



THE VOICE OF WISCONSIN'S LOCAL
WORKFORCE DEVELOPMENT BOARDS

WAJTE Meeting Minutes

Date: December 2, 2009

Place: North Central Workforce Development Board Office
1121 Grand Avenue
Wisconsin Rapids, WI

Directors in attendance: Susan Koehn, Francisco Sanchez, Jen Meyer, Jim Golembeski, Sally Cutler, Steve Terry, Jerry Hanoski, Pat Schramm, and Bob Borremans.

Others in attendance: Ron Danowski (DWD), Gary Denis (DWD), Mari Kay-Nabozny (WWDA Staff), and Angela Cummings (WWDA Coordinator), Mary Kay-Kollat (Dept of Corrections).

Meeting was called to order at 9:48 a.m. by Chairperson Sanchez.

1. Approval of the Minutes

Motion to approve the November 4, 2009 WAJTE meeting minutes made by Cutler. Borremans seconded. No discussion. Motion carried.

2. Chair's Report

The next meeting with Secretary Gassman will be held Monday, December 7, 2009. Directors discussed the letter to CWI and agreed to not send a letter, and instead have a conversation with the Secretary during the December 7th meeting. Directors suggested a meeting be arranged with Secretary Gassman, Tim Sullivan, Francisco Sanchez, Bob Borremans, Julia Taylor, and Don Rouse or John Heyer to discuss short term planning, costs of administering small and large grants (equal amount of time and effort), and lack of funds for case management and staffing.

The January 6, 2009 WAJTE meeting will include strategic planning time. Sanchez will hire a facilitator. The meeting will be held at the GEF 1 building from 8:30 am to 4:00 pm. The DWD meeting was originally scheduled from 1:00 pm to 3:00 pm on January 6th and has been rescheduled from 2:00 pm to 4:00 pm on January 6th.

3. Coordinator's Report

a. Fiscal Report – Cummings distributed WWDA financials for November that were prepared by Jim Limbo. Wipfli is looking for financials from PY00-04. After Wipfli receives the information needed, they will make a recommendation on how to proceed.

b. ASSET User Group Report

Cummings read the AUG meeting minutes "WAJTE Highlights" aloud. Denis provided clarification on the EISP/Opportunity Grants topic (second bullet

pointed). The local areas are not accountable for this performance requirement; however, it does count toward the state's performance requirement. AUG members should discuss the action item (bullet point four regarding information the Boards would like to have that they are not currently receiving) with their local directors. If AUG needs consensus on this decision, they should bring the topic back to the WAJTE group. Directors discussed the TAA co-enrollment statement (last bullet point) and have asked Denis to confirm this. Denis will review and follow-up with the WAJTE group.

Cummings contacted Brian Solomon regarding AUG questions from the October meeting. Solomon needed clarification on the questions being asked. Cummings suggested a joint meeting with Solomon, AUG and WAJTE to receive updated information and answer pending questions. Cummings will send the questions to Denis, who will answer if possible and include on the January 6th DWD agenda.

- c. **State Business Services Group** – Cummings invited Brian Solomon to the January 2010 Statewide Business Service Group meeting to discuss how the two groups can work together around employer outreach.
- d. **EMSI** - Luke Jankovic from EMSI is developing a basic pricing package (with basic features and cost) to present to Directors, and is willing to webinar or conference call with the WAJTE group if Directors. Cummings will send EMSI proposal to Directors once received, and include on the January WAJTE agenda.
- e. **RES** – discussed during item c above.

Cummings distributed an updated WWDA/WAJTE meeting calendar.

4. **Legislative Staff report**

Reminder to send articles for the January newsletter to Nabozny.

Nabozny provided information on an upcoming Wisconsin Family Impact Seminar where workforce development policy will be discussed. Directors are interested in WAJTE attendance if possible. Nabozny will look into obtaining an invitation.

Nabozny is attending the National Workforce Conference and will bring information back to Directors. Nabozny will schedule a legislative committee meeting to discuss our legislative agenda. Director suggestion to limit content to 2-3 issues.

Suggestion to have DCF or DHHS present at a WAJTE meeting and Directors discuss human services impact on the workforce development system.

5. Department of Corrections Presentation by Mary Kay Kollat

Kollat provided information and updates on DOC programs and would like develop formal relationships throughout the state. Kollat mentioned the upcoming Summit in February 2010.

Kollat provided historical information on the number of offenders returning to each county. DOC can no longer predict release dates due to changes in the law, therefore, cannot depend on release date information. Kollat mentioned that last fiscal year the cost of adult incarceration is \$31,805 per person per year; the average annual cost for those on community probation was \$2,599.

DOC is working on identifying a standardized risk assessment tool, and would like to see standardized dosing, needs, and case plans to avoid duplication.

Kollat explained the Windows to Work program. A case manager works with the inmate 6-8 months prior to release and into implementation of their plan after release. Funding streams include the Second Chance Act grant and Anne Kasey foundation. Kollat would like Boards to identify needs and apply for grants based on need.

A Workforce Summit will include high level planning with DOC, DWD, and local workforce boards. The Windows to Work program is expanding in Bay Area, and being implemented in Milwaukee and Racine. DOC is planning to apply for Second Chance Act funding again to continue to grow the Windows to Work program. The objective of the summit is to share information about DOC, Workforce Investment Boards, populations, green jobs for this population, and typical challenges with this population. Workforce Boards have 5 (local) slots. Boards may populate with anyone, but they must understand that they are representing workforce development. Kollat will send Cummings a list of DOC attendees, DOC staff updates, and save the date invitation to share with Directors.

Kollat suggested WAJTE /Directors to look for additional funding sources, and possibly align DOC and Board funds for sustainability of programs. DOC staff will contact Directors to schedule a tour of the workforce development centers. Kollat provided a summary of recent act and law changes.

6. Technical College Follow-up

Directors mentioned local and regional meetings that have taken place with technical colleges in the last month. Directors will e-mail Nabozny with a short update on technical college meetings that have occurred or are scheduled, and include the meeting date and attendees. Nabozny will provide the information to Representative Sheridan. Nabozny will invite Wisconsin Technical College System to a future WAJTE meeting. Directors discussed obtaining clarification on the full cost recovery law.

7. Annual Report Content

Nabozny presented the draft annual report. Nabozny will obtain ARRA numbers from the

State's ARRA website. Directors would like to include one page with a statewide summary of ARRA adult and dislocated worker information. Directors should e-mail Nabozny with tag line or cover picture ideas.

8. CWI Letter

Discussed during agenda item one.

9. WWDA Meeting Content

Directors discussed possible WWDA meeting enhancements including:

- Canceling WAJTE meetings on the days WWDA meets
- Using the February 11th Day at the Capitol as momentum for the next WWDA meeting by including Day at the Capitol follow-up on the May WWDA agenda
- Include a task/purpose/role for meeting attendees in the agenda
- Reenact subcommittees
- Choose three legislative issues that become the WWDA agenda for a year. WWDA activities stem from the three legislative issues.
- Structure discussions around local content and expand to statewide content
- Hold "Go To" meetings via webinar/conference call
- Have LEOs provide updates in the beginning of the meetings
- Reduce the number of meetings – WWDA will need to approve this
- Invite experts to WWDA meetings to educate members on workforce issues (e.g., current state of workforce development). This could happen in the morning before the official WWDA meeting begins, or as part of the meeting.

Cummings or Nabozny will discuss suggestions with WWDA Chair Dan Racette.

10. Reports:

a. Partnership Updates (GLETA, WCA, Other)

b. DWD

The State received an official response from DOL regarding WIA waivers. Danowski distributed a copy of the letter. The State is seeking clarification on the youth procurement waiver (section 123). DOL denied the waiver to do recapture after one year. Some waivers were granted as requested and others have changed. Danowski will send the document via e-mail and provide further guidance as the state has a better understanding of the waivers.

DWD is working on NEG grants with the goal of submitting before Christmas. One large application will be submitted on behalf of the state, and the state will subcontract to individual areas based on the information the local boards provide to DWD. Annette Nekola has information from four WDAs; the remainder need to submit information.

No formula replenishment grants will be submitted/granted right now due to the 95% spent funds rule. DOL is not interested in changing that policy right now.

State staff changes: Joanne Larson is retiring and December 15th will be her last day; Tim Highline is retiring. The State is consolidating the Migrant Labor and Refugee Services Bureau and Finance departments.

The State is looking at expenditures related to the 35% spending policy to see where Boards are spending. If Boards are not meeting the 35%, they will not be eligible for discretionary dollars.

New written policies and procedures are being developed as a result of the formula allocation mistake. The document is in the final stages of development. Verlynn Schmale is the new finance manager at DWD.

11. Other Business

Nabozny pointed out that the NAWB conference is May 5th-6th and a WWDA meeting is scheduled for May 5th. We will need to either reschedule the May WWDA meeting or hold the meeting at the NAWB conference.

Motion to adjourn

11:52 Lunch & Director Updates

Respectfully submitted by Angela Cummings, WWDA/WAJTE Coordinator