

MEMORANDUM



Date: November 30, 2010
From: Scott Stocker, SWWDB Chairman
To: **SWWDB Members**

PRIVATE SECTOR

Name	Business	County
Mr. Charles Elliott	Johnson Insurance	Rock
Mr. James Finley	Wisconsin Community Bank	Green
Mr. Richard Gruber	Mercy Health System Corp	Rock
Ms. Cindy Harrington	Manpower	Rock
Ms. Jennifer James-Baker	Schmitt Woodland Hills	Richland
Ms. Stacy Kammes	Cummins Emission Solutions	Iowa
Mr. Neil Kirschbaum	Loudspeaker Components, LLC	Grant
Ms. Anne Lutz	Alliant Energy	Rock
Mr. Mark Masters	Mark H. Masters Farm	Iowa
Mr. Troy Marx	Upland Hills Health	Iowa
Ms. Jan Niemeier	Lands' End	Iowa
Mr. Steve Scaccia	Humane Manufacturing	Rock
Ms. Shari Schaff	Advanced Connections	Rock
Mr. Tom Schraeder	Hodan Center	Iowa
Ms. Margery Tibbetts-Wakefield	Murphy Desmond S.C.	Rock
Mr. Frank Thomas	Carroll Electric	Rock

PUBLIC SECTOR

Name	Organization	County
Dr. Gary Albrecht	Cooperative Education Services Agency #2 (CESA 2)	Rock
Ms. Amy Banicki	Unemployment Insurance Benefit Center	Dane
Mr. Art Carter	Green County Board & CLEO	Green
Ms. Amy Charles	Southwest Wisconsin Job Service	LaFayette
Mr. Ivan Collins	AFL-CIO LETC	Rock
Dr. Thomas Eckert	Blackhawk Technical College	Rock
Ms. Carmen Granados	United Migrant Opportunity Services	Richland
Mr. Randy Jacquet	Richland County Department of Human & Social Services (DHSS)	Richland
Dr. Karen Knox	Southwest Wisconsin Technical College (SWTC)	Grant
Mr. Tom Larsen	Wisconsin Council 40, AFSCME	Rock
Ms. Suzanne Lee	Department of Vocational Rehabilitation	Rock
Mr. Walter Orzechowski	Southwest Community Action Program (SWCAP)	Iowa
Mr. James Otterstein	Rock County Economic Development Agency	Rock
Mr. Larry Ward	Southwest Wisconsin Regional Planning Commission	Grant

RE: Southwest Wisconsin Workforce Development Board Meeting Notice
Wednesday, December 8, 2010, 4:00 p.m. – 6:30 p.m.
The Wisconsin Innovation Kitchen
851 Dodge Street, Mineral Point, WI 53565

The Southwest Wisconsin Workforce Development Board meeting is scheduled for Wednesday, December 8, 2010, at the time and place noted above. The agenda for the meeting is attached and provides links to the enclosure documents. This will allow you to read the documents online or download them. Staff will bring copies of the agenda and all enclosures to the meeting, eliminating the need for you to print the materials at your office.

NOTE: All enclosures have been hyperlinked to the SWWDB network. They may be previewed and/or downloaded by clicking on the enclosure number. Copies of all referenced documents will be distributed at the meeting.

A map and directions to The Wisconsin Innovation Kitchen is included with the agenda. The Wisconsin Innovation Kitchen is located at 851 Dodge Street, Mineral Point, WI 53565.

In the interest of time, please direct questions regarding any of the agenda items or enclosures to Bob Borremans at (608) 751-8604 or r.borremans@swwdb.org prior to the meeting.

If you are unable to attend the meeting, please contact Katie Gerhards at k.gerhards@swwdb.org or (608) 342-4220 no later than **2:00 p.m., Tuesday, December 7, 2010.**

Upon advance request, reasonable accommodations will be made for persons with disabilities. If special accommodations are needed, please contact Katie Gerhards at k.gerhards@swwdb.org or (608) 342-4220 at least two days prior to the meeting.



SWWDB BOARD MEETING

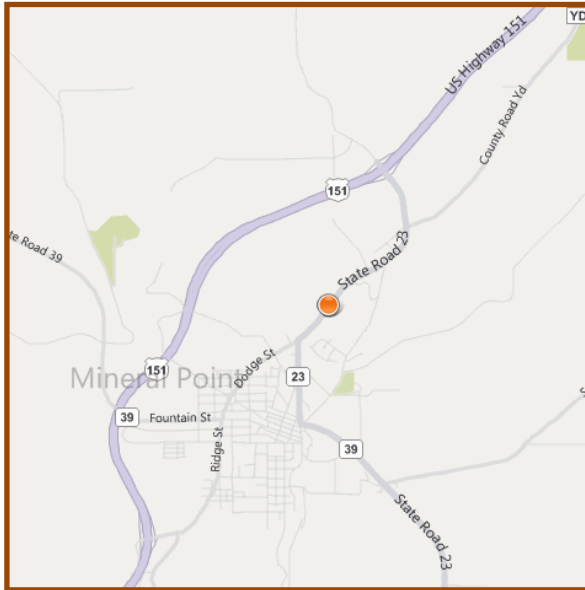
DECEMBER 8, 2010

AT



851 DODGE STREET
MINERAL POINT, WI 53565

MEETING: 4:00 P.M.



Directions from Janesville: (Travel time approximately 1 hour 45 minutes)

- Take I-39 N/I-90 W North to Madison
- Merge onto US-12 W/US-18 W toward Madison
- Turn left at US-151 S/US-18 W toward Dodgeville
- Continue to follow US-151 S to Mineral Point
- Exit at WI-23 S/WI-23 Trunk S. Turn left at WI-23 S/WI-23 Trunk S/Branger Dr. Continue to follow WI-23 S/WI-23 Trunk S to destination on the left.

Directions from Platteville: (Travel time approximately 30 minutes)

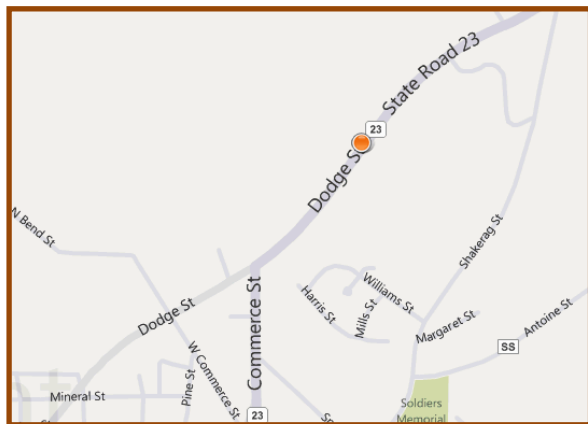
- Take US-151 N to Mineral Point.
- Take the exit toward Ridge St. Turn right at Ridge St. Continue onto Dodge St. Destination will be on the right.

Directions from Monroe: (Travel time approximately 1 hour)

- Take WI-81 W to Darlington.
- Take the 1st right onto WI-23 N/WI-23 Trunk N/Washington St
- Continue to follow WI-23 N/WI-23 Trunk N to Mineral Point.
- Turn right at Commerce St. Then turn right at Dodge St. Destination will be on the right.
-

Directions from Richland Center: (Travel time approximately 1 hour)

- Take US-14 E to WI-130. Turn right at WI-130 S
- Stay on WI-130 S to WI-23,
- Turn right at WI-23 S to Dodgeville,
- Turn left at US-18. Take the ramp onto US-151 S to Mineral Point
- Exit at WI-23 S/WI-23 Trunk S. Turn left at WI-23 S/WI-23 Trunk S/Branger Dr. Continue to follow WI-23 S/WI-23 Trunk S to destination on the left.



Southwest Wisconsin Workforce Development Board

Wednesday, December 8, 2010

The Wisconsin Innovation Kitchen
851 Dodge Street
Mineral Point, WI 53565

AGENDA

- 4:00 p.m. **1. Welcome; Call to Order; Introduction of New Board Members and Guests**
- 4:05 p.m. ● **2. Approval of Minutes of SWWDB Meeting**
Minutes of the September 8, 2010, SWWDB Meeting is contained in [Enclosure 1](#). Approval of the September 8, 2010, meeting minutes is requested.
- 4:10 p.m. ● **3. Financial Report**
The Budget and Expense Summary for September through November 2010 is included as [Enclosure 2](#). This report shows the revenues and expenditures for SWWDB by category. A detailed report of expenditures and revenues for all grant sources is available as [Enclosure 3](#). As requested at the June 2010 meeting, a new financial statement has been developed that shows a summary of organizational revenues and expenditures by category. This report is attached as [Enclosure 4](#).

Annette Meudt will review the financial statements and respond to questions. Approval of the financial statements by SWWDB members is requested.
- 4:15 p.m. **4. Presentation and Tour of The Wisconsin Innovation Kitchen**
The Wisconsin Innovation Kitchen is owned and operated by the Hodan Center, in Mineral Point in beautiful Iowa County, Wisconsin. It is a fully licensed and insured, state-inspected commercial kitchen and is the home processing plant for the wonderful line of Papa Pat's Farmhouse Recipes. When recipes are prepared and packaged at the Innovation Kitchen, they can be sold commercially throughout North America.

The Innovation Kitchen also offers an 'artisan food career' package designed to make the most of this opportunity for food entrepreneurs nationwide. Through this program, a person can have their recipes custom prepared in small, commercial artisan batches ready for commercial distribution. Or, a person can rent the kitchen and process his/her own recipes with appropriate food safety and food processing certifications. Through the Innovation Kitchen, a person can grow an existing food business, start a new artisan food business, or connect an organization to local food opportunities.

The Innovation Kitchen is a cooperative venture involving area food entrepreneurs, smaller processors and local economic development entities. It opened for business in July 2010.

Tom Schraeder will introduce the Innovation Kitchen and its partnering organizations, and provide a tour of The Wisconsin Innovation Kitchen.

5. Unfinished Business

None.

5:00 p.m.

6. Consent Agenda

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

SWWDB has received six (6) Eligible Training Provider (ETP) applications. The Ad Hoc Eligible Training Provider (ETP) committee met on November 29, 2010, to consider the applications and take action on each request. The programs under consideration and the action taken on each application are summarized in [Enclosure 5](#).

The board granted authority to the Ad Hoc ETP committee to approve or deny ETP requests, on behalf of the board, subject to confirmation by the full board at its next regularly scheduled meeting.

The recommendations of the committee will be distributed at the full Board meeting. Confirmation of the committee action is requested.

- **B. Approval of FY 2010-11 Budget Modifications**

SWWDB receives grants and contracts throughout the year that either increase or reduce the originally approved fiscal year budget. When SWWDB receives information regarding changes to the budget, this information is brought to the Board for action to modify the approved budget.

The following modifications are being recommended. These modifications will increase the SWWDB total 2010-11 budget from \$7,007,424 to \$7,248,945.

- **Increase Revenues and Expenditures**

- \$64,742 – Skills Jump Start Program to increase basic skill levels of dislocated and unemployed adults through contextualized bridge training to ensure successful transition into the Electrical Power Distribution and Electromechanical Technician programs at Southwest Technical College from October 1, 2010, through September 30, 2011.
- \$25,000 – WIA Title I Careers 101 Grant to establish pilot projects for career information and career pathway outreach for WIA Youth Program participants.
- \$66,352 – Manufacturing Skills Standard Certification (MSSC) Project to provide a manufacturing-related career pathway for individuals ranging in age from high school to adult from October 1, 2010, to June 30, 2011.
- \$111,235– Modification #1 to American Recovery and Reinvestment Act (ARRA) National Emergency Grant (NEG) funds to provide additional On-the-Job Training (OJT) opportunities to participants from July 1, 2010, through June 30, 2012.
- \$50,000 – Memorandum of Understanding by and between the Wisconsin Department of Corrections (DOC) and the Southwest Wisconsin Workforce Development Board to implement a process to 25 participants under DOC supervision and serving a county jail sentence of six (6) months or more to employment opportunities in their community.

■ **Decrease Revenues and Expenditures**

- (\$42,058)– American Recovery and Reinvestment Act National Emergency Grant modification reducing the Grant Award to \$325,000.
- (\$33,750)-Opportunity Grant modification reducing the Grant Award to \$33,750 and to extend the Grant Period to June 30, 2011.

Full board approval of the budget modifications is requested.

5:10 p.m.

7. Committee Reports

None.

8. New Business

5:15 p.m.

● **A. Approval of the 2009-10 Audit Report**

As a recipient of federal funding, SWWDB is required to have an independent audit conducted annually. The audit of fiscal year (FY) 2009-10 records was conducted by Wegner LLP CPAs and Consultants, Madison.

The Audit Ad Hoc Committee met with representatives from the audit firm on October 25, 2010, before the field work was started. The committee did not identify any specific issues or concerns that they wanted examined during the audit. No action was taken as a result of that meeting. Minutes of that meeting are attached as [Enclosure 6](#). The Audit Ad Hoc Committee met again on Monday, November 29, to review the draft audit documents. The minutes of that meeting will be distributed at the Board meeting.

Annette Meudt, Finance Director, prepared the organizational financial statements that were reviewed by the audit firm. Copies of the financial statements are attached as [Enclosure 7](#). Wegner reviewed the financial statements for accuracy and compliance with GAAP standards. [Enclosure 8](#) represents the 'Communication with Those Charged with Governance' letter that Wegner issues explaining their responsibility under Auditing Standards Generally Accepted in the USA and OMB Circular A-133. Wegner also prepared a Management Representation Letter which is included as [Enclosure 9](#).

Representatives of Wegner will review the enclosed documents in detail and respond to questions regarding the 2009-10 Audit Report.

It is the practice of SWWDB to respond to items raised in the audit management letter. However, since there is no management letter, SWWDB staff will respond to questions regarding SWWDB's financial management.

Approval of the 2009-10 Audit Report is needed, so that SWWDB staff can forward the report to all funding sources in compliance with federal regulations. Board action on the audit report is requested.

5:30 p.m.

Dinner Break

5:50 p.m.

B. Work Keys and the National Career Readiness Certificate

In October of 2009, as part of the Unemployment Insurance Re-employment Service

sessions being offered by Job Service to select UI claimants in Wisconsin began to offer access to ACT Work Keys on-line testing. There are the following areas: Reading for Information, Location Information, and Applied Mathematics, the three (3) areas which make up the National Career Readiness Certificate. In September of 2010, Job Service began an initiative to allow all Wisconsin residents to take the three (3) Work Keys exams and to earn their National Career Readiness Certificate free of charge.

Amy Charles, will present the history of the Work Keys/NCRC initiative and how employers and job seekers can benefit from and access this service. No action is required.

6:05 p.m.

C. DWD PY-09 WIA Monitoring Report

DWD monitors WIA programs operated by local Workforce Development Boards (WDBs) annually. DWD conducted the PY 2009 monitoring on May 4 through May 6, 2010. The monitoring process has changed this year. Typically, DWD monitoring involves a desk review, an on-site review of documents and an exit conference. This year DWD also conducted an off-site review of ASSET client records. DWD has discontinued issuing a preliminary report which allowed SWWDB to correct errors in their report and have moved to issuing only a final report.

A copy of the PY 2009 DWD Monitoring Report is attached as [Enclosure 10](#). SWWDB is only required to respond to the monitoring report if there are any "Findings." This year, SWWDB had five (5) findings and 11 observations. SWWDB responded to the monitoring report on November 18, 2010. The response is attached as [Enclosure 11](#).

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

6:15 p.m.



D. Wisconsin Workforce Development Association Transition Paper

The Wisconsin Workforce Development Association (WWDA) is a statewide association representing the services and activities of the workforce development system. There are thirty-three (33) members on the WWDA consisting of the Chief Local Elected Official (CLEO), the workforce development board chair and the workforce development board directors from the 11 workforce development boards in Wisconsin. The goal of the group is to be an advocate for the workforce development system and to strengthen workforce services throughout the state.

In preparation for a new administration, WWDA attempted, during the campaign, to gain a perspective on the candidates' views regarding workforce development issues. WWDA then began to develop an issue paper to share with the governor elect on the role WWDA and the local workforce development boards can have in addressing workforce needs. A draft of this transition paper is attached as [Enclosure 12](#) for your review.

WWDA is requesting local elected official consortiums and workforce development boards to review the draft document and take action endorsing its recommendations. A motion to approve and endorse the transition paper is requested. Bob Borremans will review the paper and respond to any questions from the group.

6:20 p.m.

9. Executive Director's Report

6:25 p.m.

10. Chairperson's Report

6:30 p.m.

11. Adjournment

Next regularly scheduled SWWDB meeting will be Wednesday, March 9, 2011, at a location in Janesville.

- **Action Requested**

All Times are Approximate