



**Wisconsin Workforce Development Association
Executive Committee (WWDAEC) Meeting**

Meeting Date: December 1, 2010

Meeting Location: Radisson Hotel (Illinois Room), 200 Harborview Plaza, La Crosse, WI 54601

WWDAEC Members Present: Susan Koehn, Paula Kenenakhone (on behalf of Don Sykes), Francisco Sanchez, Cheryl Welch, Jim Golembeski, Rene Daniels, Steve Terry, Jamie Applin, and Bob Borremans

Others Present: Angela Cummings, WOW/WWDA; Mari Kay, NWCEP/WWDA; Gary Denis, DWD; Anne Rogers-Rhymes, DWD; and Gregg Bosak, SWWDB/WWDA

- Minutes -

Chair Borremans called the meeting to order at 8:30am.

1. Approval of the Minutes

Chair Borremans stated that the minutes of the previous meeting had been distributed and asked if there were any corrections to the minutes. There were no corrections. The minutes were approved by unanimous consensus as distributed.

2. Chair's Report (Bob Borremans)

Transition Today—Angie Cummings will be relinquishing the WWDA position after today's meeting with Gregg Bosak assuming the coordinator's role (Angie will continue with the videoconferencing and tax exempt projects to the end of December). Chair Borremans thanked Angie for her outstanding work.

Secretary Gassman Meeting – 11-22-2010 – topics focused on achievement and priorities for future. Nothing substantive on transition. Sec. Gassman's last day expected to be on 12/21/10. Ron Danowski's last day is expected to be 12/20/10. WWDA thanked Sec. Gassman, Deputy Sec. Richard and Ron Danowski for their support of workforce services and improvements in communication between DWD and WWDA.

LMI Meeting – 11-18-10 – Nelse Grunvig seeking to change/improve *County Snapshots Report*. Consensus of group is to make the report a 'dashboard'-type report using many elements of current document. DWD will create a prototype to share with committee. Goal is to complete revision and publish report in new format by June 2011. Benefit of having other groups comment on new format was discussed and DWD will be urged to share prototype with broader audience.

Committee Structure – WWDAEC officers are holding monthly conference calls prior to meeting. Group has discussed role and function of WWDA subcommittees – AIMS, ASSET User Group, Business Services Coordinators. Subcommittees fall under the auspices of WWDA and WWDA should actively direct subcommittee work. Subcommittee chairs will be asked to attend the WWDAEC meeting in January to discuss subcommittee roles/activities, action plans and the WWDAEC's expectations for a work plan.

3. **WWDA Coordinator's Report** (Angela Cummings)

a. Fiscal Report

November fiscal report was distributed. There is a projected end of year deficit of \$1,857. The report does not show the funds from the videoconferencing grant that will support the WWDA positions. Questions were raised about whether the full \$10,000 payment for the WEDA 'Be Bold' study is reflected in the expenditures and if the revenues include the payment from the five (5) workforce boards who agreed to support the project. Bosak will check with Lindbo. Suggest budget be a topic for January agenda.

b. Subcommittee Reports

ASSET User Group – Draft minutes of 11/18/10 meeting were distributed along with 'ASSET To-Do-List 2003-2010 Prioritized'. Cummings reviewed the group's top five priorities. Denis reported that DWD will provide technical assistance for WDAs that failed the youth performance measures. This will include local self-assessment followed by two-way conversation on suggestions for improvement.

Business Services Group – Minutes of 10/28/10 meeting were distributed. Borremans said the group leadership requested conference call to discuss role and activities.

4. **Wisconsin Technical College Grant Application** (Rande Daykin, WWTC & Beth Sullivan, Workforce Connections)

Wisconsin Technical College System (WTCS) institutions, except for MATC-Milwaukee and Gateway, are looking to partner on a statewide Department of Labor grant. They are looking for support of the local workforce boards on this initiative. Grants can be up to \$20 million for three (3) years and with computer programming considered as first emphasis. After first round, grants would be regional with focus on Career Pathways, 'Bridge' programming, Building Employment Skills Training (BEST), etc. All grants must have employment outcomes. Possibility of including two-year UW centers in partnership was discussed. Borremans said WWDAEC would support WTCS partnership and asked Applin to represent WWDA in ongoing discussions.

5. **WWDA CIO Report** (Mari Kay)

a. Video Conferencing

Installation of video conference systems will begin 12/06/10, with Northwest and Southwest, and continue through January 2011. Current installation schedule distributed. 'Supersite' installation will take one week, cart/wall mount sites will take 2 days and training will take 2 days. Southeast has finalized their sites. Critical that implementation stay on schedule because grant funds must be spent by 3/1/11. Mari cautioned WDB project coordinators to participate in weekly conference calls and carefully read/respond to e-mails so implementation stays on schedule. Badgernet service essential for 'supersites.' Additional sites will cost \$9,822 per site with WDA responsible for that cost. WDBs encouraged to pre-pay first year of service so it can be covered by grant funds. Important that electrical pre-work be completed before installation team arrives on site and that electrician be available during installation. Software being developed to coordinate workshop/course scheduling. Video conferencing system should be standing agenda item to ensure successful implementation and achievement of outcomes.

b. Transition Paper

Transition paper was distributed to all WWDA committee members. Deadline for comments was

11/26/10 and Kay made relevant changes to finalize document.

Motion by Golembeski to approve document and distribute. Motion carried unanimously.

Kay will deliver to Governor-elect Walker's office in Madison as well as mail a copy to him and key members of his transition team. Suggested scheduling meeting with key transition staff and communicating 3-4 points personally. National Skills Coalition intend to attach WWDA paper to their transition document.

c. Day at the Capitol

WWDA Day at Capitol set for 3/3/11. WWDA will meet the afternoon of 3/2/10 from 1:00 - 4:00 p.m. Kay will activate the WWDA to develop key points to communicate during legislator visits. Important to have good information, including data from each workforce area, because there will be many new legislators unfamiliar with workforce system.

d. WWDA Annual Report

Kay developing annual report to be used during legislative visits. New format being considered for report that will increase printing cost. One estimate is \$1,900; last year the cost was between \$700-\$900 for 500 copies. Consensus is WWDA needs to invest in good quality document. Need consistent, relevant data to demonstrate system effectiveness similar to WTCS graduate follow-up report. Suggest ASSET User Group recommend data sources. Kay will contact WDBs seeking success stories and client quotes for annual report.

Motion by Applin to have each WDB contribute up to \$200 to cover the cost of annual report. Motion carried unanimously.

e. Department of Correction Brochure

Golembeski suggested that WWDA develop a common brochure featuring DOC related programs and services, and identifying contact information for key WDA personnel. Golembeski will work with Bosak to prepare draft for consideration.

6. **Workforce Conference 2011** (Cheryl Welch)

Welch has called two Wisconsin Dells hotels – Kalahari and Buena Vista – to check on availability of one large room (500 seat capacity) and 6 'breakout' conference rooms. Conference would be a 2 day event in late September or early October 2011. Group concurred the end of September is preferred. Kay described a powerful registration software that would allow WWDA to handle registrations internally without assistance from UW-Stout, however, all agreed that Stout has marketing power. Group questioned the purpose of conference and who the audience would be. Welch will work with committee to determine possibly with survey to directors.

7. **Reports**

a. Partnership Updates (GLETA, WCA, Other)

Welch reported GLETA had completed its strategic plan. She shared a survey for dislocated workers that GLETA is looking at to roll out for 10-state region. Also discussed was improved accrual accounting methods so fewer dollars are rescinded from region's workforce boards.

Heartland Conference will be in Chicago from 3/31/11 to 4/1/11. Labor issues at hotel may cause change in location. Milwaukee WDA has submitted a proposal for presentation on their Kiosk, and Nelse Grundvig has submitted for a presentation on Labor Market.

b. DWD

Gary indicated the new deputy Division Administrator for DET is Jane Pawasarat who started Monday, 11/29/10 replacing James Bond.

DWD conducting interviews for Jerry Smith's replacement to handle Rapid Response activities.

DET conducting 'cleanup work,' ensuring contracts and other things are in order so new administration does not have loose ends.

Applin asked about status of veteran's 'pipefitter' training grant because there has been no follow-up on need for WDBs to provide support service payments for enrollees. Denis will contact state veterans' representative and encourage them to communicate status.

TAA program was changed with ARRA passage. If TAA not re-authorized under current regulations, program will return to 2006 program standards/regulations, including funding. This means that several target groups would no longer be eligible, there would be less flexibility, and funding would be cut.

Job Service staffing in Job Centers has increased with TAA and ARRA funds. Group questioned how DWD would handle this loss of funding and what the impact would be on Job Service staffing in the Job Centers. Suggested that Brian Solomon attend January meeting to discuss.

c. Job Center Updates

'Round robin' recitation with each WDA providing information on Job Center activities, changes, needs, success stories, security issues, waiting list info, etc.

d. Industry Partnership White Paper

Anne Rodgers-Rhymes said that Industry Partnership paper will be distributed at CWI meeting on 12/3/10. WWDA/WDBs have been added to the list of organizations endorsing the industry partnership approach.

8. **Other Business**

None.

9. **Executive Session**

Adjourn to Executive Session for internal association matters

Meeting reconvened and adjourned at noon. The next meeting will be Wednesday, January 5, 2011 at DWD, GEF1, Madison.

Respectfully submitted by Gregg Bosak, WWDA Coordinator