

MEMORANDUM



Date: September 1, 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. Anne Hore	Lands' End	Iowa
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. Terry Martin	Tricon Construction Group	Green
Mr. Troy Marx	Upland Hills Health	Iowa
Mr. Steve Scaccia	Humane Manufacturing	Rock
Ms. Shari Schaff	Advanced Connections	Rock
Mr. Tom Schraeder	Hodan Center	Iowa
Mr. Frank Thomas	Carroll Electric	Rock
Ms. Margery Tibbetts	Murphy Desmond S.C.	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
Ms. Carmen Granados	United Migrant Opportunity Services	Richland
Mr. Randy Jacquet	Richland County Depart 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, September 8, 2010, 4:00 p.m. – 6:30 p.m.
Southwest Wisconsin Technical College
1800 Bronson Blvd, Fennimore, WI 53809-9778

The Southwest Wisconsin Workforce Development Board meeting is scheduled for Wednesday, September 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 Southwest Wisconsin Technical College (SWTC) is included with the agenda. SWTC is located at 1800 Bronson Blvd, Fennimore, WI 53809-9778

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, September 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.

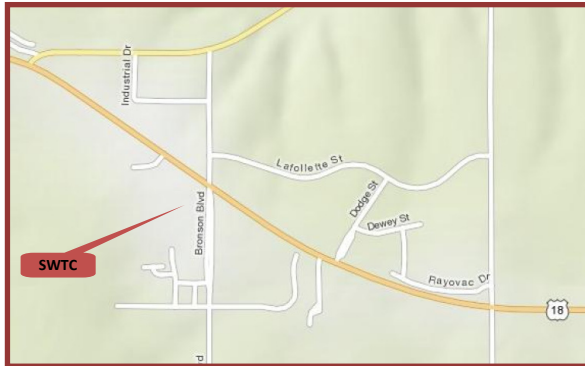
SWWDB BOARD MEETING

SEPTEMBER 8, 2010

AT

**SOUTHWEST WISCONSIN
TECHNICAL COLLEGE**
1800 BRONSON BLVD.
FENNIMORE, WI

MEETING: 4:00 P.M.



Directions from Janesville: (Travel time approximately 2 hours)

- Take US-14 West to Oregon.
- Take ramp right for CR-MM. Turn left onto County Road MM and go to CR-M.
- Turn right onto County Road M and proceed to CR-PB North.
- Take ramp left for US-18 West / US-151 South.
- Exit on ramp right for US-18 West toward Prairie du Chien / Dodgeville.
- Take US-18 West to Fennimore.
- Arrive at SWTC (on the left) located on eastside city limits of Fennimore.

Directions from Platteville: (Travel time approximately 35 minutes)

- Take SR-81 West.
- Intersect with US-61 North / SR-35 North / SR-81 West.
- Turn right onto SR-129 (Lancaster bypass)
- Turn right onto US-61 and go into Fennimore
- Turn right on onto US-18 (12th Street) and go East.
- Arrive at SWTC (on the left) located on eastside city limits of Fennimore.

Directions from Monroe: (Travel time approximately 1 hour 40 minutes)

- Take SR-11 West.
- Turn right onto SR-23 North to Mineral Point.
- Intersect with SR-39.
- Stay on SR-39 through Mineral Point and head West to US-18.
- Turn left onto US-18 and go West to Fennimore.
- Arrive at SWTC (on the left) located on eastside city limits of Fennimore.

Directions from Richland Center: (Travel time approximately 50 minutes)

- Take SR-80 East to Muscoda
- Keep straight onto SR-80 / SR-133 / S Wisconsin Ave
- Turn right onto CR-G (W. Catherine St.)
- Take CR-G to US-18. Turn right onto US-18.
- Arrive at SWTC (on the left) located on eastside city limits of Fennimore.

Southwest Wisconsin Workforce Development Board

Wednesday, September 8, 2010

Southwest Wisconsin Technical College
1800 Bronson Blvd
Fennimore, Wisconsin

AGENDA

- 4:00 p.m. **1. Welcome; Call to Order; Introduction of New Board Members and Guests**
- 4:05 p.m. **2. Tour of Southwest Wisconsin Technical College Facilities**
- 5:00 p.m. ● **3. Approval of Minutes of SWWDB Meeting**
- Minutes of the June 9, 2010 SWWDB Meeting are contained in [Enclosure 1](#). Approval of the June 9, 2010 meeting minutes is requested.
- 5:05 p.m. ● **4. Financial Report**
- The Budget and Expense Summary for June through August 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 last Board 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.
- 5. Unfinished Business**
- None.
- 5:10 p.m. **6. Consent Agenda**
- A. Confirmation of Eligible Training Provider Applications**
- SWWDB has received three (3) Eligible Training Provider (ETP) applications. The Ad Hoc Eligible Training Provider (ETP) committee will meet on September 1, 2010 to consider the applications and take action on each request. The programs under consideration 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 \$6,573,686 to \$7,007,424.

- **Increase Revenues and Expenditures**

- \$15,500 – On the Job Training National Emergency Grant funded with American Recovery and Reinvestment Act Dollars. This is the first increment of a total allocation of \$126,735. The Department of Labor (DOL) has held that participants, including veterans and any other groups targeted under this grant, must be "prolonged unemployed".
- \$271,688 – Replenishment National Emergency Grant to provide services to existing PY2009 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 to extend the program through December 31, 2010.
- \$25,000 – Construction Advisor leased employee contract with Iowa County. This position is to assist with the new Social Services Building project.
- \$67,500 – Opportunity Grant – Modification #1 to extend the end date to December 31, 2010.
- \$42,800 – W2 Consortium Employment Contract leased employee contract with Grant County.

Full board approval of the budget modifications is requested.

- **C. Approval of SWWDB Policies**
Changes to several SWWDB policies are being proposed for the reasons indicated:

- E-070 - Veterans Priority of Service ([Enclosure 6](#)) – This is a revision of an existing policy to comply with changes in federal law.
- E-330 - On-the-Job Training (OJT) ([Enclosure 7](#)) – This is a revision of an existing policy to comply 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 ([Enclosure 8](#)) – This is a revision of an existing policy to comply with DWD directed changes to comply with the waiver of WIA regulations approved by the DOL.
- E-421 - Coordination of WIA & Other Training Funds ([Enclosure 9](#)) – The Workforce Investment Act (WIA) Section 134(d)(4)(B) requires the coordination of training costs with funds available under other Federal programs. A recent DOL review of workforce programs and services found

inconsistency in regulatory compliance. SWWDB has not had a policy regarding coordination of funds previously. This will clarify requirements for program operators.

5:20 p.m.

7. Committee Reports

None.

8. New Business

5:20 p.m.

A. Southwest Wisconsin School To Work Program

SWWDB has actively collaborated with local school districts and educational organizations to provide School to Work programming. Greg Quam, Platteville School District, and Darla Burton, CESA 3, will make a presentation of the School to Work activities in the southwestern counties. Similar programs operate in Rock County and the CESA 2 area.

5:30 p.m.

Dinner Break

5:50 p.m.

B. Training Expenditure Report

The Wisconsin Department of Workforce Development (DWD) has decreed that local workforce development boards must spend 35% of their WIA allocation (adult and dislocated worker funds) and Rapid Response funds on training. When stimulus dollars were received DWD further directed that 70% of the funds be used for training. DWD subsequently declared that failure to achieve those levels of spending would make the local WDB ineligible for the Governor's discretionary funds.

Based on reports received from DWD, SWWDB has met the required training levels in all categories. Table 1 shows the training expenditures for SWWDB for PY-2010.

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

Bob Borremans will review the training expenditure report and respond to questions. No action on this item is required.

5:55 p.m.

C. Supplemental WIA Funding

DWD applied for several National Emergency Grants (NEG) to supplement PY 2009-10 WIA funding. SWWDB was a participating applicant in each of the grant applications. The awards to SWWDB will be as follows:

■ **Statewide Dual-Enrollment NEG**

Grant Period: January 1, 2010 – June 30, 2011

Award Amount: \$687,656 with an initial amount of \$367,058

Total Participants: 243

Because the state of Wisconsin experienced heavy job losses beginning in late 2007, particularly in the manufacturing sector, DWD requested supplemental funding for dislocated workers. The application covered workers dislocated from 68 different firms. SWWDB requested funding for dislocated workers at the following companies: Warner Electric (South Beloit, IL), Kuhn North America - Kuhn Knight (Brodhead), Rockwell Industries (Richland Center), Amtec (Janesville), Sanford Business to Business - Parker Pen (Janesville), Allied Systems, Morningstar Foods (Richland Center), Bourns Automotive (Janesville). Funding was approved in the amount requested.

■ **Formula Funds Replenishment NEG**

Grant Period: June 1, 2010 – June 30, 2011

Award Amount: \$271,688

Total Participants: 62

SWWDB is one of six eligible WDAs eligible for funding because at least 85% of the 2009-10 WIA formula funds have been expended. The award amount was determined based on each WDA's relative share of the PY09 local dislocated worker formula funds. The purpose of this NEG will be to provide services to 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

Wisconsin applied for \$9,506,997 but was awarded only \$2,274,814. Funds were awarded based on a WDB's prorated portion of dislocated worker funds. This project will enroll eligible participants in on-the-job training. DOL has held that participants, including veterans and any other groups targeted under this grant, must be "prolonged unemployed". Prolonged unemployment is defined as unemployed beyond the State's average duration of regular UI which for Wisconsin is 18.2 weeks. The number of weeks an individual has been unemployed is the indicator, not their UI status. Therefore, an individual not covered by UI (an exhaustee, for example) may still be eligible if they have been unemployed longer than 18.2 weeks. Participants must also have been laid off on or after January 1, 2008 (the date DOL is using as the onset of the recession).

Bob Borremans will review the supplemental funding projects and respond to questions.

6:05 p.m.

D. SWWDB Waiting Lists

A year ago, because of the volume of need, SWWDB had to implement a waiting list process. Receipt of the additional NEG and other supplemental grants have eased the problem, but not eliminated it. SWWDB continues to experience high need and has continued its waiting list for client enrollment. Rhonda Suda will review the waiting list process and share information on the number of clients on the waiting list. No action by the Board is necessary.

6:10 p.m.

E. Unemployment Statistics and Job Projections

SWWDB routinely monitors unemployment statistics and labor market information. [Enclosure 10](#) provides information about the six-counties in the Southwest Wisconsin workforce development area. Eric Kuznacac will briefly review the information and its significance to SWWDB. No action by the Board is required at this time.

6:20 p.m.

F. SWWDB Staffing

At the last Board meeting a question was raised about SWWDB staffing. Attached is an organizational chart ([Enclosure 11](#)) showing SWWDB staffing for PY 2010-11. Bob Borremans will review the staffing chart and review organizational staffing patterns over the past several years. No action is required.

6:30 p.m.

9. Executive Director's Report

- Wisconsin Workforce Development Association – Gubernatorial Event ([Enclosure 12](#))
- Governor's Discretionary Funding Job Project Information ([Enclosure 13](#))
- Department of Corrections Windows to Work Project
- Dr. Ed Montgomery Visit
- Veteran's Staff Changes

6:35 p.m.

10. Chairperson's Report

6:40 p.m.

11. Adjournment

Next regularly scheduled SWWDB meeting will be Wednesday, December 8, 2010 at a location to be determined.

● **Action Requested**

All Times are Approximate