

Southwest Counties Consortium Meeting

November 25, 2008
Meeting Minutes

The Southwest Counties Consortium meeting was held on Tuesday, November 25, 2008 at the Iowa County Courthouse in Dodgeville, Wisconsin. Attendance was as follows:

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|-------------------------|---|-----------------------------------|
| Members Present: | Mr. Mark Masters Mr. Russ Podzilni | Mr. Robert Keeney |
| Members Excused: | Mr. Art Carter Ms. Ann Greenheck | Mr. John Patcle Mr. Jack Sauer |
| Staff Present: | Dr. Robert Borremans Ms. Annette Meudt | Ms. Katie Smith |

Mr. Mark Masters called the meeting to order at 11:42 a.m. Dr. Borremans welcomed Mr. Robert Keeney, Vice Chair of the Grant County Board of Supervisors, who attended in Mr. John Patcle's absence.

1. Approval of Minutes

Motion by Mr. Podzilni, second by Mr. Masters to approve the minutes (**Enclosure 1**) as presented from the Southwest Counties Consortium Meeting held on August 26, 2008. **Motion carried unanimously.**

2. Annual WIA Program Performance Report for Program Year 2007

Dr. Borremans presented the results of the annual Department of Workforce Development (DWD) performance report data and provided interpretation and explanation. He explained that DWD compiles the information annually and reports the results to the Department of Labor (DOL). He added that this report is a compilation of the performance for all 11 Workforce Development Areas (WDAs) and has been used toward incentive funds to top performers and/or sanctions to poor performers. It was noted that Southwest Wisconsin Workforce Development Board (SWWDB) has historically ranked among the top performing WDAs in Wisconsin.

For PY 2007, SWWDB "Exceeded" 11 of the performance measures, "Met" 6 measures and "Failed" none. He also showed a graph on how Southwest compared to the other WDAs for program year 2007-08. Dr. Borremans noted that using a weighed score system Southwest achieved 45 points and was the top performing WDA. He noted that a year ago SWWDB also achieved a score 45 points but was ranked eighth in performance among other WDAs. He said that performance is becoming more difficult to achieve and he expressed concern that because of the current economic situation it will be difficult for SWWDB to achieve performance in upcoming years. He also showed the SWWDB performance trend for the past seven (7) years.

3. Annual State Monitoring Report

Dr. Borremans reviewed the DWD program monitoring report and answered questions regarding the state's monitoring process and final report. He explained that DWD monitors WIA programs operated by local Workforce Development Boards (WDBs) annually.

ENCLOSURE 1

Dr. Borremans explained that DWD conducted their on-site review for PY 2007 monitoring on August 11 and 12, 2008. He indicated that there are two parts to the monitoring - programmatic review and administrative/fiscal review. He noted that the report only addresses the programmatic portion of the monitoring. He said that the process had changed from previous years. While DWD still conducted a desk review, an on-site review of documents, interviews with staff, and an exit conference; DWD did not look at participant files. He explained that the file review will be conducted at a later date as part of the "data validation" process.

Dr. Borremans directed Committee members to the PY 2007 DWD Monitoring Report and explained that SWWDB is only required to respond to the monitoring report if there is a "Finding". Since there were no "Findings," SWWDB was not required to issue a formal response.

Dr. Borremans added that the administrative and fiscal report will be sent at a later date. Ms. Meudt noted that there were no findings identified during the fiscal review.

4. Leased Employees

Dr. Borremans presented the 2008 SWWDB Leased Employee Report and responded to questions regarding leased employee contracts. He noted **Enclosure 5**, which is a listing of leased employees by county.

Dr. Borremans explained that a leased employee works for and is directly supervised by another Agency, but the person is on the SWWDB payroll, receives the same fringe benefits as other SWWDB employees and follows SWWDB personnel policies. Ms. Meudt added that leased employees have helped keep employee participation in the Agency dental and medical insurance plans constant.

Dr. Borremans reported that SWWDB has begun discussion for the renewal of leased employee contracts for 2009 with the various agencies. He added that the SWWDB management fee will again remain at seven (7) percent. The fee has not changed in the more than five years that he has been involved with SWWDB.

5. Workforce Innovation in Regional Economic Development (WIRED) Update

Dr. Borremans reviewed the progress on the WIRED initiative and discussed the next steps in the process. He reported that the WIRED Leadership Caucus met on September 11, 2008, in its first meeting under the reorganized leadership structure. Copies of the September 11, 2008 Leadership Caucus agenda and a briefing booklet used during the meeting were briefly discussed. Dr. Borremans stated that Jennifer Alexander of the Madison Area Chamber of Commerce and Thrive was confirmed as chairperson.

Dr. Borremans explained that the Leadership Caucus met a second time on November 6, 2008, and a copy of that agenda was presented. He reported that Mark Masters was elected as the vice chair of the caucus, and added that the WIRED Implementation Plan was approved for submission to the DOL so funds can be expended. Dr. Borremans reported that there was considerable discussion about whether the implementation strategies had been finalized and were ready for submission to DOL, but the group agreed to submit the implementation plan while allowing for continued discussion on alternative implementation strategies.

Dr. Borremans explained that Michele Mackey has been hired as the WIRED coordinator and will handle the day-to-day activities of the WIRED initiative. He added that she has indicated an interest in learning more about the needs in Southwestern Wisconsin and being visible at community activities throughout the region.

6. **Workforce Development and Role of the Counties**

Dr. Borremans reviewed the role and responsibilities of the Local Elected Officials (LEOs) in the administration of Workforce Investment Act (WIA) funds. He explained that the Southwest Counties Consortium was formed in 2000 in response to the governance structure requirements established by WIA. At that time, the six (6) counties entered into a formal agreement for the administration of WIA funds. The Consortium adopted By-Laws, which were last reviewed and updated in 2006 when the last full WIA Local Plan was submitted. Dr. Borremans explained that SWWDB operates as the administrative entity for WIA funds in accordance with an agreement with the Consortium. This agreement was also reviewed and updated in 2006 as part of the WIA planning process. Copies of the By-Laws and Administrative Agreement were provided because changes among consortium members may not have resulted in current Consortium members having the most recent copies of the documents.

7. **Consortium Meeting Schedule**

Dr. Borremans explained that the Southwest Counties Consortium has been meeting quarterly immediately following a meeting of the Southwestern Wisconsin Regional Planning Commission (SWWRPC). He added that periodically, the Consortium reviews its meeting schedule to determine a schedule that is convenient for members.

After some discussion, it was agreed that this item be placed on the agenda for members to discuss at the February Consortium Meeting when more LEO members are present.

8. **Appointment/Resignation of Board Members**

Dr. Borremans explained that the twenty-nine (29) SWWDB members are appointed to three-year terms on a calendar year cycle. He added that the end of the calendar year brings an end to the appointment term of several board members.

Motion by Mr. Podzilni, second by Mr. Masters to reappoint the board members as listed below to a new three-year term beginning January 1, 2009 and ending December 31, 2011. **Motion carried unanimously.**

| Name | Sector | Business/Organization | Location |
|----------------------|---------|---|-----------------|
| Amy Banicki | Public | DWD, Unemployment Insurance Division | Madison |
| Tom Hogan | Private | General Motors Corporation | Janesville |
| Jennifer James-Baker | Private | Schmitt Woodland Hills | Richland Center |
| James Otterstein | Public | Rock County Economic Development Agency | Janesville |
| Shari Schaff | Private | Advanced Connections | Janesville |
| Margery Tibbetts | Private | Brennan, Steil, Basting & MacDougall | Janesville |
| Geoff Upperton | Public | Rock County Central Labor Council & AFL-CIO | Beloit |

9. **SWWDB December Board Meeting**

Dr. Borremans stated that the SWWDB will meet on Wednesday, December 10, 2008, at the Peppercorn Banquet (Ludlow Mansion) in Monroe and extended an invitation to consortium members to attend. Discussion was held on whether the LEOs would like to attend quarterly Board meetings. Consensus of the members was that they would like to receive the notification and Board material, and would attend if

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schedules allowed. Dr. Borremans shared that the meeting will begin at 4:00 p.m. and end approximately at 7:30 p.m.

10. **Other Business**

None.

11. **Adjournment**

Motion by Mr. Keeney, second by Mr. Podzilni to adjourn at 1:04 p.m. **Motion carried unanimously.**