



THE VOICE OF WISCONSIN'S LOCAL  
WORKFORCE DEVELOPMENT BOARDS

**Meeting Minutes:** October 1, 2008

**Location:** Department of Workforce Development GEF-1 Building, 201 E. Washington Ave., Room D203, Madison, WI 53702

**Association members/representatives present:** Hesse, Terry, Norris, Schramm, Sanchez, Borremans, Cutler, Hanoski, Best

**Others present:** Michelle St. Clair, WAJTE/WWDA Coordinator; Mari Kay-Nabozny, Workforce Systems Advocate; DWD: Secretary Gassman, Ron Danowski, Gary Denis, Linda Williamson, Rita Black-Radloff

Sanchez called the meeting to order at 9:40a.

## **WAJTE Meeting**

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### **1. Approval of the minutes**

Cutler motioned to approve minutes; Borremans seconded. Motion carried.

### **2. Chair's Report**

Sanchez thanked Borremans, Stewart, Golembeski, Kay-Nabozny, and St. Clair for developing and giving a presentation to the September 23, 2008 meeting of the Legislative Special Committee on Building Wisconsin's Workforce.

Sanchez commented on the email sent by Gary Denis to establish a work group to revise Job Center Standards; he agreed with Golembeski that Job Center Standards should be driven by WAJTE Directors. Discussion ensued about Job Center standards and who should be involved in discussions about standards. WAJTE Directors agreed that policy-level standards should be established, standards should not be prescriptive regulations. WAJTE Directors also agreed that the final arbitrators of standards should only include those who are accountable for meeting them. WAJTE Directors agreed to have a phone conference on October 9, 2008 to discuss these issues before the Work Group meeting staffed by Gary Denis was held on Friday, October 10, 2008. Kay-Nabozny would arrange the phone conference; St. Clair would prepare meeting materials for WAJTE Directors to consider.

### **3. Coordinator's report**

#### **a. Follow-up on suggested actions –**

1. Borremans, Stewart, and Kay-Nabozny presented at the September 23, 2008 Legislative Special Committee on Building Wisconsin's Workforce.
2. A WWDA exhibit booth was obtained for the Wisconsin Counties Association Conference and the Governor's Workforce Development Conference in October 2008.
3. WAJTE/WWDA was not scheduled to present at the WTCS Board meeting in September.
4. Kay-Nabozny would reserve the Inn on the Park for the 2009 WWDA Day at the Capitol.
5. St. Clair reinstated WWDA as a non-stock organization with the State of Wisconsin.
6. St. Clair submitted Technical Assistance grant request of \$15,000 to DWD in September.
7. St. Clair attempted to convene WWDA's Financial Subcommittee; given schedules, it was determined best to plan the subcommittee meeting at the November 5<sup>th</sup> WWDA meeting.

8. Kay-Nabozny publicized WWDA's unpaid internship position.

b. ASSET User Group's WAJTE Highlights

Best commented on TESSA; he expected the system to be operational within a month. Estimated cost per area was \$14,000, not including fiscal integration. Discussion ensued regarding DWD's investment in TESSA. Best will develop a formal letter requesting DWD to support TESSA for Sanchez to bring to his meeting with Secretary Gassman.

St. Clair reviewed "WAJTE Highlights" from the ASSET User Group meeting minutes:

- PY07 annual report will be out next week.
- TESSA is live on the State server in the training environment.

c. Fiscal Report

St. Clair distributed the latest financial report for the association. As of the end of September 2008, projected carryover was at \$59,434.97.

### **3. Report on Presentation to Special Committee**

Borremans provided a report on the presentation that was made to the Legislative Special Committee on Building Wisconsin's Workforce. A copy of the presentation was available on the WWDA website; and a hard copy was included in WAJTE Directors meeting packets. In addition, a thank you letter was sent to Representative Strachota on behalf of the association. This letter emphasizes the role of the boards, the need for state investment in workforce development, and best practices including Minnesota's Workforce Development Fund and Job Ready Pennsylvania.

Sanchez commented that he had received positive feedback from Representative Strachota, the Special Committee Chair.

Denis reported that he attended the afternoon portion of the Special Committee meeting; most notably, the committee is interested in an audit of workforce development. The committee is also interested in obtaining cost estimates for vacancy surveys and working with the Department of Regulation and Licensing to get a handle on the supply-side of talent, particularly in the health care profession.

### **4. Legislative Staff Report**

Kay-Nabozny reported that the Legislative Subcommittee would be meeting to discuss the association's legislative platform and legislation on recognizing the local boards. It is expected that a draft legislative agenda for 2009 will be brought to the November 5<sup>th</sup> WWDA meeting.

Kay-Nabozny also reported that she has reserved the Inn on the Park for February 12th for the 2009 Day at the Capitol. She noted that WCA's legislative days are February 10<sup>th</sup> & 11<sup>th</sup> and WMC's legislative day is February 11<sup>th</sup>. Based on feedback from last year, a lunch will be provided. She will also reserve a block of rooms for WAJTE Directors and their workforce development area delegation.

### **5. WCA & WEDA Conference & Planning**

Kay-Nabozny reviewed the WWDA marketing materials that would be at the association's exhibit booths. Marketing materials, which totaled \$1,290, included a table skirt, banner, and a WWDA annual report publication.

The workforce panel at the WCA Conference was discussed. The panel would include Heyer, Hanoski, and Bates; Welch would act as moderator. Hanoski would develop a powerpoint to provide an overview of workforce issues in the State. St. Clair & Kay-Nabozny would generate questions and work with panel members to make sure they were prepared for the panel discussion.

It was also noted that Schramm would present at the WEDA conference.

## 6. WWDA/WAJTE Staffing: Intern

Kay-Nabozny reported that she would send the position description for the unpaid WWDA internship to additional schools.

## 7. Reports:

Best provided an update on GLETA; updates included that GLETA submitted an application for a ten state RIG grant and Welch would soon be chair of the group.

Cutler met with John Clark to cultivate a partnership between the association and the Wisconsin Technical College System Board Presidents; WWDA will be put on WTCS' November agenda.

St. Clair and Kay-Nabozny questioned whether there was an interest in establishing a formal partnership between the association and the Wisconsin Council on Children & Families (WCCF). Discussion ensued. It was agreed that St. Clair would invite John Keckhaver from WCCF to present at the next WAJTE meeting.

## 8. Other Business

WWDA/WAJTE sponsorship was requested for the November 29 – December 2, 2008 National Workforce Alliance conference.

**Hanoski motioned to respectfully decline the opportunity to sponsor NWA's conference due to budget issues. Schramm seconded; motion carried.**

St. Clair relayed information to WAJTE Directors on a Microsoft Business Certification provided to her by Scott Fromader.

There was an interest in WAJTE Directors sharing Board packets with each other; WAJTE Directors were asked to forward packets to Kay-Nabozny in order to share with one another.

### Summary of suggested actions

1. Kay-Nabozny would arrange a phone conference for WAJTE Directors to discuss Job Center Standards on October 9th; St. Clair would prepare meeting materials for WAJTE Directors to consider. St. Clair would attend the Job Center Standards Work Group meeting on October 10<sup>th</sup>, relay WAJTE Director concerns and interests, and report back to WAJTE Directors.
2. Kay-Nabozny will work with the legislative subcommittee to prepare a draft legislative agenda for the association by the November 5<sup>th</sup> WAJTE/WWDA meetings.
3. Kay-Nabozny will reserve a block of rooms for WAJTE Directors and their workforce development area delegation.
4. St. Clair & Kay-Nabozny would staff the WWDA exhibit booth at the WCA & WEDA conferences.
5. St. Clair & Kay-Nabozny would generate questions and work with panel members to make sure they were prepared for the panel discussion.
6. Best will develop a formal letter requesting DWD to support TESSA for Sanchez to bring to his meeting with Secretary Gassman.
7. Schramm will present on industry partnerships at the WEDA conference.
8. WAJTE Directors forward Board packets to Kay-Nabozny to share with others.

**Notes on DWD Meeting with Workforce Development Board Directors**

Secretary Gassman provided a series of updates, including an update on the Job Center of Wisconsin, and update on the waiver request, an update on CWI, and preliminaries on the state's WIA Plan. Wisconsin's waiver request has been reviewed by DOL's regional office and it will now be passed to the national office. It was noted that CWI will present budget recommendations to Governor Doyle in February of 2009. The state anticipates drafting the state plan by December, local planning guidelines are expected in January of 2009, and local plans will be due to the state in April of 2009.

A demonstration of the new Job Center of Wisconsin was provided by Linda Williamson.

Danowski provided an Administrator's update; Franks commented on civil rights compliance reviews.

Rita Black-Radloff reviewed TEGL 02-7, which was issued to facilitate the leveraging of registered apprenticeship as a workforce strategy for the workforce system.

Denis provided an update on the MSSC project. A conference was scheduled in October at the WCTC campus.

Denis asked WAJTE Directors to contact Mark Wurl at [mark.wuhl@wi.gov](mailto:mark.wuhl@wi.gov) if changes are made to Job Center locations and/or hours.

*Submitted by Michelle St. Clair, WAJTE/WWDA Coordinator.*