

## Southwest Wisconsin Workforce Development Board Meeting

March 10, 2010

Meeting Minutes

The Southwest Wisconsin Workforce Development Board met on Wednesday, March 10, 2010, at the Flannery's Wilhem Tell Restaurant in New Glarus. Attendance was as follows:

**Members Present:**

|                                |                      |
|--------------------------------|----------------------|
| Mr. Scott Stocker, Chairperson |                      |
| Ms. Amy Banicki                | Ms. Suzanne Lee      |
| Mr. Ivan Collins               | Mr. Terry Martin     |
| Mr. Charles Elliott            | Mr. Troy Marx        |
| Mr. Rich Gruber                | Mr. Bruce Palzkill   |
| Ms. Cindy Harrington           | Mr. Steve Scaccia    |
| Mr. Neil Kirschbaum            | Mr. Tom Schraeder    |
| Mr. Randy Jacquet              | Mr. Frank Thomas     |
| Ms. Jennifer James-Baker       | Ms. Margery Tibbetts |
| Mr. Tom Larsen                 | Mr. Larry Ward       |

**Members Excused:**

|                     |                        |
|---------------------|------------------------|
| Dr. Gary Albrecht   | Dr. Karen Knox         |
| Mr. Art Carter      | Ms. Ann Lutz           |
| Mr. James Finley    | Mr. Walter Orzechowski |
| Ms. Carmen Granados | Mr. James Otterstein   |
| Ms. Ann Hore        | Ms. Regina Prude       |
| Ms. Stacy Kammes    | Ms. Shari Schaff       |

**Staff Present:**

|                      |                   |
|----------------------|-------------------|
| Dr. Robert Borremans | Mr. Eric Kuznacic |
| Mr. Ron Copernoll    | Ms. Annette Meudt |
| Ms. Kathy Kessler    |                   |

**Other Guests:**

|                 |                     |
|-----------------|---------------------|
| Mr. Dale Belke  | Ms. Julie Funk      |
| Ms. Amy Charles | Ms. Lisa Matijevich |

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

Mr. Stocker welcomed everyone and called the meeting to order at 4:03 p.m. Mr. Stocker introduced and welcomed Board member, Mr. Kirschbaum from Loudspeaker Components, LLC. Mr. Stocker also welcomed Ms. Julie Funk, Project Coordinator and Ms. Lisa Matijevich, Employment Training Specialist, both from the Rock County Job Center.

**2. Approval of Minutes of SWWDB Meeting**

Minutes of the SWWDB meeting held on January 13, 2010 were presented for approval. Motion by Mr. Gruber, second by Mr. Martin to approve the minutes of the January 13, 2010 meeting. **Motion carried unanimously.**

**3. Financial Report**

Ms. Meudt reviewed the financial statements and began by stating that SWWDB received an additional \$125,000 in Statewide Rapid Response (SRR) to serve dislocated workers from Sanford and Warner Electric. SWWDB has also received a \$189,287 retraining grant. Additionally a Paths To Older

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Employment Readiness (P.O.W.E.R.) grant, in the amount \$472,624, has been received to help older workers (individuals 55 and over) with tuition needs. Ms. Meudt stated that upon receipt of the National Emergency Grant (NEG) funds, the budget will be approximately \$12 million. She added that 51% of the budget is going directly to tuition and support with the remainder going to job service and program operator staff.

Ms. Meudt added that expenditures are currently a little low in the training and support category due to approximately \$500,000 in Blackhawk Technical College (BTC) invoices that have been slowed due to a staff change. It is important to have these costs indicated on the financials so that SWWDB is at least 80% spent out by June 1, 2010.

Ms. Meudt added that the American Recovery and Reinvestment Act (ARRA) dollars need to be obligated by February 1<sup>st</sup>, but most of the funds are already depleted. She added that the summary financial report is supplied so that the Board members can get an idea of the spending in each category and budget versus expenditures entries. She added that most of the grants have different end dates. Mr. Stocker added that the administration costs are held to 10% or less. Ms. Meudt explained that currently SWWDB is at 8%.

The financial statements were presented to the Board for approval. Motion by Mr. Gruber, second by Ms. Tibbetts to approve the financial report. **Motion carried unanimously.**

#### **4. Recognition of Retiring Board Member**

Mr. Stocker recognized long standing Board Member, Mr. Palzkill. Mr. Palzkill was presented with a plaque and letter of appreciation for his years of service with the Board. Mr. Palzkill is now working at the Job Service central office at DWD in Madison.

#### **5. Presentation by Wisconsin Veterans Services**

Dr. Borremans introduced Mr. Belke, Veteran Services Representative in Janesville to speak about the scope of services offered to veterans and the 2010 Veterans Job Fair.

Mr. Belke identified himself, Mr. Charles Jones and Mr. Tim Murphy as the Veterans Employment Services Specialists for the WDA 11. Mr. Murphy works in Grant, Richland, Iowa and Lafayette counties. Mr. Belke works in Rock and Green counties, and Mr. Jones works in Rock and Walworth counties, each providing employment services to veterans. Mr. Belke explained the Jobs for Veterans Act as priority of service provision that requires veterans and spouses to receive employment, training and placement services as a priority over non-covered persons. He added that services provided to veterans include one-on-one case management interaction, interviewing and resume review, career exploration, assessment programs, job referrals, working with employers under the Hire a Vet campaign and additional assistance for homeless veterans.

Mr. Belke said that the office of Veteran Services will host 18 Job Fairs throughout Wisconsin in 2010. The first will be held at Edgewood College in Madison on Thursday, March 11, 2010. Thirty-five employers are scheduled to attend.

Mr. Belke reports that the veteran population in the state of Wisconsin is 247,895, ages 17-64, with a total of 13,705 in area 11, comprised of Richland, Grant, Iowa, Lafayette, Green and Rock counties.

Dr. Borremans added that Mr. Belke was recently featured in a Channel 15 news story which depicted Mr. Belke as a truly inspirational individual both for his military service and the service he now provides

to veterans in search of work.

## **6. Presentation by Division of Vocational Rehabilitation**

Ms. Lee introduced herself as the Workforce Development area Director for the Division of Vocational Rehabilitation. She provided an overview of DVR explaining that the organization works with individuals with disabilities who have barriers to employment. She added that DVR started in 1920 as a result of the Soldier Rehabilitation Act, and is a statewide program with policies and budgets administered statewide.

Ms. Lee explained that in the Southwest area there is currently 14 DVR staff, 10 vocational rehabilitation counselors with master's degrees and 4 support staff. She stated that they are working with approximately 600 individuals who have been determined as eligible for their services. Each has had an individual plan developed, outlining how the person can work toward their employment goals, using partner and job center resources. Ms. Lee said that 148 individuals were placed in jobs last year.

Ms. Lee added that there has been some difficulty placing people through the program and states that several programs exist to help these individuals meet their employment goals. The first is an internship program to help those that do not have recent work experience or need training in another area. The second is an On-the-Job (OJT) program that is available using ARRA funding. She explained that the program tries to minimize issues that would limit employer involvement by providing the money for the 3 month program up front using the OJT agreement.

Ms. Lee said that approximately 45% of the participants have a physical disability such as brain injury, workers compensation issue or mental illness. Individuals with a severe disability may require a job coach that could help them assimilate into the job with the proper training.

Mr. Scaccia asked if DVR helped an individual to obtain their masters degree. Ms. Lee said that they do help using financial aid opportunities and adds that the education must coincide with their employment goal.

## **7. Review of Workforce Pipeline Summit**

Dr. Borremans reviewed the Developing a Workforce Pipeline to Expand Employment Opportunities conference conducted by the Department of Corrections. Dr. Borremans, Mr. Coppernoll, Mr. Belke and Ms Lee were all in attendance. Dr. Borremans added that a number of the workforce board's have worked directly with the Department of Corrections due to having prisons located within their boundaries. Successful programs highlighted in the conference have occurred in Milwaukee and Green Bay.

The purpose of the conference was to indentify the programs available through the Job Centers that could help reintroduce former inmates into the community and workforce. The Department of Corrections is looking to open communications and design programs to help the offenders, once they are released, to become acclimated into the community and secure employment.

Dr. Borremans stated that the strength of the conference centered on the variety of groups that will be able to collaborate and deliver training and basic skills such as computer literacy. He adds that this is a small step towards developing a plan to discuss what types of services should be delivered at the local level.

Mr. Coppernoll added that a number of employers needed employees that are willing to work off hours, week-ends and holidays. He explained that Department of Corrections representatives indicated that

offenders are usually very receptive to these jobs and demonstrate good work habits. Mr. Coppernoll adds that some offenders have been hired by a company while incarcerated.

Ms. Charles stated that there is not a clear understanding of the services available through various agencies and this seminar provided the opportunity to get a better understanding of available resources.

Dr. Borremans added that this is a new initiative and that more information will be provided as things develop further.

## 8. **ARRA Audit**

Ms. Meudt reported that Mr. Alvis Day, with Jefferson Wells, Inc, conducted an audit of the American Recovery and Reinvestment Act (ARRA). The audit which took place February 17-19, 2010. The audit focus was primarily internal controls. Ms. Meudt explained that the SWWDB accounting structure is very tight with 3 fiscal staff with focused responsibilities and oversight provided by Dr. Borremans and, at times, by Mr. Stocker. Ms. Meudt added that the audit listed five observations and that changes have already been put into place.

Ms. Meudt concluded that through this audit it is clear that accountability and proof of staff review is important and needs to be documented signature or initials conducting the review.

Dr. Borremans reported that SWWDB has two monitorings by the state coming up – one is for the National Emergency Grant (NEG) and second will be the annual monitoring of SWWDB's regular programs by DWD staff. He added that the Department of Labor will monitor State WIA programs in June and it is likely they will visit SWWDB because of the amount and number of grants held by SWWDB and the relative close proximity of SWWDB headquarters to Madison. Dr. Borremans concluded that SWWDB can expect four different monitorings between now and the middle of June.

## 9. **Unfinished Business**

None

## 10. **Consent Agenda**

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

There were no Eligible Training Provider (ETP) applications reviewed or approved during the past three months.

### B. **Approval of FY 2009-10 Budget Modifications**

The following modification will increase the SWWDB total 2009-10 budget from \$9,415,193 to \$10,387,114:

#### ■ **Increase Revenues and Expenditures**

- ❑ \$27,000 – Rock County Leased Position – Facilities Manager
- ❑ \$21,250 – Statewide MSSC Manufacturing Skills Standard Certification
- ❑ \$125,000 – State Special Response (SSR) additional funds to expand the target group to include Sanford and Warner Electric
- ❑ \$136,760 - Humane Manufacturing Leased Employee Positions
- ❑ \$189,287 - Special Response Retraining Grant
- ❑ \$472,624 - Paths to Older Worker Employment Readiness (P.O.W.E.R.) Program

**C. Revision of Policy B-512 –Suspected Misconduct and Dishonesty**

Ms. Meudt reported that due to an ARRA audit finding, this policy has been modified so that a person who suspects misconduct or dishonesty by his/her supervisor can go to another person in the organization to report their concerns. The policy has been revised to allow the person to report their concerns to the executive director.

Motion by Mr. Gruber, second by Mr. Elliott to approve the consent agenda. **Motion carried unanimously.**

**11. Committee Reports**

**A. Executive Committee**

Mr. Stocker reported that the Executive Committee met prior to the board meeting to discuss the Requests For Proposals (RFP) process. Mr. Stocker added that it has been decided to use the Executive Committee and Mr. Jim Finley to review the RFP's.

Mr. Stocker said that Mary Fanning-Penny has taken a new position which creates a second key vacancy for SWWDB. This position will be filled but SWWDB will wait until the PY-10 allocations are received before determining if the other vacancy should be filled. It was also reported that the Disability Navigator position will be ending; however, a new project will likely replace the Navigator program and it is expected that a new, similar position will be approved, although it is not like to happen by July 1<sup>st</sup>. The Disability Navigator position will be continued and will participate in other projects and activities. It was further noted that 26 new positions have been approved for SWWDB's Wisconsin Senior Employment (WISE) program that could be used to help offset the loss of funding until the new Navigator program is approved.

Mr. Stocker stated that SWWDB has been conditionally approved. The Board has been fully approved but the Youth Council lacks a parent of a participant and former participant. Therefore, the conditional approval. SWWDB has until March 31<sup>st</sup> to correct the deficiency, although an extension of the deadline will likely be requested.

**12. New Business**

**A. JOBS Proposal**

Dr. Borremans reported that a "Jobs" bill was passed in the House of Representatives last Fall that included a Summer Youth Employment program. The Senate voted on their version of a "Jobs" bill on March 9, 2010 and the proposal was defeated 55/45. This action likely kills a summer work experience program for this summer. He added that there are no plans, at this time, to continue the Summer Youth Program. He further said that the defeat of the "Jobs" bill also killed provisions for summer work experience opportunities for low income individuals under the TANF Program.

**B. JobFit, Work Keys and Employability Assessments**

Dr. Borremans introduced Mr. Coppernoll, Community Outreach Liaison for SWWDB, to explain JobFit and offered a comparison to the Work Keys Program.

Mr. Coppernoll stated that according to Hunter & Hunter, interviews have a 14% success rate in identifying superior people. He added that 63% of all hiring decisions are made in the first 4.3

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minutes of an interview. Chances are, up to 66% of a company's new hires will prove to be mistakes within 12 months as shown in a study by Peter Drucker. The National turnover average rate is 25%. He said that stated that 90% of an employee's success in a job is due to the right fit and JobFit assesses those things important in a specific job. About 10% of the decision in the hiring process is resume and interview, while 90% of the individual's success relates to their "fit" – their thinking style, behavioral traits and occupational interest.

Mr. Coppernoll stated that Jobfit was created in 1991 and is backed by 16 years of data. It has been tested for validity, reliability and bias; and boasts over 400,000 individuals accessed. He added that the JobFit instrument measures a person's learning style and potential by accessing soft skills or non-trainable qualities. He further noted that in order to set a benchmark within an organization as success incumbent worker can be accessed to measure qualities important in a new employee. He added the benefits of Jobfit are to reduce turnover, increase productivity and create greater customer satisfaction. Jobfit is available on-line and can be accessed 24/7.

Jobfit, because it measures a person's fit within a job, is a better predictor of a person's ability to do the job compared to Work Keys. Work Keys measures skills such as applied math and reading needed to perform successful on the job. Dr. Borremans added that currently SWWDB is using Jobfit and Job Service uses Work Keys. The Department of Workforce Development and Job Service will soon be offering Work Keys to anyone at no cost. He said that Job Services will be using the Work Key system to assess the employability skill level of a worker and will be issuing an employability certificate that can be used as a credential. Ms. Charles added that Work Keys testing is available only to RES/UI claimants. The Key Train portion involving a pre-test is available to all clients. She explained that Work Keys is more about the hard skills. Ms. Charles agreed that both programs are compatible.

## **C. PY-10 WIA Request for Proposal (RFP) Process**

Dr. Borremans stated that SWWDB will be issuing an RFP to solicit new program operators. In consideration of time and weather conditions he will forego a discussion of the RFP. Board members will receive a copy of the RFP and that if there are any questions, board members should feel free to contact him. Proposals are due April 23, 2010. The executive committee will evaluate the proposal and a recommendation will be presented at the June meeting for the awarding of program operator contracts.

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

Dr. Borremans reported that there is nothing new regarding a possible visit by Dr. Ed Montgomery from the Obama administration,

There has been a recent announcement that 104,000 individuals will be losing their unemployment compensation benefits beginning in early March and continuing to the end of June. Ms. Baniki added that an extension of benefits has been approved by Congress but only until April 5<sup>th</sup>. She added that individuals are currently receiving up to 93 weeks of unemployment compensation.

A copy of the latest Workforce Snapshot was distributed along with a booklet called Success by Design, the 2009 Wisconsin Workforce Development Association Annual Report.

## **14. Chairperson's Report**

Mr. Stocker stated that he had nothing to report.

**15. Adjournment**

Mr. Stocker adjourned the meeting at 6:22 p.m. and thanked everyone for attending. The next regularly scheduled Board Meeting will be Wednesday, June 9, 2010.