



MEMORANDUM

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

PRIVATE SECTOR

Name	Business	County
Mr. Charles Elliott	Johnson Insurance	Rock
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
Ms. Anne Lutz	Alliant Energy	Rock
Mr. Terry Martin	Artisian, Inc.	Green
Mr. Troy Marx	Upland Hills Health	Iowa
Ms. Regina Prude	New Directions Management 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

PUBLIC SECTOR

Name	Organization	County
Dr. Gary Albrecht	Cooperative Education Services Agency #2 (CESA 2)	Rock
Ms. Amy Banicki	Unemployment Insurance Benefit Center	Dane
Mr. Art Carter	Green County Board & CLEO	Green
Ms. Carmen Granados	United Migrant Opportunity Services	Richland
Mr. Randy Jacquet	Richland County Depart of Human & Social Services (DHSS)	Richland
Dr. Karen Knox	Southwest Wisconsin Technical College (SWTC)	Grant
Mr. Tom Larsen	Wisconsin Council 40, AFSCME	Rock
Ms. Suzanne Lee	Department of Vocational Rehabilitation	Rock
Mr. Walter Orzechowski	Southwest Community Action Program (SWCAP)	Iowa
Mr. James Otterstein	Rock County Economic Development Agency	Rock
Mr. Bruce Palzkill	Southwest Wisconsin Job Service	Iowa
Mr. Geoff Upperton	AFL-CIO LETC	Rock
Mr. Larry Ward	Southwest Wisconsin Regional Planning Commission	Grant

RE: Southwest Wisconsin Workforce Development Board Meeting

Wednesday, September 10, 2008, 4:00 p.m. – 7:00 p.m.

Evansville Golf Course

8501 Cemetery Road, Evansville, WI 53536

The next meeting of the Southwest Wisconsin Workforce Development Board is scheduled for **Wednesday, September 10, 2008** at the time and place noted above. The agenda and enclosures for the meeting are attached. Also included, for your convenience, is a map of Evansville showing the Evansville Golf Course facilities.

You will notice something a little different about this meeting's agenda. Rather than one large document

containing the agenda and all of the enclosures, we are only forwarding and asking you to print the agenda. The agenda provides links to the enclosure documents. This will allow you to read the documents online or download them. Staff will bring copies of the enclosures to the meeting eliminating the need for you to print the materials at your office.

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, prior to the meeting.

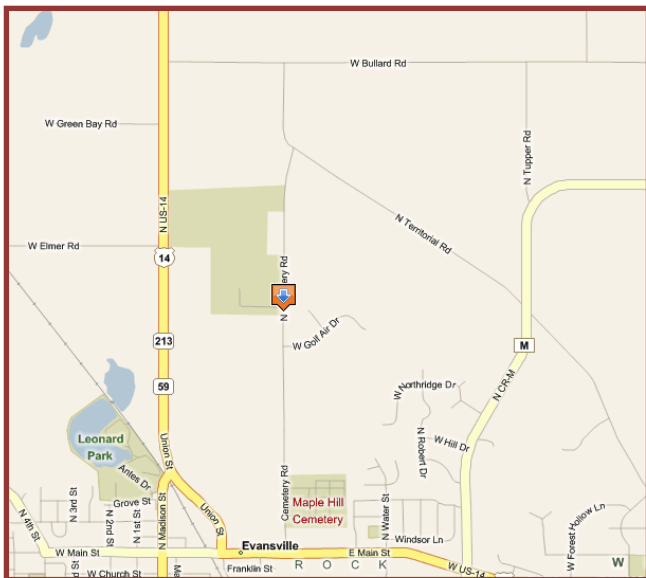
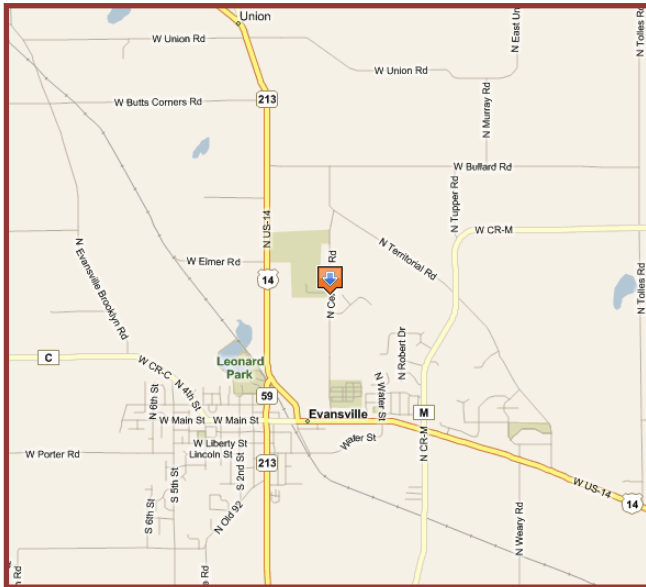
If you are unable to attend the meeting, please contact Mary Kay Runde at mk.runde@jobcenter.org or 608-342-4227 by 4:00 p.m., two days prior to the meeting date.

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 at least two days prior to the meeting.

**SWWDB BOARD MEETING
SEPTEMBER 10, 2008**

**EVANSVILLE GOLF COURSE
8501 CEMETERY ROAD,
EVANSVILLE, WI 53536
(608) 882-6804**

MEETING: 4:00 P.M.



Directions from Janesville:

- Take US-14 into City of Evansville
- Turn right onto Cemetery Road and go 0.5 mi
- Arrive at 8501 N Cemetery Road on left (*If you reach N. Territorial Road, you have gone too far*)

Directions from Janesville:

- Take SR-213 north to City of Evansville
- Turn right onto East Main Street. East Main Street will merge with US-14
- Turn left onto Cemetery Road and go 0.5 mi
- Arrive at 8501 N Cemetery Road on left (*If you reach N. Territorial Road, you have gone too far*)

Directions from Dodgeville:

- Take US Highway 18/151 east to County Route PB
- Turn right and go south on County Route PB for 0.2 mi
- Turn left and go east on County Route M for 7.2 mi
- Turn left onto County Route MM for 0.1 mi and enter US-14 ramp on right
- Proceed on US-14 east for 11.5 mi
- Turn left onto W. Bullard Road for 0.5 mi
- Turn right onto N. Territorial Road for 0.4 mi
- Turn right onto N. Cemetery Road for 0.7 mi
- Arrive at 8501 N. Cemetery Road (*If you reach W Golf Air Dr, you have gone too far*)

Directions from Monroe:

- Take State Highway 59 north to State Highway 213
- Turn left on State Highway 213 and go into the City of Evansville
- Turn right onto East Main Street. East Main Street will merge with US-14
- Turn left onto Cemetery Road and go 0.5 mi
- Arrive at 8501 N Cemetery Road (*If you reach N Territorial Rd, you have gone too far*)

Southwest Wisconsin Workforce Development Board

Wednesday, September 10, 2008

Evansville Golf Course
8501 Cemetery Road
Evansville, WI 53536

AGENDA

- 4:00 p.m. **1. Welcome; Call to Order; Introduction of New Board Members and Guests**
- 4:05 p.m. ● **2. Approval of Minutes of April 9, 2008 SWWDB Meeting**
- Minutes of the July 9, 2008 SWWDB Meeting are contained in [Enclosure 1](#). The minutes of the July 9, 2008 meeting will be distributed at the meeting or may be previewed and/or downloaded by clicking on the enclosure number.
- Approval of the July 9, 2008 meeting minutes is requested.
- 4:10 p.m. ● **3. Financial Report**
- The Budget and Expense Summary for July and August 2008 is included as [Enclosure 2](#). This report shows the revenues and expenditures for SWWDB, by category. A detailed report of expenditures and revenues for all grant sources is available as [Enclosure 3](#). These financial reports will be distributed at the meeting or may be previewed and/or downloaded by clicking on the enclosure number.
- Annette Meudt will review the financial statements and respond to questions. Approval of the financial statements is requested.
- 4:15 p.m. **4. Unfinished Business**
- None.
- 4:20 p.m. **5. Consent Agenda**
- **A. Confirmation of Eligible Training Provider Applications**
- SWWDB has received Eligible Training Provider (ETP) applications from the following organizations. The Eligible Training Provider Ad Hoc committee met on July 31, 2008 and again on August 13, 2008 to consider the following applications. The committee took action on each request as noted.
- Ad Hoc ETP Committee approved the following programs:
- [Concordia University](#) in Beloit Wisconsin's Associate Degree in Management of Criminal Justice. The 2-year program costs approximately \$22,000 for tuition and books.
 - [Concordia University](#) in Beloit Wisconsin's Associate Degree in Health Care Management. This 2 year program costs approximately \$22,000 for tuition and

books.

- Concordia University in Beloit Wisconsin's Bachelor's Degree in Health Care Management. This 4 year program costs approximately \$44,505 for tuition and books. (SWWDB only pays for a Bachelor Program if the student has MORE than half of the required credits toward graduation before WIA assistance).
- Concordia University in Beloit Wisconsin's Associate Degree in Human Resource Management. This 2 year program costs approximately \$22,000 for tuition and books.
- Concordia University in Beloit Wisconsin's Associate Degree in Business Management. This 2 year program costs approximately \$22,000 for tuition and books.
- Kishwaukee College in Malta, Illinois' Truck Driver Training Program. This certificate program is 160 hours in length and costs \$3,700. The student must test for a CDL in addition to the training.
- Rock Valley College in Rockford, Illinois' Tractor Trailer Driver Training Program. This certificate program is 160 hours in length and costs \$3,700. The student must test for a CDL in addition to the training.

Ad Hoc ETP Committee denied approval of the following programs for the reason (s) stated:

- PC Pro Schools in Madison, Wisconsin's Help Desk/MCSA Program. This certificate program is provided in an on-line environment in 300 hours and costs \$28,950. It does not provide a diploma or degree.
- Concordia University in Beloit Wisconsin's Masters Degree in Business Administration Management. This 2 year program (full-time) is roughly \$22,000. (SWWDB policy does not allow for the approval of a graduate program)
- Concordia University in Beloit, Wisconsin's Associate Degree in Theology. This 2-year degree program costs approximately \$22,000 for tuition and books. (This field is not on the 35% approval list).
- Revera College in San Luis Obispo, California's online 3D Animation Certificate Program. This certificate program is 720 hours in length and costs \$18,075. (A local program is available in Wisconsin)

At the last meeting, the board granted authority to the Ad Hoc committee to approve or deny ETP requests, on behalf of the board, subject to confirmation by the full board at its next regularly scheduled meeting. Confirmation of the committee action is requested.

- **B. Approval of FY 2008-09 Budget Modifications**
SWWDB receives grants and contracts throughout the year that either increase or reduce the originally approved fiscal year budget. When SWWDB receives information regarding changes to the budget, this information is brought to the Board for action to modify the approved budget.

The following modifications to the approved FY 2008-09 budget are requested:

- **Increase Revenues and Expenditures**
 - \$138,180.00 – Receipt of the National Emergency Grant – Flood Disaster grant
 - \$ 81,153.92 – Approval of a new Leased Employee in Richland County

- **Decrease Revenues and Expenditures**
 - \$5,000.00 – Actual grant award for the Disability Navigator Program was less than DWD indicated during budget preparation

Full board approval of the budget modifications is requested.

4:25 p.m.

6. Committee Reports

None.

7. New Business

4:25 p.m.



A. Consideration of On-the-Job Training (OJT) Policy – E-330

On-the-Job Training (OJT) provides selected participants with specific occupational skill(s) to be taught by an employer at a job site after hire. OJT contributes to the individual's occupational skill development through higher skilled jobs which, in turn leads to self-sufficiency and upward mobility. OJT training also assists employers develop a trained workforce and is an activity frequently utilized as an economic development incentive to attract and retain companies.

OJT is an allowable WIA training activity that has not been utilized extensively by SWWDB in recent years. However, due to limited capacity of area educational facilities, OJT is a more viable training option given the high volume unemployment expected in the area. It is also a tool that SWWDB can use with economic development agencies to address business recruitment and retention.

SWWDB has not had a formal On-the-Job Training policy because this approach has been used so infrequently. A new policy will be presented for consideration by the board. A copy of the draft OJT policy is [Enclosure 4](#) to the agenda. This policy will be distributed at the meeting for review and discussion. The draft policy also may be previewed and/or downloaded by clicking on the enclosure number.

Board approval of the On-the-Job Training Policy – E-330 is requested.

4:35 p.m.



B. Consideration of Eligible Training Provider Policy – E-370

At the last board meeting, the Eligible Training Provider (ETP) process was discussed. A new policy has been drafted to reflect the intent of the board as expressed at that meeting. A copy of the draft Eligible Training Provider policy is [Enclosure 5](#) to the agenda. This policy will be distributed at the meeting for review and discussion. The draft policy also may be previewed and/or downloaded by clicking on the enclosure number.

Board approval of the Eligible Training Provider Policy – E-370 is requested.

4:45 p.m.

C. Workforce Innovation in Regional Economic Development (WIRED)

Department of Workforce Development (DWD) Secretary Roberta Gassman has appointed a new leadership caucus for the South Central/Southwest WIRED Region. Ms. Barbara Hummel has been selected to facilitate the leadership caucus meetings. Ms. Hummel has held a series of regional briefings for leadership caucus members. During those meetings, she has reviewed WIRED activities to date, talked about the six-step WIRED process, examined the objectives and budget from the original proposal, and reviewed the Seeds of Workforce Change Report recommendations. The document used during the briefing meetings is [Enclosure 6](#). This document will be available at the meeting or may be previewed and/or downloaded by clicking on the enclosure number.

Ms. Hummel has indicated that one of the activities that she feels the leadership caucus will need to do is update the economic profile of the region using a SWOT (Strengths, Weaknesses, Opportunities and Threats) process.

Bob Borremans will briefly review the recommendations of the Seeds of Workforce Change report. Amy Charles will then facilitate a modified SWOT process among board members to provide leadership caucus members input from the full board.

5:30 p.m.

Dinner Break

6:00 p.m.



D. Designation of Southwest Job Center Locations

As discussed at the last meeting, DWD Secretary Roberta Gassman announced a plan to reorganize Job Service participation in Job Centers. Originally, she called for Job Service personnel to be centralized in twelve (12) Job Centers in Wisconsin.

However, following a hearing by the Wisconsin Senate Committee on Labor Elections and Urban Affairs, Secretary Gassman has revised her plan and now will allow two Job Centers in each WDA. DWD has subsequently contacted SWWDB administration who recommended a second Job Center in Fennimore at the Southwest Wisconsin Technical College. Apparently that location is acceptable with DWD.

Therefore, SWWDB plans to provide services at the following two Job Center locations beginning January 1, 2009:

Rock County Job Center
1900 Center Avenue
Janesville, Wisconsin 53546
Telephone: (608) 741-3400 or
1-888-333-9339
www.jobcenter.org

and Southwest Wisconsin Job Center
Southwest Wisconsin Technical College
1800 Bronson Boulevard
Fennimore, Wisconsin 53809
Telephone: (608) 822-3262 or
1-800-362-3322

Every effort will be made to provide job center services, by appointment, on a mobile basis at several communities throughout Southwest Wisconsin. However, so as not to confuse clients, because available services will not be exactly similar to those available at job centers, administration is recommending removing the job center name from other community-based sites. It is suggested that the community-based sites be identified only by the name of the partner agency providing the location (i.e. Richland County Human Services building, etc.). The proposed locations of community-based mobile services is as follows:

	Workforce & Job Related Assistance	Veterans Assistance
Mondays	Monroe	Richland Center
Tuesdays	Unavailable	Darlington (Every other Tuesday)
Wednesday	Unavailable	Monroe
Thursdays	Richland Center	Dodgeville
Fridays	Darlington	Platteville

Bob Borremans will review the current status of job center plans. It is requested that the board designate the Rock County Job Center in Janesville and the Southwest Wisconsin Job Center at SWTC in Fennimore as the official job center sites for the Southwest Wisconsin WDA. This will allow SWWDB to notify DWD of the job center locations so the new DWD virtual job center and other DWD reference materials will reflect the actual for WIA in southwest Wisconsin.

6:15 p.m.

E. Update on Special Rapid Response and National Emergency Grant (NEG) Activities

The DWD submitted, with the assistance of SWWDB, the National Emergency Grant for auto-related industries in the Rock County area on July 28, 2008. The funding requested was \$3.8 million dollars to serve 785 workers dislocated from General Motors, Lear Seating, United Industries, and Logistics Services Incorporated, at a cost per participant of \$4,855. When funded, the grant would provide \$2.3 million dollars in direct payments to dislocated workers for training and support services. This grant reflects the anticipated needs resulting from the closure of the second shift at GM. Additional NEG funds will be sought if and when General Motors closes the Janesville facility.

Amy Charles will discuss the current status of the grant application to the Department of Labor and provide a brief update regarding current activities responding to the auto industry situation.

6:25 p.m.

F. Appointment of an Ad Hoc Committee for 2007-08 Audit

The audit firm has met with the Finance Committee several times during the annual audit process to discuss the scope of the audit and then report their findings in detail before making the presentation to the full board. With the suspension of the Finance committee, an ad hoc committee needs to be appointed to handle this responsibility. Appointment to the committee will be made at the meeting and board members are asked to consider whether they are interested in serving on this ad hoc committee. A finance or business background is not required for appointment.

6:30 p.m.

G. Report on the DWD Monitoring for Program Year 2007-08

The DWD annually monitors local workforce development activities. This year Karen Pfeil and Nancy Eilks of DWD visited SWWDB on August 11 - 12, 2008. This year's monitoring was different compared to past years' monitoring visits because no client files were reviewed. Only operational activities and financial practices were reviewed during this visit. DWD also conducts "data validation" which will now be the file review element and DWD's oversight responsibility.

Amy Charles and Annette Meudt will discuss the observations of DWD staff and their impressions of the new monitoring process.

6:40 p.m.

8. Executive Director's Report

6:45 p.m.

9. Chairperson's Report

6:50 p.m.

● **10. Adjournment**

Next Meeting: Wednesday, December 10, 2008.

● **Action Requested**

All Times are Approximate