

Program Operations Committee Meeting
 November 27, 2007
Meeting Minutes

The Program Operations Committee met on Tuesday, November 27, 2007 at the Wisconsin Community Bank in Monroe. Attendance was as follows:

Members Present:	Mr. Tom Larsen Mr. Tom Schraeder	Mr. Larry Ward
Members Excused:	Ms. Carmen Granados Mr. Richard Gruber Dr. Karen Knox Ms. Suzanne Lee	Mr. Walter Orzechowski Mr. Scott Stocker (Ex Officio) Ms. Margery Tibbetts
Staff Present:	Dr. Robert Borremans Ms. Amy Charles Mr. Ronald Coppernoll	Ms. Shannon Moe Ms. Mary Kay Runde
Others Present:	Mr. Bruce Palzkill Ms. Mary Johannesen	Ms. Amber Culver Mr. Geoff Upperton

Mr. Larsen called the informational meeting to order at 2:07 p.m.

1. Annual State Monitoring Report

Annually, Department of Workforce Development (DWD) monitors WIA programs operated by local Workforce Development Boards (WDBs). The monitoring for Program Year 2006 (PY-06) for the Southwest Wisconsin Workforce Development Board (SWWDB) occurred in July. A “draft copy” of the monitoring report was received in September and SWWDB had 30 days to correct factual errors to the draft and those factual corrections were submitted in October.

Subsequently, the final DWD PY-06 Monitoring Report was received on November 6, 2007 with SWWDB responding by the November 20, 2007 deadline. A copy of SWWDB response was distributed to members. Ms. Charles elaborated on SWWDB’s response outlining the actions taken in relation to the “Finding” comments.

The first “Finding” addressed issues at the Rock County Job Center in Janesville. Ms. Charles noted that regarding non-traditional hours, the Comprehensive Job Center (CJC) will be open one night per month from 4:00 to 7:00 p.m. during the Pre-Assessment Workshop. Also, staff believes that the Virtual Job Center (VJC) also meets the non-traditional hour requirement as all Resource Room Services are available on the VJC, which is available twenty-four (24) hours a day. Regarding the Criteria on signage size and logo, Ms. Charles pointed out in the response that to be in compliance, a sign for the CJC would be an expense in excess of \$17,000, which is cost prohibitive.

The second “Finding” dealt with four (4) cases where ASSET data entry was incorrect. SWWDB has corrected the records and has discussed the importance of careful and accurate data entry in case files.

DWD acceptance of SWWDB’s response will conclude the PY-06 monitoring process.

Mr. Larsen asked about the state’s response to the Local Elected Officials’ (LEOs’) Letter

regarding the 35% High Wage calculation. Dr. Borremans replied that no response has been received and mentioned that the Council on Workforce Investment (CWI) has not held a meeting since July.

2. Presentation of the WIA Pre-Assessment Workshop

The Career Pathways Model is intended to streamline services offered through the Job Center and to open access to more services for all job seekers regardless of whether they eventually enrolled in a WIA funded program. The shift to a Career Pathways Model creates a positive life-long learning approach to job/career development.

SWWDB working in partnership with Job Service developed a Pre-Assessment Workshop that will serve as a screening tool to help job seekers determine the most appropriate course of action given their personal situation. The focus is on helping job seekers determine if WIA services are appropriate for them.

Several of the workshops have been conducted by Mr. Ron Coppernoll and Ms. Amber Culver, the developers of the workshop activities. Mr. Coppernoll presented an overview of the content of the Pre-Assessment Workshop. Each person enrolled in the Pre-Assessment Workshop must complete several requirements and bring certain information to the workshop session. Mr. Coppernoll distributed sample folders to members for review. The information collected helps form the basis for the client's learning experience. Individuals interested in WIA training funds will identify their skills and aptitudes, and identify areas of interest through the Job Fit assessment tool, while at the same time analyzing the available high-wage jobs within the local job market. The workshop also addresses personal finances in an effort to not only comply with DWD mandates for financial literacy, but also to help individuals analyze their personal budgets to determine if they have the resources needed should they decide to pursue training. Ms. Culver added that the client responses have been very positive on the workshops and the Career Pathways Model.

3. Annual WIA Program Performance Report for Program Year 2006

The PY-06 performance report has been finalized by the DWD and submitted to the Department of Labor (DOL). The annual WIA Program Performance Report looks at all eleven (11) Workforce Development Areas (WDAs) in Wisconsin and uses the findings to issue incentive funds and sanctions.

Dr. Borremans explained that SWWDB has ranked among the top performing WDAs in Wisconsin. For PY-06, SWWDB "Exceeded" in eleven (11) of the seventeen (17) performance measures, "Met" six (6) measures and "Failed" none. Dr. Borremans added that it is unclear at this time whether SWWDB would be eligible for performance incentive funds.

Additionally, Dr. Borremans spoke on the statewide performance breakdown by WDA spanning the last six (6) program years. Interestingly, in 2001, there were thirty-two (32) "Failed" measures for all Wisconsin WDAs and in PY-06 that number dropped to only one "Failed" measure. Ms. Charles added that the performance rates will be changing for the Program Year 2007-08 (PY-07) with the expectation that "the bar will be raised" making it more difficult to achieve the high level of performance noted in the trend discussion.

4. Consideration of Veterans' Priority of Service Policy

Due to a lack of a quorum, this item was not discussed. The policy will be presented to the Board for approval at the January 9, 2008 meeting.

5. Program Operators Performance Report

Ms. Charles reported the enrollment and spending levels for each of the program operators. The only point of concern would be CESA 2's enrollments which should improve in the 3rd Quarter as they are implementing the new training programs slated to start in January 2008. Ms. Charles also noted that there is an abundance of dislocated worker training money, which may be moved to the adult program, due to increased enrollments.

Performance Reports through October 2007 will be provided to committee members after the meeting.

6. Other Business

Dr. Borremans gave a brief update on the DOL National Emergency Grant (NEG) Flood Grant for Richland County.

Dr. Borremans shared with members that the WIRED Kick-Off Event is scheduled for Wednesday, February 13, 2008 in Madison. All Board members are asked to attend and represent the Southwest region.

The WIA rescission status is unclear. There has been some discussion in Congress that could reduce the rescission amount from \$335 million to \$245 million. No timeline has been established for a final decision on the rescission. There is also discussion that states with a larger WIA carryover amount would bear a larger share of the rescission. Mr. Schraeder asked if the SWWDB budget accounted for that rescission amount. Dr. Borremans confirmed that SWWBB held back a portion of its allocation in the event the full rescission amount is approved.

7. Adjournment

Meeting adjourned at 3:15 p.m.