

Southwest Wisconsin Workforce Development Board Meeting

September 8, 2010

Meeting Minutes

The Southwest Wisconsin Workforce Development Board met on Wednesday, September 8, 2010, at the Southwest Wisconsin Technical College in Fennimore. Attendance was as follows:

| | | |
|-------------------------|---|--|
| Members Present: | Mr. Scott Stocker, Chairperson Ms. Amy Charles Mr. Ivan Collins Mr. Charles Elliott Mr. James Finley Mr. Rich Gruber Ms. Cindy Harrington Mr. Randy Jacquet Mr. Neil Kirschbaum Dr. Karen Knox | Ms. Suzanne Lee Ms. Ann Lutz Mr. Troy Marx Mr. Steve Scaccia Ms. Shari Schaff Mr. Tom Schraeder Mr. Frank Thomas Ms. Margery Tibbetts-Wakefield Mr. Larry Ward |
| Members Excused: | Dr. Gary Albrecht Ms. Amy Banicki Mr. Art Carter Ms. Carmen Granados Ms. Ann Hore Ms. Jennifer James-Baker | Ms. Stacy Kammes Mr. Tom Larsen Mr. Terry Martin Mr. James Otterstein Mr. Walter Orzechowski |
| Staff Present: | Dr. Robert Borremans Mr. Ron Coppernoll Ms. Katie Gerhards | Mr. Eric Kuznacic Ms. Annette Meudt Ms. Rhonda Suda |
| Other Guests: | Ms. Julie Funk | |

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

Mr. Stocker welcomed everyone and called the meeting to order at 4:02 p.m. Mr. Stocker welcomed Ms. Julie Funk from the AFL-CIO LETC at the Rock County Job Center.

2. Tour of Southwest Wisconsin Technical College Facilities

Dr. Knox announced to Board members that she will be retiring from the Southwest Wisconsin Technical College (SWTC). Dr. Knox began her 42-year career in education in 1969 as a high school teacher. Since then, Dr. Knox has held positions at Blackhawk Technical College and currently, at SWTC.

Dr. Knox introduced Katie Garrity, Dean of Health Occupations, to take Board members on a tour of the new Health Science building.

Upon return, motion by Ms. Tibbetts-Wakefield, second by Ms. Lutz to adjust the agenda to move item eight (8) to be the next item covered. **Motion carried unanimously.**

3. Approval of Minutes of SWWDB Meeting

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The minutes of the SWWDB meeting held on June 9, 2010 were presented for approval.

Mr. Collins stated that he didn't recall Mr. Carter making a motion to approve Manpower to provide WIA programming to serve adult, older youth and dislocated worker participants in Green and Rock counties. Mr. Scaccia commented that he remembers seconding the motion. Mr. Collins suggested that meeting recordings be saved until the minutes are approved by the Board in case of questions.

Motion by Mr. Elliott, second by Ms. Lutz to approve the minutes of the June 9, 2010 meeting. **Motion carried** 18 to 1 with Mr. Collins voting no.

4. Financial Report

Ms. Meudt reviewed the financial statements and began by stating that as a request from the June Board meeting; members would like to see a statement showing how much of the total budget includes SWWDB wages, fringe benefits and operating expenses.

Mr. Gruber stated that the new financial statement is a helpful tool in showing Board members where SWWDB stands financially.

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

5. Unfinished Business

None.

6. Consent Agenda

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

Dr. Borremans made note of an additional Eligible Training Provider (ETP) application. The Clinical Lab Technician program at Southwest Wisconsin Technical College (SWTC) was a late addition to the Board items and was approved by the ETP Ad Hoc Committee.

Motion by Mr. Gruber, second by Ms. Schaff to approve the consent agenda with the addition of the SWTC application. **Motion carried unanimously.**

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

The following modifications were approved that increase the SWWDB total 2010-11 budget from \$6,573,686 to \$7,007,424:

■ Increase Revenues and Expenditures

- ❑ \$15,500 – On-the-Job Training (OJT) National Emergency Grant (NEG) – This is the first increment of a total allocation of \$126,735.
- ❑ \$271,688 – Replenishment National Emergency Grant (NEG) provides services to existing PY09 participants in the local dislocated worker program who: 1) are enrolled in and continuing a retraining program or 2) who have received intensive services but are on a waiting list for training services.
- ❑ \$11,250 – Disability Navigator Program funding has been extended through December 31, 2010.
- ❑ \$25,000 – Construction Advisor leased employee contract is a new contract with Iowa

County. This position assists with the new Social Services Building project.

- ❑ \$67,500 – Opportunity Grant – This is modification #1 that extends the grant through December 31, 2010.
- ❑ \$42,800 – W2 Consortium Employment Contract leased employee contract with Grant County.

C. **Approval of SWWDB Policies**

The following changes to several SWWDB policies were approved by Board members:

- E-070 – Veterans Priority of Service – This is an existing policy revision in compliance with changes in federal law.
- E-330 – On-the-Job Training (OJT) – This is an existing policy revision in compliance with DWD directed changes to comply with the waiver of WIA regulations approved by the U.S. Department of Labor (DOL).
- E-340 – Customized Training Policy – This is an existing policy revision in compliance with DWD directed changes to comply with the waiver of WIA regulations approved by the DOL.
- E-421 – Coordination of WIA & Other Training Funds – The Workforce Investment Act (WIA) requires the coordination of training costs with funds available under other Federal programs. Inconsistency in regulatory compliance was found during a recent DOL review of workforce programs and services. This will clarify requirements for program operators as SWWDB has not had a policy regarding coordination of funds previously.

7. **Committee Reports**

None.

8. **New Business**

A. **Southwest Wisconsin School To Work Program**

Dr. Borremans introduced Greg Quam, Career and Technology Coordinator for the Platteville School District to explain a new proposal called STEM. Mr. Quam explained that STEM Education is the study of science, technology, engineering and mathematics. In the next ten (10) years, the jobs most in-demand in the state of Wisconsin will require some sort of STEM skills. One of the biggest encouragements to pursue STEM Education is that a business in southwest Wisconsin closed due to the fact that local schools didn't have a strong enough STEM emphasis.

STEM Education is being utilized through a program called Project Lead the Way (PLTW). PLTW is a national engineering curriculum that emphasizes math, science, technology, and humanities. Additionally, the program aligns with national and state standards. Schools offer classes such as Principles of Engineering (applied physics) which can be used for admittance to a four-year college in Wisconsin as the science requirement.

Mr. Quam stated that this program has been expanded to many southwest Wisconsin schools as part of the Small School Consortium for PLTW. The schools presently providing STEM Education are Argyle, Cuba City, Platteville, Highland, Iowa-Grant, Prairie du Chien and River Valley. Darlington and Lancaster have committed to joining next year with Boscobel and Richland Center in process.

Darla Burton, Educational Consultant at CESA #3, explained that one of the requirements of PLTW is the school have an open house to bring in the teachers, students and parents to show what the

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students have accomplished throughout the year. Post-secondary schools and employers are invited to attend to provide STEM students with different options.

Julie Pluemer, Southwest Tech's Technical Preparation Curriculum Specialist, went into detail about the Engineering Design and Development course, the Capstone course for PLTW, provided by Southwest Tech. Southwest Academy for 21st Century Excellence launched its first year in 2009 with twelve (12) students from three (3) different high schools. These students are dual-enrolled in technical college courses their first and second semesters, earning them technical college credits, and in a PLTW course in their high school.

Mary Johannesen, Technical Preparation Curriculum Specialist at CESA #3, spoke of the Southwest Wisconsin Business and Education Summit being held at the Quality Inn in Mineral Point on Monday, November 8, 2010. The purpose of the conference is to increase awareness of business needs and to promote collaboration between businesses and educators to help in the development of a better prepared workforce.

B. Training Expenditure Report

Dr. Borremans said that local workforce development boards were directed by DWD to spend 35% of their WIA allocation (adult and dislocated worker funds) and Rapid Response funds on training. Additionally, DWD directed that 70% of the funds be used for training when the stimulus dollars were received. Failure to achieve these levels of spending would make the local WDB ineligible for the Governor's discretionary funds.

Dr. Borremans announced that SWWDB has met these requirements along with only a few other local WDB's. Table 1 shows the training expenditures for SWWDB for PY10:

**Table 1
Training Expenditures for
Southwest Wisconsin Workforce Development Board
Final Report**

Data as of 7/22/10

| | Allocation | Training - Target | Actual Training Expenditure | Actual Training % of Allocation | Total Expenditure | Balance of Allocation Available | Projected Expenditure to Meet Training Req' ment |
|-------------------------------|--------------------|-------------------|-----------------------------|---------------------------------|--------------------|---------------------------------|--|
| ARRA Adult | \$199,479 | \$139,635 | \$140,926 | 70.65% | \$199,479 | \$0 | \$0 |
| ARRA Dislocated Worker | \$769,723 | \$538,806 | \$569,595 | 74.00% | \$769,723 | \$0 | \$0 |
| WIA Adult | \$373,285 | \$130,650 | \$135,998 | 36.43% | \$325,144 | \$48,141 | \$0 |
| WIA Dislocated Worker | \$736,346 | \$257,721 | \$373,498 | 50.72% | \$687,784 | \$48,562 | \$0 |
| Special Response/ Re-Training | \$478,047 | \$167,316 | \$322,397 | 67.44% | \$402,351 | \$75,696 | \$0 |
| Total WIA Programs | \$1,587,678 | \$555,687 | \$831,893 | 52.40% | \$1,415,279 | \$172,399 | \$0 |

C. Supplemental WIA Funding

Dr. Borremans reviewed the following supplemental funding projects with Board members:

- Statewide Dual-Enrollment NEG
Grant Period: January 1, 2010 – June 30, 2011
Award Amount: \$687,656 with an initial amount of \$367,058
Total Participant: 243

The application covers workers dislocated from 68 different firms with large layoffs. Such firms are: Warner Electric (South Beloit, IL), Rockwell Industries (Richland Center) and Bourns Automotive (Janesville).

- Formula Funds Replenishment NEG
Grant Period: June 1, 2010 – June 30, 2010
Award Amount: \$271,688
Total Participants: 62

SWWDB is one of six WDAs eligible for replenishment funding because at least 85% of the 2009-10 WIA formula funds have been expended. The application covers existing PY09 participants in your local dislocated worker program who: 1) are enrolled in and continuing a retraining program or 2) who have received intensive services but are on a waiting list for training services.

- On-the-Job Training (OJT) NEG
Grant Period: July 1, 2010 – June 30, 2012
Grant Amount: \$126,735
Total Participants: Approximately 25

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Funds were awarded based on a WDB's prorated portion of dislocated worker funds. The project will enroll eligible participants in on-the-job training. Participants must have been laid off on or after January 1, 2008 (the date DOL is using as the onset of the recession).

D. **SWWDB Waiting Lists**

Ms. Suda reviewed the waiting list process with Board members and shared that there are presently 242 adult and dislocated workers on the waiting list. Of this list, 194 are from Green and Rock counties, 48 are from Southwest, 158 are dislocated workers and 84 are adult.

In order for an individual to get on the waiting list, they must complete WIA orientation, the FutureTrac workshop (Career Assessment), and return a completed Training Selection Form. Participants are placed on the waiting list in accordance with the date on the Training Selection Form.

E. **Unemployment Statistics and Job Projections**

Mr. Kuznaic briefly reviewed the unemployment statistics and job projections with Board members.

Dr. Borremans noted that the southwest area was above the state and national unemployment trend for a portion of 2009-10. This trend indicates that southwest Wisconsin was in need of a higher percentage of funding. At one time, our WDA was the neediest out of all the WDAs in the state of Wisconsin. Southeast and Milwaukee WDAs are now the most needy in Wisconsin.

Mr. Kuznacic explained that between 2008 and 2010, Manufacturing was down 18% in comparison to state and national change of 11%. The Job Changes by Occupation chart shows that Production occupations are down 19% along with Architect, down 17%.

Between 2010 and 2016, Projected Job Changes by Industry shows Utilities will be down 18% with Real Estate and Rental and Leasing increasing at 23%. Occupations shown to increase are Healthcare Support and Computer and Mathematical Science at 17%. These future stats are from a source called EMSI Complete Employment-2nd Quarter 2010.

Ms. Lutz expressed appreciation in receiving the Workforce Snapshot as it is a useful tool showing unemployment trends in WDAs.

It was noted by Board members that the Iowa County Initial Unemployment Claims is incorrect and will be corrected by SWWDB Administrative staff.

F. **SWWDB Staffing**

Dr. Borremans reviewed the staffing chart with Board members and noted staffing patterns over the past several years.

Dr. Borremans explained the Staffing Summary is used to prepare the budget. This chart shows that SWWDB has managed staff responsibly and efficiently with the available resources.

9. **Executive Director's Report**

- Wisconsin Workforce Development Association – Gubernatorial Event – The event takes place on Tuesday, September 21 at the Country Springs Hotel in Waukesha. Board members interested in attending should contact Dr. Borremans or Ms. Gerhards.

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- Governor's Discretionary Funding Job Project Information – The governor has released the use of his discretionary funds.
- Department of Corrections Windows to Work Project – SWWDB will be receiving a \$50,000 grant to perform Workforce Services. Mr. Coppernoll and Mr. Schomber are to provide these services to individuals that are incarcerated and are on release in our WDA.
- Dr. Ed Montgomery Visit – Dr. Montgomery and a team of federal agencies responded to requests that were made from local community members. Follow-up has been made to our WDA about grant proposals.
- Veteran's Staff Changes – Dr. Borremans explained that Mr. Tim Murphy, the Southwest Wisconsin veteran representative, has taken a position in Lancaster serving veterans in Grant County. The veteran representatives in Rock County will be serving the entire SW WDA as Mr. Murphy's position is not being filled.

Ms. Meudt stated that an Audit Ad Hoc Committee meeting needs to be planned. Current committee members Mr. Finley, Ms. Schaff, Mr. Jacquet, Mr. Schraeder and Mr. Stocker have agreed to stay on the committee. A teleconference is scheduled for Monday, October 25 at 9am.

10. Chairperson's Report

Mr. Stocker thanked Dr. Knox for hosting the Board meeting and giving Board members a tour of the new Health Science building.

Mr. Stocker stated that at the June Board meeting, the executive committee voted to approve a 3% raise for Dr. Borremans. Dr. Borremans respectfully declined citing economic and unemployment conditions in the area. Mr. Stocker and other Board members expressed their concern that Dr. Borremans should accept the raise as the financial statements justify a well-managed WDA. Dr. Borremans accepted the raise retroactive July 1, 2010.

11. Adjournment

Mr. Stocker adjourned the meeting at 6:50 p.m. and thanked everyone for attending. The next regularly scheduled Board Meeting will be Wednesday, December 8, 2010 at the Hodan Center in Mineral Point, Wisconsin.