



**Wisconsin Workforce Development Association Executive Committee (WWDAEC)
Meeting Minutes
October 13, 2010**

Location: Milwaukee Area Workforce Investment Board

WWDAEC Attendees: Jim Golembeski, Jamie Applin, Bob Borremans, Francisco Sanchez, Don Sykes, Mari Kay (representing Steve Terry), Jane Spencer, Susan Koehn, Cheryl Welch, and Dick Best.

Other Attendees: Angela Cummings; Jerry Hanoski, Western Workforce Development Board; Gregg Bosak, Incoming WWDA Coordinator; Gary Denis, DWD; Nelse Grundvig, DWD; and Mark Kessenich and Paula Kenenakhone, Milwaukee Workforce Investment Board.

Minutes

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

1. Approval of the Minutes

Motion (Golembeski/Sanchez) to approve the September 21, 2010 WWDA meeting minutes. No discussion. Motion carried.

2. Chair's Report

The IRS sent letters requesting additional information from WWDA and a change to the Articles of Incorporation to align with the WWDA Bylaws. WWDA will hold a special meeting on October 21, 2010 at 9:00am to vote on the changes to the Articles of Incorporation. Motion (Sanchez/Sykes) to change Kay's title to Chief Information Officer to better reflect her duties. No discussion. Motion carried.

Borremans reviewed a few follow-up items that stemmed from the September 7th meeting with Secretary Gassman. The next meeting with Secretary Gassman is to be scheduled.

The Bay Area Workforce Board Manufacturing Alliance, on behalf of WWDA, will make a presentation to the CWI advanced manufacturing subcommittee meeting on November 15, 2010

3. Coordinator's Report

a. Fiscal Report

Directors reviewed financials. No discussion.

b. Subcommittee Reports

Asset Users Group

- The performance and extract issues were described by DWD. DWD incorrectly reported ARRA and WIA information for several quarters. DWD received new instructions that caused the system to have an inability to run correct reports. DWD is working on making the report available through WEBi and Deski and fixing the problem.

As a result of the performance and extract issues, local Workforce Development staff is not able to verify the data that was used to calculate performance calculations. Typically, twice a year local staff had the opportunity to correct any data that was incorrectly entered into ASSET. This year, staff had only one opportunity to correct data and needed to rely on staff inputting data correctly the first time.

WWDAEC suggested DWD explain the situation to the CWI so when looking at performance data they understand the issues that affected the WIA performance outcomes. Denis will discuss with Danowski.

State performance measures for adult and dislocated workers are positive, however, the youth measure is negative due to problems at the state, local, and federal level. DWD has been working with the federal government for six months to correct the problem and will continue to do so.

Directors mentioned that this is creating a large problem for some of the local boards. DWD will be providing technical assistance to all local boards on literacy/numeracy gains, and entering education and employment performance measures.

- No update on literacy/numeracy gain
- Roundtable will have 2 tracts: business services and general WIA to include performance
- Tim Hine line has been replaced by Rita Atkinson

Statewide Business Service Group

All WDAs are now attending thanks to Sue Bodoh's persistence and the support of local directors.

c. LMI input to DWD – discussion

Directors reviewed the recommendations from the Statewide Business Service Group and will discuss during the DWD meeting this afternoon.

4. Legislative Staff report

a. Video Conferencing

AT&T is placing orders for video conferencing equipment. Due to the challenges of shipping equipment to each location (e.g. space, security, timing, etc.) AT&T has negotiated that all equipment be shipped to Dascom. Dascom will then deliver the equipment the day of installation OR 1 day prior. If the equipment needs to be delivered 1 day prior to installation, Dascom will contact the WDA one week prior to delivery.

The networks will be ordered in the next week or so. Either Mari or I will work with AT&T to place these orders.

Typically AT&T runs the BCN network cable for up to 250 feet. There are 3 WDAs (Milwaukee, Racine, and Janesville) who will need more than 250 feet of cable. These 3 areas may incur additional charges. Our AT&T representative is trying to negotiate a "deal" on the cost. We should know more in the next week.

AT&T is assigning a project manager to our group. So we will have a Dascom project manager and an AT&T project manager.

For those areas choosing NOT to use BCN, you will need to support your own network connection. Yesterday AT&T provided the network requirements needed for the video conferencing system to operate correctly. It is up to the WDAs to make sure the network connection will work with the video conferencing system. If you are using BCN, this is supported by AT&T and they will be sure you have the correct network connection.

The Department of Commerce approved the WWDA Video Conferencing application. Dept of Commerce is drawing up the contract and once a contract is in place, WWDA can begin drawing down funds. The Department of Commerce funds will cover the cost of Badger Care Network (BCN) for one year, and one year only. The one year begins on the installation date for

that particular Workforce Development Area. The Dept of Commerce grant includes \$10,000 for video conferencing scheduling software. A summary of grant deliverables was distributed.

b. Review of Contract for Scheduling Software

Acumium, which is the same company that South Central is using for their video conferencing scheduling software, was very receptive at first, but now has not responded to emails/phone calls. PF Data has been receptive and is able to develop the video conference scheduling software WWDA needs. The Video Conferencing systems will be installed by the end of December 2010 therefore scheduling software will be needed prior to the end of December 2010. WWDAEC reviewed PF Data contract costs.

Motion (Welch/Golembeski) to pursue contract with PF Data for the video conferencing system scheduling software. No discussion. Motion carried.

c. Gubernatorial Forum Debrief

Feedback from attendees was positive and it was a positive event for the association (WWDA). A final cost will be provided to WWDA during the November meeting when all expenses have been billed.

d. Transition in Administration – next steps

The National Skills Coalition, WEDA, technical college system, and WWDA had discussions about developing a transition team statement. Kay has been participating and circulated a DRAFT policy statement for WWDAEC comment. WWDAEC members should provide input to Kay.

WWDAEC will develop a transitional paper in the next two months, to educate the new governor and their staff about the workforce development system in WI. WWDAEC will invite the Wisconsin Counties Association to present the WI Competitiveness Study to WWDA during the November meeting. Welch will send a link to the WI Competitiveness Study to WWDAEC members. WWDA will identify the key education points for the transitional paper during their November meeting.

WWDAEC requested that Nelse Grundvig review the metrics identified in the WI Competitiveness Study to determine if the data sets are expected to be changed to reporting at a state or federal level, or will remain local level data. Kay will develop with input from Welch, Borrmans, Golembeski and staff from Schramm's office.

The next legislative newsletter will be developed soon; send success stories and/or news to Kay.

The Wisconsin Counties meeting is scheduled for February 8th and 9th, and the NAWB conference is scheduled for February. Tentatively Day on the Hill will be held in February and Day at the Capitol will be held on March 3rd. The March WWDA meeting will be scheduled for late in the afternoon of March 2nd in Madison, and legislative education visits on March 3rd.

As WWDA partners with the Department of Corrections on the re-entry program, it would be helpful to have a common one-page document with contact information for each workforce development area, and other useful resources. WWDAEC agreed to develop common materials, and may supplement with additional special materials.

WWDA will develop an electronic annual report that will be available online instead of in print.

5. Value Materials discussion

WWDAEC agreed to continue collecting the current value data points. Several Workforce Development Boards are working on putting procedures in place for collecting the data identified. WWDAEC will revisit in six months.

6. Workforce Conference 2011 (Cheryl Welch)

The WWDAEC Workforce Conference ad hoc committee will hold a conference call in the next couple of weeks. Best provided an update on discussions with Deanna Applehans from UW Stout. DWD offered to have Amy Philips assist with the conference if it would be helpful to WWDA.

7. November WWDA meeting – structure and location

WWDAEC recommended keeping the November WWDA/WWDAEC meeting on November 3rd. The November and all WWDA meeting here on in will be structured to begin at 9:00am and run until noon. During the November meeting WWDAEC will meet with DWD from noon until 1:00p to report on Job Center activity. The WWDA/WWDAEC meeting will also have GoTo meeting option.

The monthly WWDAEC meetings will begin at 8:30am effective December 2010. The quarterly DWD meeting will begin earlier as well.

8. Reports:

a. Partnership Updates (GLETA, WCA, Other)

WEDA has invoiced WWDA for \$10,000. WWDAEC reconsidered former motion made June 2, 2010 regarding payment of \$10,000 to WEDA to participate in the WI Competitiveness Study. Motion (Sanchez/Golembeski) that WWDA pay \$5,000 to WEDA in support of the WI Competitiveness Study and Welch will obtain the remainder of the \$5,000 from local boards who committed to contributing to the study. Discussion: implications on funding in future years, and potentially increasing dues next year. WWDAEC agreed to discuss in detail at future WWDAEC meetings. Motion carried.

The GLETA Heartland Conference will be held in Chicago March 30-April 1, 2010 and will have a preconference option. GLETA is working to identify a direction on WIA Reauthorization. The preconference option will be focused on leadership including a skill shed project. This year there will be more representation from educational institutions compared to last year. GLETA has a new website www.gleta.org, which includes a best practices component.

The WI DWD annual report for PY2010 is on the website.

9. Other Business

Jane Oates will be in Milwaukee on November 17th. Details of the daily itinerary are being developed. MAWIB is hoping to have a meet and greet the evening of November 16th. WWDAEC will be invited to the two events. WWDAEC would like to ask Jane Oates where the national priorities are in terms of technical college vs. workforce board responsibilities and educate her on the relevance of workforce boards being responsible for their current roles.

The Milwaukee 7 region (Milwaukee, SE, and WOW) received two Admin of Children and Families cooperative agreements to start a healthcare training center.

Meeting adjourned at 11:06 am.

Noon lunch

12:00 -3:00p DWD Meeting

Respectfully submitted by Angela Cummings, WWDA Coordinator