

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:

Members Present:	Mr. Scott Stocker, Chairperson	Dr. Karen Knox
	Dr. Gary Albrecht	Mr. Tom Larsen
	Ms. Amy Banicki	Ms. Suzanne Lee
	Ms. Tammie Engelke	Mr. Walter Orzechowski
	Mr. James Finley	Mr. James Otterstein
	Ms. Carmen Granados	Mr. Bruce Palzkill
	Mr. Richard Gruber	Mr. Tom Schraeder
	Ms. Anne Hore	Mr. Geoff Upperton
	Ms. Jennifer James-Baker	Mr. Larry Ward
	Mr. Randy Jacquet	

Members Excused:	Mr. Charles Elliott	Ms. Regina Prude
	Ms. Ann Greenheck	Mr. Steve Scaccia
	Ms. Cindy Harrington	Ms. Shari Schaff
	Mr. Tom Hogan	Ms. Margery Tibbetts

Staff Present:	Dr. Robert Borremans	Ms. Annette Meudt
	Ms. Amy Charles	Ms. Shannon Moe
	Mr. Ronald Coppernoll	Ms. Mary Kay Runde

Others Present:	Ms. Carmen Cornelius	Mr. David Odahl, Wegner LLP
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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. Ms. Meudt noted that there has been an increase of \$115,000 in the PY-07 budget. This includes a \$60,000 National Emergency Grant to assist flood victims in Richland County, and the addition of a new full-time Richland County leased position. She also pointed out that the Dislocated Worker training obligations are low as of December 31, 2007.

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 because 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 (SCSW) WIRED Initiative Update

Dr. Borremans spoke on the 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 the 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 re-emphasized 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 14th and 15th respectively to discuss and formulate 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 thirteen percent (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 re-evaluated 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 Job Center (CJC) in Janesville and an Access Point of Service (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 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 its 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 involved with the preparations for hosting the evening meetings and dinner, and to everyone for attending the meetings.

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.