

**Southwest Wisconsin Workforce Development Board Meeting**  
December 10, 2008  
**Meeting Minutes**

The Southwest Wisconsin Workforce Development Board met on Wednesday, December 10, 2008, at Peppercorn Banquets and Catering in Monroe. Attendance was as follows:

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|-------------------------|--------------------------------|------------------------|
| <b>Members Present:</b> | Mr. Scott Stocker, Chairperson | Mr. Tom Larsen         |
|                         | Dr. Gary Albrecht              | Mr. Terry Martin       |
|                         | Ms. Amy Banicki                | Mr. Troy Marx          |
|                         | Mr. Art Carter                 | Mr. James Otterstein   |
|                         | Mr. James Finley               | Mr. Bruce Palzkill     |
|                         | Mr. Tom Hogan                  | Ms. Shari Schaff       |
|                         | Ms. Anne Hore                  | Mr. Tom Schraeder      |
|                         | Mr. Randy Jacquet              | Mr. Geoff Upperton     |
|                         | Dr. Karen Knox                 | Mr. Larry Ward         |
| <b>Members Excused:</b> | Mr. Charles Elliot             | Ms. Anne Lutz          |
|                         | Ms. Carmen Granados            | Mr. Walter Orzechowski |
|                         | Mr. Richard Gruber             | Ms. Regina Prude       |
|                         | Ms. Cindy Harrington           | Mr. Steve Scaccia      |
|                         | Ms. Jennifer James-Baker       | Ms. Margery Tibbetts   |
|                         | Ms. Suzanne Lee                |                        |
| <b>Guests Present:</b>  | Ms. Sandy Kraft                | Mr. David Odahl        |
|                         | Mr. Mark Masters               | Mr. John Patcle        |
|                         | Mr. Larry Molnar               | Mr. Russ Podzilni      |
| <b>Staff Present:</b>   | Dr. Robert Borremans           | Ms. Annette Meudt      |
|                         | Ms. Amy Charles                | Ms. Shannon Moe        |
|                         | Ms. Mary Fanning-Penny         | Ms. Katie Smith        |

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

Mr. Stocker welcomed everyone and called the meeting to order at 4:07 p.m. Mr. Stocker introduced and welcomed to the Board, Mr. Art Carter, Green County Board Chairperson, Mr. Mark Masters, Iowa County Board Chairperson, Mr. Russ Podzilni, Rock County Board Chairperson, Ms. Sandy Kraft, Rock County Board Vice Chairperson, and Mr. John Patcle, Grant County Board Chairperson. Dr. Borremans introduced Ms. Mary Fanning-Penny, who will be the Business and Employer Services Manager for SWWDB.

**2. Presentation on the Economic Development Administration (EDA) Community Economic Adjustment Program**

Mr. Stocker and Dr. Borremans welcomed Larry Molnar, Director of the Economic Development Administration (EDA) University Center at the University of Michigan. Mr. Molnar proceeded to explain the services of the Community Economic Adjustment Program (CEAP).

Mr. Molnar explained that the objective of the CEAP is to assist communities maximize their strengths and equip them with the necessary resources to develop proposals for an effective response to economic distress. He further explained that it is also designated to serve as a

demonstration project in response to sudden economic dislocation caused by major changes in the basic structure of state and regional economies. Mr. Molnar reported that the EDA has joined efforts with the Center for Automotive Research Group (CAR) and is currently assisting twenty-five (25) communities in Michigan, Ohio, Indiana, and Wisconsin that are experiencing severe economic hardships.

Mr. Molnar shared with Board members that there are many benefits of participation including the following resources: A Guide that provides over 600 potential grants to pursue; a Strategic Economic Recovery workbook that helps provide assistance for strategic planning efforts; Regional and Community Profiles; a Community Workshop to introduce programs to Federal, Regional, and State agency representatives; and proposal preparation assistance.

Dr. Borremans informed Board members that the EDA has Wisconsin Resource Directory discs available for those interested. The discs contain information on Wisconsin's federal programs and may be obtained by contacting the SWWDB Administrative Office.

### **3. Approval of the 2007-08 Audit Report**

Ms. Meudt introduced Mr. David Odahl, Senior Auditor for Wegner LLP. Mr. Odahl explained that Wegner is an independent third party that reviews Agency financial reports. He added that Ms. Annette Meudt, Finance Director, prepared the organizational financial statements and his firm reviewed them for accuracy and compliance with the new Generally Accepted Accounting Principles (GAAP).

In the Management letter issued by Wegner, it was acknowledged that Management has taken steps to establish control over the financial reporting process, but recommended continued measures to enable Management to conclude the financial statements are complete and presented in accordance with GAAP.

Mr. Odahl stated that there were no questioned costs, and the report was unqualified, the highest rating an organization can receive on an audit. He added that SWWDB remains a low-risk auditee.

Mr. Odahl proceeded to explain Wegner LLP's Management letter. He stated that in Wegner's opinion, additional measures are needed to enable management to conclude the financial statements and related disclosures are complete and presented in accordance with GAAP. Dr. Borremans explained that SWWDB continually reviews policies and procedures to improve operations. Mr. Odahl continued by explaining that the Internal Revenue Service (IRS) has redesigned the Form 990, and stressed that SWWDB staff become familiar with the changes for data collection.

Motion by Mr. Ward, second by Mr. Larsen to approve the 2007-08 Audit Report. **Motion carried unanimously.**

### **4. Approval of Minutes of September 10, 2008 SWWDB Meeting**

Motion made by Mr. Ward, second by Mr. Carter to approve the minutes of the September 10, 2008 SWWDB Meeting. **Motion carried unanimously.**

### **5. Financial Report**

Ms. Meudt reviewed the Budget and Expense Summary for September, October, and November 2008. She explained that the report represents allocations and expenditures for Administration,

WIA Adult, WIA Youth, WIA Dislocated Worker, Other Grants, Personnel Leasing, Network Services, and Corporate funds for SWWDB. Ms. Meudt reported that there has been a lot of activity in training services, and said that funds are being spent as projected. She added that with the budget modifications, the total budget has increased from \$3.8 to \$5.8 million dollars.

Motion by Mr. Schraeder, second by Mr. Palzkill to approve the Financial Report through November 30, 2008. **Motion carried unanimously.**

6. **Unfinished Business**

None.

7. **Consent Agenda**

A. **Confirmation of Eligible Training Provider Applications**

Dr. Borremans noted that one of the programs on the approved program list was denied by the ETP Ad Hoc Committee. Ms. Charles explained that the Media Production Specialist Certificate at Rock Valley Community College was denied because the applicant did not fully complete the placement information needed to approve the program.

B. **Approval of FY 2008-09 Budget Modifications**

Dr. Borremans noted that SWWDB received \$1,524,800, to assist auto-related dislocated workers, \$34,200 for the Regional Industry Skills Education (RISE) Contract, and \$193,314 in Special Response monies.

Motion by Mr. Schraeder, second by Mr. Palzkill to approve the items on the Consent Agenda. **Motion carried unanimously.**

8. **Committee Reports**

None.

9. **New Business**

A. **Annual WIA Program Performance Report for Program Year 2007**

Ms. Charles explained the results of the Local WIA Program Performance for Program Year 2007-08. She further explained that the report shows the performance results for SWWDB on each of the seventeen (17) performance measures, compares the performance of the 11 WDAs, and shows SWWDB's performance rank over the past seven (7) years.

It was noted by Ms. Charles that SWWDB "Exceeded" 11 of the performance measures, "Met" 6 measures, and "Failed" none. Dr. Borremans added that SWWDB has historically ranked among the top performing WDA's in Wisconsin.

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

Ms. Charles summarized the Program Year 2007 DWD programmatic Monitoring Report for board members. She explained that SWWDB received no "findings or observations", and added that the DWD merely provided helpful information and comments to assist in the management of programs. Ms. Meudt added that the report noted that the results for the Financial Management, Administrative Controls and Procurement will be shared in a separate report.

Motion by Dr. Albrecht, second by Mr. Hogan to accept the Report on the DWD Monitoring for Program Year 2007-08. **Motion carried unanimously.**

**C. Use of WIA, TAA, and NEG Training Funds/Resources**

Dr. Borremans noted that a letter appeared in the Janesville Gazette on November 21, 2008, which brought forth some issues related to the administration of WIA allocation funds compared to Trade Adjustment Assistance (TAA) and National Emergency Grant (NEG) funds to address the auto related layoffs.

Dr Borremans explained that a few years ago, SWWDB limited the amount of supportive services provided to clients because of limited resources. Mr. Upperton stated that the resources are now available and suggested that the training and supportive service amounts provided to individuals need to be increased. Mr. Palzkill agreed and noted that limits need to be reviewed, otherwise individuals will go to other Job Center locations.

Further discussion was held, and Ms. Charles explained that SWWDB will continue to monitor grant expenditures, and ask for a modification if necessary. Ms. Charles said that training and supportive service policies will be reviewed, and any recommendation for modification will be presented to the Board in March 2009.

**D. Senior Worker Assistance**

Dr. Borremans introduced Ms. Shannon Moe, Wisconsin Senior Employment (WISE) Program Coordinator. He explained that the WISE program is intended to assist low income individuals, 55 years of age, obtain job related skills and find employment.

Ms. Moe noted that there are limited WISE program resources and has created a waiting list of thirty-two (32) individuals who meet the eligibility requirements of the program.

Dr. Borremans stated that SWWDB will continue to seek out funds and programs to assist the needs of retired workers.

**E. Workforce Innovation in Regional Economic Development (WIRED)**

Dr. Borremans reported that Mark Masters is the Vice Chair of the WIRED Leadership Caucus and added that Margery Tibbetts and Rich Gruber are the Board representatives. He noted that the next meeting for the WIRED group is scheduled for January 16, 2009.

Dr Borremans stated that the WIRED Implementation Plan has been submitted and is pending approval by the Department of Labor. He added that approval of the Implementation Plan is necessary before WIRED funds can be expended.

**F. Workforce Snapshot**

Dr. Borremans explained that the "Workforce Snapshot" is a new informational item that is being considered for future Board meeting agendas. He explained that every quarter, staff will prepare a one-page overview of what is happening in southwest Wisconsin. He added that the purpose of this item is to share information that may be helpful in understanding what the workforce needs are in the area.

### **G. Election of Officers**

Dr. Borremans reported that nominating committee members, Cindy Harrington, Charles Elliot, and Jennifer James-Baker, have recommended that the slate of officers continue for another term.

The slate of officers is as follows:

Scott Stocker, Chairperson  
Margery Tibbetts, First Vice-Chairperson  
Steve Scaccia, Second Vice-Chairperson  
Jim Finley, Treasurer  
Tom Larsen, Secretary

Motion by Mr. Palzkill, second by Mr. Schraeder to re-appoint officers through December 31, 2009. **Motion carried unanimously.**

### **10. Executive Director's Report**

Dr. Borremans reported that the Public Policy Forum is intended to link state and federal funding specifically devoted to employment and training programs administered by the State of Wisconsin. He added that the Forum identifies organizational needs, the need for employment and training services as economic shifts increase, a mix of federal and state resources, resource trends after dramatic drops in federal funds, and the need to secure additional "flexible" funding because of the resource gap.

Dr. Borremans explained that the Council on Workforce Investment met and prepared a series of recommendations that will be included in the WIA State Plan, which is due to the FEDS on April 1, 2009. The recommendation states that the eleven (11) workforce areas will continue to operate and develop regional plans.

Dr. Borremans added that the 2009 Wisconsin Workforce Development Association Day at the Capitol is scheduled for Thursday, February 12, 2009 at the Best Western Inn on the Park in Madison and invited all Board members to attend. Interested members were advised to contact the SWWDB Administrative Office.

### **11. Chairperson's Report**

None.

### **12. Adjournment**

Mr. Stocker adjourned the meeting at 7:08 p.m. The next SWWDB Meeting is scheduled for Wednesday, March 11, 2009, at a location to be announced.