



## **WAJTE Meeting**

July 7, 2010  
9:30am – 12:00pm  
GEF 1, Madison

**WAJTE Attendees:** Dick Best, Bob Borremans, Don Sykes, Jim Golembeski, Susan Koehn, Steve Terry, Pat Schramm, Sally Cutler, Cheryl Welch, and Jerry Hanoski.

**Other Attendees:** Gregg Bosak, Southwest Workforce Development Board; Mark Kessenich, Milwaukee Area Workforce Investment Board; Gary Denis, Dept of Workforce Development; Angela Cummings, WWDA Coordinator; and Mari Kay, WWDA Legislative Staff.

### **AGENDA**

*Vice Chair Borremans called the meeting to order at 9:30a.m.*

#### **1. Chair's Report**

Motion made (Cutler/Schramm) to approve the June 2, 2010 WAJTE minutes. No discussion.  
Motion carried.

The Department of Workforce Development has awarded WWDA \$19,500 in technical assistance funds for PY 2010-2011. WAJTE thanked Secretary Gassman and DWD for the funding. The Machinist Union TAA grant proposal, which WWDA wrote a letter of support for, was funded. Cummings will be the contact on behalf of WWDA and provide updates when appropriate.

Highlights from the June 11<sup>th</sup> Council on Workforce Investment (CWI) were discussed. Cummings will compile materials and information on manufacturing career awareness programs that are run by the Workforce Development Boards. The manufacturing career awareness initiatives and others will be relayed to the CWI.

WWDA and Secretary Gassman were scheduled to meet on June 23rd; however, that meeting was rescheduled for today (7/7/10) from 2:00 p.m. – 3:00 p.m.

#### **2. Coordinator's Report**

##### **a. Fiscal Report**

Directors reviewed year end financials. The paperwork for requesting WWDA tax exempt status was mailed on July 1<sup>st</sup>. Cummings and Wipfli are listed as contacts for the IRS in case there is a question. The approval process may take a few months.

##### **b. WAJTE Subcommittees**

*ASSET User Group* – The AUG minutes were reviewed. Denis provided WAJTE with a list of “point people” for policy questions. For questions on youth policy contact Scott Fromader, for adult policy contact Pamela O’Brien, and for

dislocated worker policy contact Annette Nicola. Questions on policy related to performance should be sent to Gary Denis.

AUG has chosen four common data points to show the value of the workforce system, and will be defining each data point as soon as possible. When defining “new customer” AUG should take into account phone traffic as well as foot traffic. AUG is also developing a system for data collection; in the mean time Al Hesse, Fox Valley Workforce Development Board, will aggregate data from the 11 Workforce Development Areas each month. WAJTE would like the report 15 days after the end of each month.

### **3. Legislative Staff Report**

#### **a. Video Conferencing System Update**

The Department of Commerce is interested in knowing the impact of the video conferencing system. Directors will send that information to Kay. WAJTE will begin developing an internal system for distributing the weekly video conferencing class schedule to others, and a tracking registration. Discussion included: begin developing a policy manual, develop a team to discuss policies for the manual, and leveraging the system South Central uses (if appropriate).

WAJTE discussed using some of the funding for statewide coordination. Motion (Welch/Golembeski) to split the \$710,000 10 ways with the ownership on each board to utilize a portion of funds for central administration for the video conferencing system. Discussion: somehow South Central will need to be weaved back into this process; the administration system that South Central has should be leveraged; and a second possible use for central administration funds is “for a software system that assists with administration”. Motion carried.

A planning team will be created to discuss video conferencing system implementation and logistics. The team will include Patti Porth, Anita Gorham, Becky Grapes, Karen Flood, Richard Price, Stephanie Granger, John Cokl, Richard Turner, Robert Borremans, and Annette Meudt. Kay and Cummings will schedule a meeting to discuss implementation and next steps.

#### **b. Candidate Survey Update**

The survey will be sent to State candidates at the end of July in paper format and electronically. The federal survey will be updated and sent to candidates as well.

#### **c. Gubernatorial Event Planning**

WWDA registrations need to be completed by August 4<sup>th</sup>; after August 4<sup>th</sup> registration will be opened to partner agencies. Two of three candidates have confirmed attending. The moderator is still being secured. WWDA registrations for the Brewer Game on the evening of September 20<sup>th</sup> need to be completed as soon as possible. Cummings is looking into securing a bus for the Brewers Game.

WAJTE discussed logistics of the Gubernatorial Forum. Cummings will find out if the Country Springs Hotel has a ceiling mounted projector. As a precautionary measure, the Milwaukee Area Workforce Investment Board will provide a security guard for the forum. WWDA is sending Gubernatorial Forum Candidates

three questions in advance of the Forum. The three questions will be finalized at the August 4<sup>th</sup> WAJTE meeting. Kay will e-mail directors requesting three questions for the candidates.

The WAJTE/WWDA (combined) meeting will be held on September 21<sup>st</sup> from 9:00-10:00 a.m.

**d. One-Stop 101 Event Update**

Kay will finalize a “save the date”; it will state “your local Workforce Board director will be contacting you with details”.

**4. Review Action Plan for Marketing**

A timeline for “value materials” was distributed and agreed on. Cummings will work on developing time value materials as outlined.

**5. AT&T Conference Call - Video Conferencing Equipment 11:00am**

WAJTE and AT&T met via conference call to discuss the capabilities and technical questions about the video conferencing system. Discussion included:

- Presenters can connect to as many sites as they want; however, if the class is interactive it will be difficult to see and manage.
- AT&T will begin scheduling site visits.
- Each managed room will take approximately five days to install. If a WDA would like the video conferencing system installed by October 2010, a purchase order needs to reach AT&T by mid to late August 2010.
- Kay will provide AT&T with a prioritized list of installations based on WAJTE feedback.
- Quotes for equipment will be developed for each WDA.
- Best, Kay and Cummings will develop a system for billing.
- AT&T will train the staff in each local area.

**6. Reports**

**a. Partner Updates (GLETA, WCA, Other)**

WAJTE discussed the Workforce Resources for Labor Leaders Labor conference, where the AFL-CIO developed eight objectives for their statewide agenda. Motion (Welch/Golembeski) that WAJTE writes a letter to DWD [Secretary Gassman] requesting a copy of the contract between DWD and LETC. Motion carried. WAJTE will invite AFL-CIO to the October WAJTE meeting.

GLETA meets next week. GLETA will be holding their conference in September and inviting all state association staff, a formal invitation is forthcoming. On Wednesday GLETA will hold an all-day forum regarding the economy in the Midwest. Data will be available on the GLETA website. Several workforce organizations are working together to develop common talking points for WIA reauthorization. Best is working to refine some of the national WIA Reauthorization pieces and will send final document to WAJTE next week.

Cummings attended the WEDA Steering Committee meeting on behalf of Cheryl Welch where the group discussed the WI Competitiveness Study. During discussion industry sector work was discussed. Cummings suggested using the

local Workforce Development Boards and DWD as a resource and explained some of the industry sector initiatives already happening.

Best sent a survey last week inquiring about WIA training funds. The reason the survey was sent is there pressure for congress to incorporate a requirement for Workforce Development Boards to use a percentage of WIA funds for training dollars, however, the intent of Workforce Development Boards is to connect people with training - not to pay for training.

## **7. Other Business**

The Workforce Development Boards that received Department of Children and Families Transitional Job funding will meet to share best practices. Hanoski will host the meeting in La Crosse.

Sykes mentioned that Jane Oates is interested in visiting Milwaukee. Sykes is considering hosting a workforce conference and inviting Oates and Health and Human Services to speak. WAJTE is considering holding the October WAJTE meeting in Milwaukee and the June WAJTE meeting in West Central.

## **Noon Lunch & Director Reports**

***DWD Meeting from 12:00 p.m. to 2:00 p.m.***