

# MEMORANDUM



**Date:** November 16, 2009

**From:** Art Carter, Chief Local Elected Official

**To:** **Local Elected Officials**

Mr. John Patcle

Ms. Ann Greenheck/Mr. Fred Clary

Mr. Mark Masters

Mr. Jack Sauer

Mr. Russ Podzilni

**RE:** **Southwest Counties Consortium Meeting Notice**

November 24, 2009 from 11:30 a.m. – 1:30 p.m.

Iowa County Courthouse, Board Conference Room

222 North Iowa Street, Dodgeville, Wisconsin

The next meeting of the Local Elected Officials, Southwest Counties Consortium is scheduled for Tuesday, November 24, 2009 at the time and location listed above. The agenda and enclosures for the meeting are included for your review.

The Southwest Counties Consortium (SCC) meeting will follow the SouthWestern Wisconsin Regional Planning Commission (SWWRPC) meeting. In the interest of time, the SCC meeting is “noticed” to begin at 11:30 a.m. rather than 12:00 p.m. If the SWWRPC meeting ends early, the SCC meeting can begin immediately for the convenience of SCC members.

All county board chairs are urged to attend the meeting. If you cannot attend, please arrange for an alternate to represent your county.

If you are unable to attend the meeting, please contact Kathy Kessler at [k.kessler@swwdb.org](mailto:k.kessler@swwdb.org) or 608 741-3568 two days prior to the meeting date.

# Southwest Counties Consortium

Tuesday, November 24, 2009

Iowa County Court House  
222 N. Iowa Street, Dodgeville, WI  
11:30 A.M. – 1:30 P.M.

## Agenda

1. **Approval of the Minutes** – (Action)

Minutes of the Local Elected Officials Meeting held on August 25, 2009 are contained in **Enclosure 1**. Approval of the minutes is requested.

2. **Annual WIA Program Performance Report for Program Year 2008** – (Discussion)

Annually, the Department of Workforce Development (DWD) determines program performance and reports the information to the Department of Labor (DOL). DWD has finalized the performance report for Program Year (PY) 2008. This report is a compilation of all 11 WDA's performance and is used to issue incentive funds to top performers and sanctions to poor performing WDBs. SWWDB has historically ranked among the top performing WDA's in Wisconsin.

For PY 2008, SWWDB "Exceeded" 6 of the performance measures, "Met" 9 measures and "Failed" none. **Enclosure 2** is a report showing a comparison of SWWDB performance to each of the other WDAs on each of the fifteen (15) performance measures. **Enclosure 3** is a comparison of how the 11 WDAs ranked in performance for PY 2008 and shows SWWDB's performance rank over the past eight (8) years.

Bob Borremans will present the performance report data and provide interpretation and explanation. No action is required.

3. **DWD ARRA Monitoring Report** – (Information)

The Department of Labor/Employment and Training Administration strongly encouraged states and local areas to apply various principles in implementing their American Recovery and Reinvestment Act (ARRA) programs. These principles included expedited and effective use of the funds, transparency, and accountability. To ensure this occurred, DWD required local areas to submit bi-weekly summer youth program statistics, participate in conference calls, enter participant information in ASSET, enter financial information in CORE, meet expenditure rates, and participate in onsite monitoring.

On July 27-30, 2009, DET staff conducted a review of the ARRA summer 2009 youth work experience program operated in the Southwest Wisconsin WDA. The onsite monitoring is an important activity in the overall management of these funds. Through this review, the Division of Employment and Training (DET) reviewed the grantee's and providers' compliance with relevant federal and state laws and regulations; identified administrative or program areas that needed attention; assessed the quality of services provided with these funds; and noted any technical assistance needs and model programs in the Workforce Development Area (WDA).

**Enclosure 4** is the preliminary report on DET monitoring of the Southwest Wisconsin Workforce Development Area's (WDA) summer youth program. The report reflects one Finding and five Observations along with several best practices.

Bob Borremans will review the monitoring report and answer questions regarding the state monitoring process and final report. No action is required.

4. **Summer Youth Employment Outcomes** – (Information)

As was mentioned in the previous item, SWWDB implemented a very successful summer youth employment program this past summer. **Enclosure 5** is a report that summarizes information about the program and outcomes achieved. The report was prepared for the Council on Workforce Investment (CWI) and was used to report outcomes to the Department of Labor. A booklet highlighting program participants has been prepared and will be distributed at the meeting.

Bob Borremans will review summer youth employment activities. This presentation is provided for information and no action is required.

5. **Update on Funding and Service Activities** – (Information)

SWWDB has responded to the economic and workforce challenges in the area with a variety of programs and services. While there are many opportunities, there are concerns that the high volume of need is rapidly exceeding the resources available. **Enclosure 6** is a report prepared by SWWDB administration that explains the scope of the problem.

SWWDB at its' September meeting discussed the problem and has decided to implement waiting lists for new clients considering enrolling in training. While this action is unfortunate, it is necessary if SWWDB hopes to continue to provide resources for clients currently involved in training. The Board has prioritized helping current clients successfully complete training before enrolling new participants into training. Core services available in the Job Center Resource Rooms will continue to be provided to job seekers with emphasis on assistance to help the person enter/reenter the job market.

Bob Borremans will review the issues affecting service delivery and the potential impact on future services. This is an informational/discussion item and no action is required.

6. **WIA and ARRA Fund Distribution Error** – (Information)

**Enclosure 7** explains that DWD's Division of Employment and Training (DET) calculation of Workforce Investment Act (WIA) funding allocations has been challenged. DWD conducted an independent analysis of DET's calculations and procedures in response to this challenge to determine whether the division properly distributed PY 08 and PY 09 WIA funds and American Recovery and Reinvestment Act (ARRA) funds to all WDBs. The audit has confirmed that errors were made by "DET in applying proper criteria to DWD's PY 08 and PY 09 WIA and ARRA allocations." DWD's remedy for the problem is to allocate WIA discretionary funds to the WDBs that were inadvertently under-allocated, while allowing WDBs who were over-allocated to retain the overpayments.

SWWDB was one of the workforce boards that were under allocated WIA and ARRA funds. Under the DWD corrective action plan, SWWDB will receive \$105,913 in WIA and ARRA funds. **Enclosure 8** outlines the steps that will be taken to rectify the problem for SWWDB.

Bob Borremans will review the DWD letter and corrective action. This is an information item and no action is required.

7. **Update on 35% Policy Guidelines** – (Information)

Several years ago DWD issued new and unprecedented rules requiring the expenditure of 35% of WIA allocation funds for adults and dislocated workers to be spent on training. While the emphasis on

training has merits, this action was taken at a time when the workforce system was losing funding and did not have sufficient resources to maintain a One-Stop job center service delivery structure. The Consortium expressed its concerns about the files in a letter to DWD.

While DWD did not respond to the letter, it implements a review of the policy. The revised policy has now been written and distributed. A copy of the policy is attached as **Enclosure 9**.

Bob Borremans will review the policy and respond to questions. No action is required.

**8. Skills Jump Start Grant – (Information)**

Working adults who lack a high school diploma, have not attained an 8th grade math and reading level, or do not speak English have few opportunities to become gainfully employed or economically stable. A new program called Skills Jump Start (SJS) provides \$300,000 in WIA funds to be used to fund grants of \$35-45,000. SJS grants are intended to help workforce development boards and technical colleges deliver “bridges” to career pathways to low-skilled adults—those without a high school diploma, facing skills deficits despite a high school education, or facing language barriers as non-native-English speakers. Funds will be distributed through the WDBs as determined by DWD/DET.

SWWDB has developed a SJS proposal with the Southwest Wisconsin Technical College (SWTC). Bob Borremans will review the SJS grant guidelines, proposal content and respond to question. No action is required.

**9. Leased Employee Contracts – (Information)**

SWWDB operates “Leased Employee” contracts with counties and other agencies. SWWDB Policy B-201 – Employment Status defines a “Leased Employee” as: “An employee of SWWDB but the position is located at and supervised by another agency. Through a contractual agreement with the agency, the leased employee is actually a full- or part-time SWWDB employee subject to all SWWDB personnel policies. Leased employees are entitled to participate in SWWDB benefit programs, based on hours worked, similar to a regular employee.”

SWWDB enters into a contract annually for each leased employee position and, as compensation SWWDB receives a management fee for handling salary and fringe benefit administration. The management fee is 7 percent and has not changed since 2000. Contracts for leased employees generally are for one-year based on a calendar year.

**Enclosure 10** is a listing of 2009 leased employee contracts by county. SWWDB has begun discussion for renewal of leased employee contracts for 2010. The SWWDB management fee will remain at 7 percent. Bob Borremans will respond to questions regarding leased employee contracts and the attached report. This item is presented for information.

**10. Workforce Innovation in Regional Economic Development (WIRED) Update – (Information)**

The WIRED Leadership Caucus met by conference call on October 15, 2009 and will hold an in-person meet on November 19, 2009. Minutes of the October 15<sup>th</sup> meeting are attached as **Enclosure 11** and the agenda for November 19<sup>th</sup> is **Enclosure 12**.

The Department of Labor has approved the SCSW WIRED project for all remaining disbursements meaning that the grant will receive the entire \$5 million amount. The project is still scheduled to end June 30, 2010.

Staff from the Upjohn Institute, the DOL WIRED evaluators, are planning to come to the region in the

Spring. The final date has not yet been set by it appears that it will be the week of February 22, 2010. The evaluators will travel the region to meet with WIRED contractors on project sites. The Consortium will meet that week so there is a possibility that the evaluators may attend the meeting.

The WIRED Innovation Team issued an RFP in September. SWWDB submitted a proposal for an entrepreneur training program for Southwest Wisconsin. Unfortunately, the project was not funded. In fact, the Leadership Caucus only funded one of the six proposals it received. The Center for Nursing Excellence was determined to be the only proposal that was innovative and transforming in accordance with the criteria and WIRED funding filters. This project provides for on-line simulation and incorporates collaboration between Meriter, St. Mary’s, MATC and Herzing College.

SWWDB worked with the Wisconsin Department of Agriculture, Trade & Consumer Protection (DATCP) on a WIRED project to reinstate the Future Fields Program. SWWDB operated Future Fields for over twenty years to assist farmers and farm families who may be forced to leave farming. DATCP sought funding to reestablish the project in Southwest Wisconsin. However, because the State of Wisconsin has imposed a hiring freeze, after they had been awarded funding, they were not allowed to proceed with hiring. SWWDB agreed to be the grant recipient and has hired staff and actually begun outreach services.

Mark Masters and Bob Borremans will review progress on the WIRED initiative.

**11. Appointment/Resignation of Board Members – (Action)**

SWWDB board members are appointed to three-year terms on a calendar year cycle. Therefore, the end of the calendar year brings an end to the appointment term of several board members. Currently, the Board consists of 31 members.

The terms of the following board members are due to expire and they are recommended for reappointment:

Name	Sector	Business/Organization	Location
Charles Elliott	Private	Johnson Insurance	Janesville
James Finley	Private	Wisconsin Community Bank – Monroe	Monroe
Carmen Granados	Public	United Migrant Opportunity Services (UMOS) Farmworker Programs	Milwaukee
Richard Gruber	Private	Mercy Health System Corporation	Janesville
Cindy Harrington	Private	Manpower, Inc.	Janesville
Anne Hore	Private	Lands’ End, Inc.	Dodgeville
Randy Jacquet	Public	Richland County DHSS	Richland Center
Dr. Karen Knox	Public	Southwest Wisconsin Technical College	Fennimore
Tom Larsen	Public	WI Council 40: AFSCME	Beloit
Suzanne Lee	Public	DWD, Division of Vocational Rehabilitation	Janesville
Bruce Palzkill	Public	Southwest WI Job Service	Mineral Point
Scott Stocker	Private	Shullsburg Creamery, Inc.	Shullsburg
Larry Ward	Public	SW WI Regional Planning Commission	Platteville

Geoff Upperton, AFL/CIO representative to the Board has retired. Ivan Collins has been nominated by the Rock County Central Labor Council **Enclosure 13** to replace Mr. Upperton. Mr. Collins is currently an Education Training Specialist at the Rock County Job Center working as a case manager for the AFL-CIO Labor Employment and Training Center serving dislocated workers. Mr. Collins has also been a member of the Rock County Board of Supervisors. Mr. Collins nomination is supported by the Southern

Wisconsin Building and Construction Council **Enclosure 14.**

Action is requested to reappoint the identified board members to a new three-year term beginning January 1, 2010 and ending December 31, 2012.

**12. SWWDB December Board Meeting** – (Information)

The Southwest Wisconsin Workforce Development Board will meet on Wednesday, December 9, 2009 at Forklore Village outside of Dodgeville. The meeting will begin at 4:00 p.m. and end approximately 7:30 p.m. The Board cordially invites the Local Elected Officials to attend the meeting.

**13. Other Business**

**14. Adjournment**