



THE VOICE OF WISCONSIN'S LOCAL  
WORKFORCE DEVELOPMENT BOARDS

**Meeting Minutes:** April 29, 2009

**Location:** Pewaukee Workforce Development Center, Classrooms 108-110, 892 Main Street, Pewaukee, WI 53072

**Association members present:** Jerry Hanoski, Amy Charles, Sally Cutler, Cheryl Welch, Dick Best, Francisco Sanchez, Beth Norris, Steve Terri, Jim Golembeski

**Others present:** Michelle St. Clair, WAJTE/WWDA Coordinator; Mari Kay-Nabozny, Workforce Systems Advocate; Department of Workforce Development (DWD) Representative: Gary Denis; Mirca Reyes, Community Corrections Employment Program (CCEP)

*Sanchez called the meeting to order at 9:35a.*

## **WAJTE Meeting**

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### **1. Approval of Minutes**

Golembeski motioned to approve the minutes, Cutler seconded. Motion carried.

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

Sanchez reported on the meeting with Secretary Gassman on April 20, 2009. He reviewed the meeting summary distributed to WAJTE Directors, which reflected the following discussion points: (a) recovery act big picture, (b) ARRA policies for formula funding, (c) Re-employment Services, (d) Governor's Workforce Agenda, and (e) during the "other" agenda item, Sanchez and Gassman discussed the need to improve partnerships between workforce and economic development.

Sanchez's report was followed by a discussion about DWD's administrative guidelines regarding the use of ARRA funds. WAJTE Directors expressed concern over the additional restrictions that DWD was placing on the use of funds. DWD did not discuss these additional restrictions with WAJTE Directors before issuing them.

Denis clarified that the Governor and Secretary are very involved with the use of ARRA funds. He also commented that the Department of Labor has concerns about overall spending; there is a possibility of another rescission down the road if the system's performance is questionable. He commented that DWD is under spent in terms of state discretionary dollars.

Welch commented that the procurement requirements for ARRA were creating a second set of contractors. She argued that it would have made more sense to align investment in current contracts because that strategy would hold overhead constant and allow more people to be served. Denis stated that DWD is working on further instructions regarding procurement.

Charles posed the question of whether boards could use ARRA funding for training services for individuals co-enrolled in WIA and ARRA Programs. Denis stated that he would look into that option.

There was some discussion about national competitive grants that were expected through ARRA. WAJTE Directors agreed they should have a discussion about which boards are interested in pursuing statewide grant opportunities. The discussion about a statewide application should include all interested WAJTE Directors; and pursuit of a statewide application will not preclude applications from local areas.

St. Clair would organize WAJTE Directors to meet about ARRA competitive grants. Information about competitive grants would be shared, and WAJTE Directors would discuss the roles of the local boards and their interests in participating and/or leading statewide applications (e.g. in green job training, health care, etc.).

### **3. Coordinator's Report**

St. Clair reported on summaries from the following meetings: (a) April 13, 2009 Statewide Wisconsin Business Services Quarterly meeting, (b) April 15, 2009 Statewide Conference Call of Wisconsin Operations Staff, and (c) April 20, 2009 Meeting with Secretary Gassman.

She reported that the Statewide Business Services Group is moving forward with monthly conference calls to provide updates on Business Services activities and quarterly, in-person meetings around the state that will feature best practices from each area. In addition, she relayed the results of the Spring 2009 Statewide Business Services Survey to WAJTE Directors.

St. Clair also reported on the recommendation emerging from the conference call of Workforce Development Board Operations Staff (at which, eight of the eleven workforce development boards were represented):

*At this point in time, it was recommended that workforce development board operations staff should be convened, on a voluntary basis, if needed and when requested by WAJTE Directors to provide expertise and respond to particular questions.*

St. Clair also reviewed communication sent to Secretary Gassman regarding ARRA planning on behalf of the association. In addition, the letter from Don Sykes of the Milwaukee Area Workforce Investment Board to Ron Danowski, the Administrator of DWD's Division of Employment and Training, was shared.

St. Clair reviewed the highlights from the ASSET User Group's April 23<sup>rd</sup> meeting. Most notably, it was relayed that ASSET has yet to be modified to include ARRA as a fund source, and to include related required data fields.

In addition, St. Clair noted that the association's most recent financial report was in WAJTE Directors' meeting packets. She also commented that Schramm's summary of the April 21<sup>st</sup> RES ARRA Work Group meeting was also included in meeting packets, as was the draft legislation being proposed by Kreitlow to amend legislation regarding WARN notices. (The proposed legislation would require the business closing or mass layoff notice to an affected employee to include contact information for the local workforce development board serving the area in which the employment site is located. The bill also requires DWD to provide a copy of the notice to that workforce development board and requires that the board provide to the employer a list of employment and training resources in that area.) Lastly, Executive Order #278, related to the creation of job opportunities in Wisconsin was included in WAJTE Director meeting packets.

#### **4. Recovery & Reinvestment**

Mirca Reyes, the Coordinator for Regions 2&7 of the State of Wisconsin Department of Correction's Community Corrections Employment Program (CCEP), provided a presentation to WAJTE Directors about CCEP. In brief, CCEP offers work experience opportunities, on-the-job training, and training opportunities through a Placement Program Scholarship to those ex-offenders 'who don't have a lot of employment experience.' CCEP's work experience program provides up to 24 weeks of part-time (20 hours a week), subsidized employment at pre-approved worksites. Regional Coordinators are responsible for securing and approving these worksites. Individuals employed through the work experience program are paid \$6 per hour.

Reyes suggested that the boards could collaborate with CCEP in their ARRA summer youth work experience programs. CCEP has ex-offenders who are 18-24 who would be a good fit with the WIA Summer Youth Program. CCEP would be willing to match offenders into slots. Reyes relayed that CCEP would like ARRA funding to pay for the work experience up front and CCEP could pay for the subsidized employment for two to four weeks after ARRA funding ends. There was a question as to whether the arrangement could work the other way.

#### **5. Job Service & Re-employment Services (RES)**

Brian Solomon passed out a draft of the plan for the "ARRA Job Service Reemployment and Assessment Initiative." He then proceeded to review the plan.

There will be 116 full-time employees providing Wagner-Peyser & RES services across the state; preliminary work distribution is as follows: (1) 36 people will be doing RES/Assessment, (2) 33 people will be assigned to Resource Rooms, (3) 20 people will be dedicated to workshops, (4) 22 more people will be added to the Call Center, and (5) 5 people will provide outreach.

Per Wisconsin's Re-employment Services (RES) Strategy, 100-150 RES sessions will be offered per week, serving approximately 2,000 – 2,500 UI claimants per week. The majority of these RES sessions will be provided in the 22 Job Center locations. RES workshops will last approximately 3 hours and will include a group presentation and one to one time between each claimant and Job Service staff. Following an RES session, each claimant will be referred down one of the following paths:

1. Referral Path (to Job Center Partners),
2. Work Ready/Labor Exchange Path (to the Resource Room, possibly workshops),
3. Counseling Path (a career exploration counseling session will be scheduled for claimants),  
or
4. Assessment Path (Job Service will provide WorkKeys proctored assessment exams statewide. Job Service will provide assessment, and remediation training through WIN, in the three areas that comprise the Career Readiness Certificates: (a) reading for information, (b) applied math, and (c) locating information.

Solomon stated that statewide curriculum is being developed for Job Service workshops. Job Service staff training will be in June, and services will be offered beginning in July. WAJTE Directors commented that it would be ideal to coordinate the training of all resource room staff at one time.

Solomon clarified that Job Service will not increase resource room staffing unless there is a local need. "We're going to be putting RES staff into places: we're not going to have anyone drive more than 33 miles, but we have limitations outside of 22 job centers. Right now, our RES services will be

focused on UI clients. We are not going to market this service, we are going to let UI claimants know about it.”

Comments were made about the absence of a local planning process. Ideally, planning with the workforce development boards would occur to ensure systems integration. It was also noted that some WAJTE Directors were contacted by their local Job Service Director, but some were not.

Solomon stated that over time, Job Service may let other people into the WorkKeys assessments and WIN training. It was noted that training in WIN will impact traffic in Resource Rooms.

Solomon also clarified that he expected to have local discussions in how to rollout and further define how RES services are offered.

### **Legislative staff report**

Kay-Nabozny distributed a draft communication piece for WAJTE Directors to consider sending to Wisconsin’s federal legislative representatives in order to educate them about how ARRA dollars are spent. The electronic publication would feature stories about individuals who have been impacted by the summer youth program. In addition, five metrics would be reported: (1) the number of ARRA Summer Youth currently enrolled, (2) the number of summer youth worksites (un duplicated), (3) the number of dislocated workers served through WIA stimulus funds, (4) ARRA dollars spent on summer youth, and (5) ARRA dollars obligated.

Discussion ensued. It was agreed that data would be due from WAJTE Directors to Kay-Nabozny for the federal legislative communication piece on the following dates: May 20<sup>th</sup>, June 10<sup>th</sup>, July 1<sup>st</sup>, July 22<sup>nd</sup>, August 12<sup>th</sup>, September 2<sup>nd</sup>, September 23<sup>rd</sup>, September 23<sup>rd</sup>, and October 14<sup>th</sup>.

### **DWD report**

Denis reported that DWD had received 22 proposals in response to the Wisconsin Sector Strategies Initiative Request for Plans and Project Guidelines. A work group would be reviewing them and will be making decisions shortly.

Denis reported that by June 1<sup>st</sup>, DWD will submit their first letter of offer for common measures to the Department of Labor, which will identify the actual standards that the boards will be held to.

Denis will follow-up on modifying ASSET for ARRA. He also clarified that the job posting requirement for the JobCenterofWisconsin.com pertains to jobs that are recruited for. Lastly, Denis commented that DWD hasn’t heard from the Department of Labor about PY2009 WIA Program funds.

### **Job center update**

Updates were given by WAJTE Directors about traffic and services at Job Centers in their areas; they also provided updates on youth recruitment and worksites for the ARRA Summer Youth Program.

### **Other ARRA**

No comments were made regarding other ARRA issues.

### **WWDA annual meeting**

WAJTE Directors discussed and made decisions about the association’s next annual meeting. La Crosse would be the meeting location; and the annual meeting would begin on August 5, 2009. Kay-

Nabozny would contact the Minnesota association to see if they were interested in partnering again to bring in a joint speaker.

**Other Business**

None submitted.

**This meeting adjourned at 12:45.**

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