

July 16, 2009

8:30 a.m. to 10:30 a.m.

WDBSCW Office-Conference Call

# Leadership Caucus Meeting

**Meeting Called By:** WIRED Staff

**Type of Meeting:** Leadership Caucus Meeting

**Facilitator:** Barbara Hummel

**Note Taker:** Erin Legro

**Invited:**

**Caucus Members:** Jennifer Alexander, Jon Bales, Bettsey Barhorst, Bob Barker, Ron Brisbois, Heidi Carvin, Jim Cavanaugh, Kathy Cullen, Paul Dietmann, Laura Dresser, Rich Gruber, Rich Hands, Gayle Hytrek, Karen Knox, Marty Krueger, Eric Larson, Anne Lutz, Don Madelung, Deborah Mahaffey, Mark Masters, Ann Miller, James Otterstein, JoAnna Richard, Scott Stocker, Howard Teeter, Margery Tibbetts, Phyllis Wilhelm

**Support Staff/Guests:** Bob Borremans, Gary Denis, Marla Gamoran, Barbara Hummel, Erin Legro, Seth Lentz, Pat Schramm, Michele Mackey

**Attendee's In-Person and Via Conference Call:**

**Caucus Members:** Jennifer Alexander, Bob Barker, Heidi Carvin, Jim Cavanaugh, Kathy Cullen, Paul Dietmann, Rich Gruber, Sue Allen (for Karen Knox), Marty Krueger, Anne Lutz, Don Madelung, Mark Masters, James Otterstein, JoAnna Richard, Howard Teeter, Margery Tibbetts, Phyllis Wilhelm

**Support Staff/Guests:** Bob Borremans, Amy Charles, Barbara Hummel, Erin Legro, Seth Lentz, Pat Schramm, Michele Mackey

**Materials Supplied with Agenda:**

- May 14, 2009 Leadership Caucus Meeting Minutes
- Funding Recommendation – WIRED Advanced Manufacturing Sector
- Work Recommendation – WIRED Worker Cross Team
- Updated Meeting Schedule – July 2009-2010

**Minutes**

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**Agenda Item:** Review Agenda & Approve Meeting Minutes **Presenter:** Jennifer Alexander

**Discussion Summary:** Jennifer Alexander reviewed the agenda and welcomed everyone.

Jennifer Alexander asked for a motion to approve the minutes of the May 14, 2009 Leadership Caucus meeting as presented. Jim Cavanaugh moved to approve the minutes as presented. Kathy Cullen offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Barb Hummel reviewed phone protocol for the meeting.

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**Agenda Item:** Department of Labor WIRED Update **Presenter:** Michele Mackey, Anne Lutz & Howard Teeter

**Discussion Summary:**

Michele Mackey provided highlights from the WIRED Academy in Washington, DC in June 2009. She reported on two important items:

1. Generation 2 & 3 WIRED projects have spent their funds at an alarming low rate. Therefore, the Department of Labor (DOL) has recommended getting funding allocations under contract as soon as possible. The Board's interpretation is to get as much funding under contract as soon as possible by September 30, 2009.
2. No cost extensions are rarely given. She noted that our Grant Manager believes we have a good chance of getting a no cost extension – if we get funding under contract and that we start training people.

Anne Lutz – Found the meeting to be informative and productive. The direction being given in terms of green jobs was exciting. Huge growth in the Utilities sector.

Howard Teeter – Very informative about WIRED. Most excited about issues around green energy and green jobs and the technology around those.

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**Agenda Item:** Manufacturing Funding Recommendation

**Presenter:** James Otterstein

**Discussion Summary:**

Otterstein reported that he outlined proposal contingencies at the last Leadership Caucus meeting. Issues have been worked through, positioned, and ideas have come up.

He explained that they originally thought they'd have additional funds in amount of \$200k. However, the review team pressed bidders to enhance numbers which leaves the manufacturing sector with a \$20k balance.

Otterstein recommended taking the balance to work with the Southwest Workforce Development Board and MATC to incorporate and enhance the lean side of proposals instead of going through another procurement or moving the funds into a different sector.

**Discussion & Questions:**

Jim – Are we taking a vote on the two recommendations in this statement? Yes. Cavanaugh asked for a refresher description on Collaboration #1 – between Big Sky, BTC, and MATC.

James – The two private sector firms are involved because of their engagement pre-WIRED and with WIRED. Both brought a lot to the table in terms of ideas. Also, the needs are representative of data collection in the region so it made sense to continue down the path. Lentz added that they serve as Advisors. Advisors for curriculum development and equipment purchasing, etc. They do not receive direct funds.

**Jennifer Alexander asked for a motion to approve the Manufacturing Funding Recommendation as presented. Rich Gruber moved to approve the motion as presented. Phyllis Wilhelm offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion. The following Leadership Caucus members abstained from the vote: Jim Cavanaugh.**

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**Agenda Item:** Workplace Skill Center – Industry Based Strategy

**Presenter:** Heidi Carvin and Kathy Cullen

**Discussion Summary:**

Kathy Cullen reported that the Cross Sector Team wanted to focus on emerging workers and opportunities to support skill centers for sector based training and joint learning and networking.

The team recommended strategies to focus on basic skills and adult programming and infrastructure. The team realizes the importance of engaging industry partners and that sustainability is important. She reviewed the criterion which includes: addressing capacity, types of training/tie into Career Pathways, collaboration among education sectors and industry. Also, alignment with workforce system.

Michele added that we have consulted with WDB's and Tech College VP's. Two sectors are directly impacted (ACE and Utilities) so they are viewed as a potential to get strategies aligned since they don't have funding. The team is asking for approval of the work recommendation to move forward for an open procurement. There is also a need to alignment with One-Stop Systems.

**Questions & Discussion:**

Jim – Can you explain alignment with One-Stop System? Michele – Need to be partners. Proposals involve basic skills training centers, ITV technology, etc. need to make sure this is central to procurement. Need to work with WDB's to develop. The proposal strategy will begin July 20, 2009.

**Jennifer Alexander asked for a motion to approve the Cross Sector recommendation as presented. Marty Krueger moved to approve the motion as presented. Anne Lutz offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion. The following Leadership Caucus members abstained from the vote: Margery Tibbetts.**

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**Agenda Item:** Health Care and Manufacturing Projects

**Presenter:** Michele Mackey

Michele Mackey reported that we are in the process of contracting for approved projects in Health Care and Manufacturing. There have been negotiations around mobile/simulation labs. Last week the Deans/leads for the Health Care contracts met regarding collaboration in the region. The plan is to do a phase one and a phase two approach – one to get strategy off the ground and phase two to seek innovation funding. The WIRED staff is planning a hands on project management approach to ensure timelines stick.

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**Agenda Item:** Next Steps & Timeline

**Presenter:** Michele Mackey

Michele Mackey reported that the Innovation Team is setting a series of meetings to review projects out of procurements to review ideas and meet with bidders. The plan is to come out with funding recommendation. This will also incorporate a phase one and two approach. We will have 2-3 projects in cue so the plan is to handle those and then move forward with recommendation. We are currently in procurement so we would potentially have a round two.

Michele noted that the one issues is that we only have 4 members and one or two may be conflicting. She asked for volunteers to serve on the Innovation Team. Phyllis Wilhelm and Don Madelung offered to serve on the team. She added that we may supplement the team with industry experts throughout the process.

### **Timeline**

- Cancel August Meeting
- September Meeting In- Person  
The reason is we would like one meeting is to roll as many funding recommendations as possible to ensure that by mid Sept. the money is decided upon. We would also like to give the review team's additional time to review.

The following members said they are unavailable on September 10 for the meeting:

Bob B.  
Kathy C.  
Anne  
Phyllis

Michele Mackey will follow up & make sure we have a solid quorum for the September 10 meeting. The meeting will be from 8:30-11:30 a.m. in Madison.

### **Closing**

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**Agenda Item:** Adjournment at 9:14 a.m.

**Presenter:** Jennifer Alexander