

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

The Southwest Wisconsin Workforce Development Board met on Wednesday, July 9, 2008 at The Dining Room at 209 Main in Monticello. Attendance was as follows:

**Members Present:**

Mr. Scott Stocker, Chairperson	Mr. Tom Larsen
Mr. Art Carter	Ms. Suzanne Lee
Mr. James Finley	Mr. Troy Marx
Ms. Carmen Granados	Mr. James Otterstein
Ms. Cindy Harrington	Mr. Bruce Palzkill
Mr. Tom Hogan	Ms. Shari Schaff
Ms. Jennifer James-Baker	Mr. Tom Schraeder
Mr. Randy Jacquet	Mr. Geoff Upperton
Dr. Karen Knox	

**Members Excused:**

Dr. Gary Albrecht	Mr. Walter Orzechowski
Ms. Amy Banicki	Ms. Regina Prude
Mr. Charles Elliott	Mr. Steve Scaccia
Ms. Tammie Engelke	Ms. Margery Tibbetts
Mr. Richard Gruber	Mr. Larry Ward
Ms. Anne Hore	

**Guests Present:** Mr. Lutfi Shahrani

**Staff Present:**

Dr. Robert Borremans	Ms. Shannon Moe
Ms. Amy Charles	Ms. Mary Kay Runde
Ms. Annette Meudt	

**1. Welcome; Call to Order; Introduction of New Board Member and Guests**

Mr. Stocker welcomed everyone and called the meeting to order at 5:32 p.m. Mr. Stocker introduced and welcomed to the Board, Mr. Art Carter the new Chief Local Elected Official. Dr. Borremans introduced Mr. Lutfi Shahrani, a representative from Unemployment Insurance Division, sitting in for Ms. Banicki.

**2. Approval of SWWDB Meeting Minutes**

Motion by Mr. Hogan, second by Ms. Harrington to approve the April 9, 2008 SWWDB Meeting Minutes. **Motion carried unanimously.**

**3. Financial Report**

Ms. Meudt stated that the Finance Committee reviewed the June 2008 Quarterly Financial Summary at their meeting held prior to the Board Session. Ms. Meudt pointed out that the June 2008 report will not be complete until all June expenses are paid, and added that the deadline for Program Year-07 invoice submission is August 15, 2008.

Ms. Meudt said that the 2007-08 budget at June 30, 2008 had increased by \$920,148 from what was approved by the Board in June 2007. She added that the increased funding was comprised of a Special Rapid Response Grant, National Emergency Flood Grant, several additional leased employee contracts, additional Wisconsin Senior Employment (WISE) funding, and the Emerging Industry Skills Partnership (EISP) funding.

Motion by Mr. Schraeder, second by Mr. Palzkill to approve the Budget and Expense Summary for the April – June 2008 Quarter. **Motion carried unanimously.**

**4. Unfinished Business**

None.

**5. Consent Agenda**

The Finance Committee recommended approval of the FY 2007-08 budget modification of additional funds, \$25,000 for Rapid Response for serving dislocated workers in the auto industry.

The Program Operations Committee recommended approval and Executive Committee has authorized the allocations of the three contracts with program operators contained on the consent agenda – Job Service for \$350,000, CESA #2 for \$87,000 and CESA #3 for \$86,000.

Motion by Mr. Finley, second by Mr. Carter to approve the consent agenda. **Motion carried with Mr. Palzkill abstaining.**

**6. New Business**

**A. Executive Committee**

Mr. Stocker said that the Executive Committee met on June 16, 2008 and he shared that the Executive Director's contract was renewed.

**1. Consideration of Change in Meeting Schedule**

Dr. Borremans explained that the proposed change to the policy governance structure and meeting schedule is due to consideration of board members' time and the increasing travel costs associated with attending meetings. Dr. Borremans said the proposal is to suspend the standing committees, and have the Board act as a "whole" under a policy governance structure. Issues that had been reviewed by the committees would instead become part of the full Board's meeting agenda. The Board would still meet quarterly but about 1 hour would be added to the meeting; with meetings beginning at 4:00 p.m. and ending at approximately 7:30 p.m. This would allow for a more in-depth analysis and discussion on agenda topics that were previously discussed by the committees. Dr. Borremans added that Executive Committee would continue to meet as needed to address issues requiring action between Board meetings. Ad hoc committees would be appointed to study key issues.

Mr. Stocker reported that the Executive Committee discussed the proposal favorably, but requested that it be referred to the full Board for discussion and a decision.

In the Board's open discussion, several ideas were shared. Dr. Knox offered that the Southwest Wisconsin Technical College Board went this route and that it is well liked with members feeling they are informed. Ms. Schaff suggested that if the Board agendas are going to be lengthier, then the meeting material should be available sooner for review. Mr. Finley added that with consideration on the agenda length, that an executive summary may be appropriate. Mr. Otterstein concurred saying that 30 pages of agenda content is too long to expect board members to print at their offices.

Mr. Marx advocated the continued rotation of locations throughout the southwest counties for the quarterly board meetings. Mr. Larsen offered that without POC meetings there is no convenient way review and recommend program contracts prior to the start of the program year. He suggested that the Board should consider going back to the previous meeting schedule. Mr. Upperton agreed, saying that September, December, March and June would follow the fiscal and program year.

Motion by Mr. Otterstein, second by Dr. Knox to move to the policy governance model, suspending standing committee activities, for a one-year trial period; and returning to Board meetings during the last month of each quarter. The discussion confirmed the intent to use ad hoc committees to review key issues in more depth. The Board meeting start time will be moved to 4:00 p.m. beginning with the September meeting and ending at approximately 7:30 p.m. The meetings will return to the September, December, March and June schedule with the meetings remaining on the second Wednesday of the month. The next Board meeting was set for Wednesday, September 10, 2008. **Motion carried unanimously.**

### **B. Finance Committee**

The Finance Committee met prior to the Board meeting to review SWWDB's FY 2008-2009 Budget and recommended its approval. Ms. Meudt shared that the proposed budget is \$3,835,432 which is an increase of \$695,327 or 22.14% over the original PY 2007-08 Budget. There is also an increase of \$161,142 in WISE Program funds. WIA program funds represent the largest budgetary category at approximately 45% of the total budget. The budget also represents 8% Administration, 25% Personnel Leasing, 19% Other Grants and 3% Network.

The budget only includes grants and contracts awarded at the beginning of the year and does not include a National Emergency Grant (NEG) that is currently under development or the second portion of a tentative \$385,916 Special Response grant to assist auto-related dislocations. As additional funds are officially awarded, budget modifications will be brought to the Board for approval.

Motion by Mr. Schraeder, second by Mr. Finley to approve the SWWDB FY 2008-09 Budget. **Motion carried unanimously.**

### **C. Program Operations Committee**

Ms. Charles briefly recapped highlights of the Program Operations Committee (POC) meeting held on May 19, 2008 and added that discussion was held on the processes involved in getting on the state's Eligible Training Provider (ETP) List. Dr. Borremans added that the POC members heard a presentation on the Wisconsin Senior Employment (WISE) Program. SWWDB has received increased funding due to the excellent program outcomes it has achieved.

#### **1. Consideration of Eligible Training Provider Applications**

Ms. Charles said that Rockford Memorial Hospital (RMH), School of Radiography, Rockford, Illinois is requesting approval of a 2-year certificate Radiography program. Although the instruction will be offered at the hospital in Rockford the distance is manageable for many southwest Wisconsin residents. She noted that the placement outcomes for the program are good and that Wisconsin schools with similar program have a waiting list for entry into the program. The cost of the program is \$4,380 and within SWWDB guidelines. Administration recommended approval of the program.

Motion by Mr. Palzkill, second by Mr. Otterstein to approve the Eligible Training Provider application of the Rockford Memorial Hospital, School of Radiography, Rockford, Illinois. **Motion carried unanimously.**

Ms. Charles stated that Allied Business Schools (ABS), Laguna Hills, California submitted an application. ABS was seeking approval of two programs - Medical Terminology and Medical Coding. ABS does not operate a campus in Wisconsin and both programs are only offered on-line. The cost of both programs is \$1,500. Graduation rates for the two programs, at 56% and 36% respectively, are below SWWDB's expectations. Administration did not recommend approval of either program.

Motion by Mr. Otterstein, second by Mr. Palzkill to deny approval of the Allied Business Schools Medical Terminology and Medical Coding programs. **Motion carried unanimously.**

### 2. **Consideration of Eligible Training Provider Procedures**

Ms. Charles shared that a change in the process used for approving Eligible Training Provider applications was being encouraged so that participants could be enrolled more quickly in approved training. Currently, the POC may approve applications on behalf of the Board, following an opportunity by all board members to review and comment on the application. This process allows for approval of ETP applications only 4 times annually which could delay participants enrolling in and beginning training.

Administration suggested the automatic approval of applications from program providers approved by the Wisconsin Educational Approval Board (EAB) and staff approve, following board member review and comment, for non-EAB approved training providers. The full Board would continue to confirm the ETP applications at the next scheduled Board meeting.

Several board members questioned the ETP approval process and the role of the Board in approving ETP applications. It was noted that the Board, by WIA regulation, is the approving authority for programs operating in the WDA. This change in procedures would prevent the Board from exercising this authority before a program begins to operate in the area. With the shift to a policy governance model, it was suggested that an ad hoc committee be appointed to handle the approval process in lieu of the Program Operations Committee.

Motion by Mr. Upperton, second by Ms. Schaff to approve the formation of an ad hoc committee with the authority to act on behalf of the Board to review and approve Eligible Training Provider applications subject to confirmation by the full Board. **Motion carried unanimously.**

Mr. Stocker appointed Mr. Hogan, Mr. Upperton, Ms. Schaff, Mr. Larsen and Mr. Palzkill to an Ad Hoc Committee to process ETP applications.

Dr. Borremans said that administration will create a formal policy on ETP applications for full Board action at the September meeting.

### D. **Workforce Services Committee**

Ms. Harrington reported that the Workforce Services Committee met on May 21, 2008 and

that Bob Borremans will be providing updates under Other New Business.

## **E. Youth Council**

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

## **F. Other New Business**

### **1. Update on Automobile Workforce and Related Employment (AWARE) Activities**

Dr. Borremans reminded members that in April, notification was received on the discontinuation of second shift at GM. In June, GM announced plans to discontinue operations and close the Janesville Assembly facility entirely.

Dr. Borremans said that SWWDB has been working with labor and management, as well as, community groups in responding to this planned closure. There has been a group formed to develop a proposal to retain GM in the area or attract another manufacturing operation to the area. A community forum also has been held to offer suggestions to address changes to the local economy. He noted that more than GM workers will be impacted by this closure and said that SWWDB is using the acronym Automobile Workforce and Related Employment (AWARE) when discussing auto-related worker services. He said that the full impact of the closure is not yet known, but that one economic impact model estimated the number of lost jobs to be between 7,000 to 10,000 jobs. Mr. Otterstein suggested that with all of the rumors flying, board members should remember to keep things in perspective, adding that the closure is planned to occur over the next 2 years.

Mr. Hogan said that due to the Rapid Response efforts, individuals from GM's second shift are being enrolled in the system and getting assistance and training.

Dr. Borremans shared that SWWDB will continue to look at all funding options to better assist dislocated individuals including a State Special Rapid Response Grant (\$385,916) and a DOL National Emergency Grant, currently estimated at \$3,600,000.

### **2. SWWDB Role in Flood Disaster**

Dr. Borremans explained that SWWDB can access federal DOL assistance to respond to natural disaster using two grant programs – National Emergency Grant (NEG) - Disaster Program and Disaster Unemployment Assistance (DUA) Program. Dr. Borremans explained the SWWDB administers the NEG Disaster Program, in coordination with DWD, and that funds are used for public efforts to rebuild infrastructure and provide humanitarian assistance. The DUA provides extended unemployment benefits for workers who have been laid-off because their employer has been shut down because of the flooding. In Wisconsin, this program is run through the DWD Unemployment Insurance Division.

Dr. Borremans introduced Mr. Lutfi Shahrani, Director of Benefit Operations Bureau, Unemployment Insurance Division, who provided additional information on flood related assistance in Wisconsin. Mr. Shahrani shared that his agency is working with two federal programs, the DUA Program and the Emergency Unemployment Program. Mr. Shahrani explained that due to the recent flooding, FEMA has now declared thirty Wisconsin counties as disaster areas eligible for public assistance. Mr. Shahrani emphasized that because of the high volume of calls and applications eligible parties need to be patient and reiterated that relief is coming.

**3. Job Center Reorganization**

Dr. Borremans briefly recapped DWD Secretary Roberta Gassman's plan to reorganize Job Service staff and centralize personnel in twelve (12) Job Centers in Wisconsin. The plan has received significant criticism and the State Senate held a hearing on the Secretary's proposal on July 8<sup>th</sup>. He said that he provided testimony at the hearing at the request of State Senator Judy Robson.

SWWDB is proceeding with efforts to consolidate WIA services at the Rock County Job Center in Janesville and Southwest Wisconsin Technical College (SWTC) in Fennimore. Dr. Borremans shared that the Platteville Job Center closed on June 30<sup>th</sup>. He said that SWWDB will attempt to maintain services at other sites with the assistance of job center partners.

Dr. Borremans explained that the state is looking at a new, more robust Virtual Job Center (VJC). Efforts to construct the new VJC are currently underway with a preliminary website scheduled to be available by September 15, 2008. The state's VJC is expected to be fully functional by January 1, 2009.

**4. Update on the South Central/Southwest WIRED Initiative**

Dr. Borremans said that following the April 16<sup>th</sup> DOL training, Mr. Stocker and he met with the South Central board chair and executive director and a representative from DWD on May 12, 2008 to develop processes and procedures to move the WIRED initiative forward. He felt that the group had reached consensus on several issues – reducing the Leadership Caucus to twenty-two (22) individuals, establishing a nine (9) member Executive Committee to handle operational procedures and hiring a project manager responsible for directing day-to-day activities.

Mr. Stocker shared that the planned May 28, 2008 Leadership Caucus meeting, agreed to by all parties, did not happen. Apparently, following the May 12<sup>th</sup> meeting, the South Central executive committee met and objected to the changes. The South Central board chair sent a letter to Secretary Gassman outlining a different course of action. That letter was not shared with SWWDB. The Secretary subsequently sent a letter to Leadership Caucus members explaining that she would be taking a more direct role in appointing caucus members and scheduling/conducting the first meeting of the revised Leadership Caucus. The letter outlined a process for the nomination and appointment of Leadership Caucus members.

Mr. Stocker said that communication regarding the WIRED initiative has been very poor and that he is personally frustrated by the process. Dr. Borremans offered that the DOL and DWD will need to resolve the issues in going forward.

**8. Executive Director's Report**

No report.

**9. Chairperson's Report**

Mr. Stocker thanked everyone for attending the meeting.

**10. Adjournment**

Mr. Stocker adjourned the meeting at 7:20 p.m. The next SWWDB Meeting is scheduled for Wednesday, September 10, 2008 at a location to be announced.