



THE VOICE OF WISCONSIN'S LOCAL
WORKFORCE DEVELOPMENT BOARDS

Meeting Minutes: December 3, 2008

Location: Vision Beloit, 500 Public Avenue, Beloit, Wisconsin

Association members present: Pat Schramm, Sally Cutler, Francisco Sanchez, Bob Borremans, Cheryl Welch, Steve Terry, Beth Norris, Jerry Hanoski

Others present: Michelle St. Clair, WAJTE/WWDA Coordinator; Mari Kay-Nabozny, Workforce Systems Advocate; DWD: Ron Danowski, Diane Reynolds

Sanchez called the meeting to order at 9:30a.

WAJTE Meeting

Approval of Minutes

St. Clair noted that the minutes in the packet were updated; they included a summary of suggested actions. Cutler motioned to approve the minutes; Borremans seconded. Motion carried.

Chair's Report

Sanchez discussed the Department of Workforce Development's (DWD's) waiver request to the Department of Labor. The state received official approval of four of its five waiver requests; Pam O'Brien will be setting policy on how local areas might utilize these waivers. In brief, approval was received on the common measure waiver, the waiver of the funds transfer limitation between adult and dislocated workers, waiver to permit the use of up to 10 percent of local area formula funds to provide incumbent worker training, and waiver of the requirement to procure youth providers on a competitive basis. DOL is requesting more information on the recapture and reallocation policies the state intends to establish.

Discussion ensued regarding a number of these waivers, including how to establish incumbent worker training policies and procedures made possible by fund transfers. It was recognized that the state will likely develop a policies for fund transfers.

Sanchez discussed the incumbent worker training policy that the WOW WDA will soon be offering, which will require a company to pay 50% of incumbent worker training costs. Schramm commented that South Central will also be setting up a policy for incumbent worker training. Fox valley has an incumbent worker training process in place; Welch will send out policies and forms for its incumbent worker training program.

Hanoski commented that in era of severe displacement, the Board should take caution in redirecting monies from dislocated workers to the general adult population.

Coordinator's Report

St. Clair reviewed the suggested actions from the last meeting:

1. St. Clair will send a letter to Secretary Gassman explaining why refilling Nancy Bryant's position is critical to local areas. – *Letter sent on Nov 18th.* (Discussion ensued regarding whether or not Nancy Bryant's position will be filled.)
2. WAJTE Directors will provide Kay-Nabozny with submissions for the November WWDA Legislative newsletter by November 18th. – *WWDA letter sent out in November; areas highlighted include Bay Area WDA and Western Wisconsin WDA.*
3. Kay-Nabozny will develop a WWDA Day at the Capitol registration form and send it to WAJTE Directors to distribute and collect. – *Registration form sent to WAJTE Directors.*
4. Golembeski/Kessenich will report on the Special Committee meeting.
5. St. Clair will collect Business Services contact information from WAJTE Directors and convene a statewide meeting of the group. – *Emails were sent to WAJTE Directors to gather Business Service contact information; information is still needed. It is anticipated that a meeting will be scheduled in mid-January.*
6. WAJTE Directors will be provided with GLETA agendas and minutes. – *Welch will provide GLETA minutes when she received them.*
7. Cutler will give a presentation to the WTCS Board President's Association on Nov. 13th. St. Clair will request additional information from WAJTE Directors for this presentation. – *Cutler presented on Nov. 13th.*

Norris asked about the status of TESSA and whether a request was made to DWD to support TESSA. St. Clair explained that Best was to draft the request and it has not been received to date. Discussion ensued regarding TESSA.

St. Clair reported on research regarding pursuit of 501(c)3 Incorporation to date. Discussion ensued. WAJTE Directors sought to pursue 501(c)3 Incorporation rather than 501(c)4 incorporation because it was more appropriate for the association, which is organized to share information, promote best practices, and educate stakeholders on workforce development policy. Changes to 990 were also discussed; WAJTE Directors agreed to provide St. Clair with wage survey information if requested. Hanoski commented that some information is public and available (e.g. at guidestar.com).

Systems Advocate Report

Kay-Nabozny reported that the November WWDA legislative newsletter went out to 347 people on the 19th. She then reviewed statistics on the open rate and commented that the data

dashboard link is always popular. She suggested that the group consider having a data element for future newsletters; she also noted that the WWDA Member Education subcommittee recommended featuring an informational article to educate stakeholders in each of the WWDA legislative newsletters. Kay-Nabozny also noted that the next three deadlines for content will be December 17th, January 19th (which will be the last one before the day at the capitol), and Feb 17. Kay-Nabozny noted that she can run a report whenever a WAJTE Director requests it; so WAJTE Directors should let her know if they have an interest in finding out when board members open materials.

Kay-Nabozny reported on discussions she has had with Anne Olson about organizing a joint Wisconsin-Minnesota legislative reception between WWDA and the Minnesota Workforce Council Association at the 2009 NAWB Conference. If held, the joint legislation reception would be on March 10th – a transportation hearing room could be reserved and the association's hill visits would be scheduled on the 10th. WAJTE Directors voiced agreement in having a joint legislative reception in 2009.

Kay-Nabozny commented that David Bradley from NWA developed a powerpoint presentation on what the association can expect on the hill. Welch provided a copy of the PPT and commented that Bradley requested to be copied on letters that go out to national legislators so that the national association is apprised of state and local efforts.

Welch commented that there was a COSA/GLETA meeting on Saturday morning. Best was assigned to develop language for regional platforms. There was agreement that there is a need for Boards to identify how we align with unions and the technical college system. Discussion ensued.

Sanchez will invite Phil Neuenfeldt, Secretary-Treasurer of the Wisconsin State AFL-CIO, to a WAJTE meeting in January and a WWDA meeting in February to talk about the state of the economy, WRTP, and what might be done to align WIA Programs with the apprenticeship system.

Sanchez noted that he will be meeting with TWA. Schramm mentioned that TWA would like Wisconsin to be part of the national Skills 2 Compete campaign. Hanoski commented that he has received very little from NAWB and NWA; they should be providing information to members on a regular basis. Welch commented that the Conference of Mayors information is very good and she will begin to forward the legislative reports from the Conference of Mayors.

Sanchez reported that he just received an email from Gassman. She would like to receive testimonials from employers (1 per area) on how they use our business services. Discussion ensued. Kay-Nabozny will send video employer testimonials that were collected for the presentation to the September special legislative committee she noted that not all wdas are represented.

2009 WWDA Day at the Capitol

Kay-Nabozny reported that WAJTE Directors were emailed the 2009 registration form for the 2009 wwda day at the capitol. WAJTE Directors should collect registrations and make

reservations for their WDA's delegation at the Inn on the Park; WAJTE Directors should forward registration forms to Mari by January 5th. Kay-Nabozny reminded WAJTE Directors that there will be a fee of \$15 per person for lunch. St. Clair will send out invoices for WWDA Day at the Capitol to WDAs in mid-January.

Kay-Nabozny reviewed logistics for the Day at the Capitol. The event would start at 8:00a with a breakfast and overview by staff, WDA delegations will visit their representatives (each area will make their own appointments), delegations will come together for lunch from noon to 1p and then resume meetings with state representatives.

Kay-Nabozny reported that the 2009-2010 WWDA State and Federal Legislative Platform would be finalized soon by the WWDA Legislative Subcommittee so it will soon be sent out to WAJTE Directors. Sanchez requested that materials on legislative platform be sent to WAJTE Directors earlier in 2009 so that steps may be taken to educate delegation members. Hanoski commented that as delegations meet with state representatives, we should try to explain how the Boards are different from the technical college system because we provide immediate access to services – we offer bridge services. There was also a comment that we need to be sure to reference Special Committee recommendations when appropriate. Kay-nabozny noted that all materials are online. Cutler commented that the Special Committee should be a standing item on the agenda and Golembeski or Kessenich aren't present, then WWDA staff should bring minutes to the meeting and be prepared to share them with WAJTE directors.

Intern progress

Kay-Nabozny reported that Allison is researching UI payroll tax best practices and workforce funds across the country (28 states have a workforce fund in place). She will be developing an issue paper on the topic with WCCF.

Danowski commented that the status of the state's UI trust fund is not good. He also suggested that in terms of process, it should be recognized that the UI Advisory Council would have to be approached to get a bill submitted to the legislature.

DWD Report

Danowski reported for DWD. He started by referencing the recommendations that were made by the CWI Executive Committee at the December 2nd CWI meeting, which can be found online at: http://www.wi-cwi.org/pdf/dwd_system_reform_recommendations120208.pdf.

Recommendations include:

- Bridge the skill gap between leading industries and future workforce.
- Promote regional sector leadership and responsibility by workforce development boards.
- Require coordinated regional planning.
- Direct WIA discretionary resources strategically.
- Improve alignment of existing resources.
- Advance coordinated planning.
- Implement additional investments.

- Support Wisconsin III GROW Initiatives
- Allocate additional resources for other successful initiatives.
- Initiate pilots to spark innovation.
- Implement career information pilots.

Danowski commented that the state plan is being put together right now and will affect local plan guidelines. The state's overarching strategy and goals are to advance GROW Wisconsin strategies and move forward with sector approach, particularly what has been happening with the NGA policy academy. Local plan guidelines will be out to WDAs by late January. The state also hopes to have a final version of the state plan by late January and then on February 11th it should be available for public comment until March 13th. It is anticipated that the state plan will be submitted to DOL on April 1st and that local plans will be due to DWD by April 30th. From April through June, performance negotiations will begin. Hanoski asked whether it would be of any value if WAJTE Directors provided information on sector initiatives to the state.

Donowski commented that the state will be moving forward with conducting an inventory of existing sector initiatives. A survey focusing on workforce will be coming out in the New Year; it will be sent to the Boards and will also be sent out to the technical college system, maybe extension and also business associations. Welch commented that the economic development groups should also be surveyed (using WEDA) and the chambers of commerce should be surveyed (use WMC). Sanchez suggested also contacting the WIRED Coordinators.

Donowski reported that the sector group is also developing definitions for intermediary, convener, industry partnerships, etc. Sanchez commented that the boards are the intermediary for convening partnerships. Discussion about the term "intermediary" ensued.

It was commented that the sector group should address the policy and operational changes that should be made to coordinate workforce programs across state departments. Danowski stated that there is discussion about creating MOUs between state departments to establish common goals for supporting sector initiatives. A cabinet group is being convened and Hector Colon is leading that effort to work through common themes. Danowski clarified that once the NGA policy academy ends, responsibility for on-going oversight & policy development will rest with CWI's Executive Committee.

Danowski then commented on filling DWD's vacancies. They are in the process of hiring Job Service Directors and hope to have people start in January of 2009; he commented that DWD requested to hire eleven and we will be able to hire ten (Fox Valley's person is on leave). Danowski commented that the state was also moving forward with hiring people for the Veteran Services positions. It is anticipated that the State Vets Coordinator will work out of Madison under James Bond. He commented that DWD anticipates being able to hire direct service positions; however, it is unlikely that they will be able to hire administrative positions. It is unlikely that DOA will approve Nancy Bryant's position. Danowski stated that he recognized the importance of that position and will work with Tim Hine to make sure that local areas will continue to get reports.

Danoski also commented that the is inventorying computers and T1 lines at Job Centers that are not one of 22 designated job centers and will be pulling them sooner rather than later. Discussion ensued.

Schramm requested that DWD acquire a plan from DVR on their staffing commitments.

Lastly, Danowski noted that notice from DOL on the state's waiver request came in. He then reviewed approved waivers.

WTCS Presentation

Cutler provided a report on the presentation that she gave to the Wisconsin Technical College System's Board President's Association at Wausa NTC on November 13th about the association and workforce development boards. Borremans was also present. Borremans commented that the presentation was positively received.

Reports

Kay-Nabozny provided a report on the Special Committee on Building Wisconsin's Workforce per "Memo No. 2," which was available on the committee's website: http://www.legis.state.wi.us/lc/committees/study/2008/WORK/memo2_work.pdf. This memorandum outlined the committee's recommendations to the Joint Legislative Council, including legislative recommendations, recommendations to state agencies, and recommendations to the Joint Legislative Council. Note that an audit of workforce programs has been recommended.

Welch reported on the NGA Policy Academy, which is advancing the Wisconsin Sector Strategies Initiative. Welch expressed concern that there is a push for intermediaries outside of the boards. Welch will send NGA Policy Academy meeting agendas and materials to WAJTE Directors.

Welch also provided an update on GLETA, which is seeking a letter of support from the state for a regional grant application. She also commented that GLETA will be continuing the Heartland Conference.

Hanoski reminded WAJTE Directors that Workforce Connections successfully managed a program for juvenile offenders in the past, which received a DOL Recognition of Excellence Award. His organization now intends to submit a proposal for Young Offender & Juvenile Reentry Grants under category 2 for intermediary juvenile re-entry in order to replicate their model in four cities.

Schramm motioned to send a letter on behalf of WAJTE Directors to support Workforce Connections proposal to the Department of Labor for the Young Offender & Juvenile Reentry Grants; Cutler seconded. Motion carried.

Hanoski will draft the letter of support and provide it to Sanchez.

The meeting adjourned at 12:25.

Respectfully submitted by Michelle St. Clair, WAJTE/WWDA Coordinator.

Summary of Suggested Actions:

1. Welch will send out policies and forms for Fox Valley's incumbent worker training program.
2. St. Clair will continue to pursue 501c3 incorporation; WAJTE Directors will provide her with wage survey information if requested.
3. If they haven't already, WAJTE Directors will provide St. Clair with contact information for their WDA's Business Services representative. St. Clair will convene a statewide meeting of Business Services representatives in mid-January.
4. Sanchez will invite Phil Neuenfeldt, Secretary-Treasurer of the Wisconsin State AFL-CIO, to a WAJTE meeting in January and a WWDA meeting in February to talk about the state of the economy, WRTP, and what might be done to align WIA Programs with the apprenticeship system.
5. Kay-Nabozny will send video employer testimonials that were collected for the presentation to the September special legislative committee she noted that not all wdas are represented.
6. WAJTE Directors will submit WDA articles to Kay-Nabozny by December 17th, January 19th (which will be the last one before the day at the capitol), and Feb 17. St. Clair will also work with Kay-Nabozny to ensure that workforce information articles are included in the monthly newsletter.
7. WAJTE Directors will consider copying David Bradley (NWA) on letters that go out to national legislators to keep NWA apprised of state and local efforts.
8. WAJTE Directors should recruit their delegation for the 2009 WWDA Day at the Capitol now and forward registration forms to Mari by January 5th. WDAs will be charged a fee of \$15 per person for lunch at the Day at the Capitol; St. Clair will send out invoices for the event in mid-January.
9. Kay-Nabozny will work with the WWDA Legislative Subcommittee to finalize the 2009-2010 WWDA State and Federal Legislative Platform and send it out to WAJTE Directors; WAJTE Directors will provide feedback to Kay-Nabozny.
10. WWDA Intern is performing research on UI payroll tax best practices and workforce funds across the country (28 states have a workforce fund in place) and will be developing an issue paper on the topic with WCCF.
11. The state is developing its WIA Plan; it is expected to be developed by late January and available for public comment from February 11th until March 13th. Local plan guidelines will be out in January and local plans will be due to DWD by April 30th. From April through June, performance negotiations will be held.
12. DWD will be conducting an inventory of existing sector initiatives in the New Year. Boards, technical colleges, and other organizations will be surveyed. The state is working with COWS on the project.
13. Since it is now unlikely that DOA will approve refilling Nancy Bryant's position, Danowski will work with Tim Hineline to make sure that local areas will continue to get the performance reports that they need.