer who possesses a Federal Employer Identification Number (FEIN) and based on two (2) written estimates if the repairs exceed \$20.00.
  - Approval for vehicle repairs must be obtained prior to the repairs being made.
  - Payment of legal fees, fines and other costs associated with revocation or suspension of a participant's driver's license is not permitted.
  - SWWDB reserves the right to direct the type of transportation that shall be used when more than one method of transportation is available.
  
- Housing ~~costs~~ ~~support~~ shall be limited to a lifetime maximum of **\$600.00** per participant. Housing costs are defined as the emergency payment of rent or mortgage which is necessary for the individual to retain personal residence.
  
- ~~Utility support shall be limited to a lifetime maximum of \$200.00 per participant. Utility support costs include electric, natural gas and/or water/sewer necessary for the person to maintain utility usage.~~
  
- Job related ~~support~~ costs shall be limited to a lifetime maximum of **\$500.00** per participant. Job related costs are defined as occupation-specific tools, uniforms or protective clothing, occupational testing for certification purposes, and commercial driver's license (CDL) related fees for participants not involved in training activities.
  
- Payment of ~~any~~ legal fees, fines and other costs associated with revocation or suspension of a participant's driver's license, ~~transportation, childcare, housing, and utility issues~~ is not permitted.
  
- Payment of training and support services will normally be made directly to the vendor providing the service(s). Direct reimbursement to individuals, to compensate the individual for expenses already incurred and/or paid, will not be approved without the written authorization of the Director of ~~Program~~ Operations.
  
- The maximum authorization limit shall apply to all WIA programs operated by SWWDB and all funds issued to or on behalf of the client.
  
- SWWDB reserves the right to change the maximum authorization limit at any time without prior notice to program operators and/or clients.

Program operators who encounter a client with a unique or extenuating circumstance related to this policy may apply for a waiver of the maximum authorization limit(s) by presenting written documentation to the Director of ~~Program~~ Operations citing the facts of the situation and why the waiver is necessary. SWWDB has sole ~~The Director of Program Operations shall have~~ authority on whether to grant a waiver.

The Board directs the Executive Director to implement this policy, and to develop and maintain procedures that will guide the expenditure of training and support service payments in a manner that is practical, uniform and complies with applicable federal and state laws and regulations. The Director of ~~Program~~ Operations is operationally responsible for management of training and support service

payments in coordination with SWWDB's Finance Department.

Program operators are expected to adhere to the maximum authorization limit set forth in this policy and have a responsibility to explain training and support service payment limitations to clients. Program operators shall be required to obtain and place in the participant's file documentation verifying that the person was unable to obtain services through other programs and that the payment of ~~partial or sufficient~~ training and support service costs was necessary to enable an individual to participate in program activities. Program operator compliance with this policy will be reviewed during the annual SWWDB monitoring and will be a factor in SWWDB's evaluation of program operator performance. Any disallowed costs associated with failure of the program operator or its staff to comply with this policy will be the responsibility of the program operator.

References: Workforce Investment Act, Public Law 105-220, Sections 101(46), 134(d)(2)(H), and 134(e)(2) and (3)  
20 CFR WIA Regulations, Parts 663.800, 663.805 and 663.810  
DWD/DWS, Workforce Programs Guide, PART 2 – Workforce Investment Act Program Guide, Section II.J, K, L, M and N

Policy Adopted: December 13, 2006  
Policy Revised: