



THE VOICE OF WISCONSIN'S LOCAL
WORKFORCE DEVELOPMENT BOARDS

WAJTE Meeting

August 4, 2010

AmericInn, Ashland, WI

MINUTES

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

Other Attendees: Gary Denis, Dept. of Workforce Development; Mari Kay, WWDA Legislative Staff; Angela Cummings, WWDA Coordinator.

Chair Sanchez called the meeting to order at 8:38a.m.

1. Approval of the Minutes

Motion (Cutler/Borremans) to approve the July 7, 2010 WAJTE meeting minutes. No discussion. Motion carried.

2. Chair's Report

Chair Sanchez and Vice Chair Borremans summarized the July WWDA/Secretary Gassman meeting. Concerns were expressed over the job center staff not entering job orders in a timely manner, however they appear to have time to do so. The next meeting between WWDA and Secretary Gassman will be held September 7th.

WAJTE briefly discussed Transitional Jobs program experiences.

3. WWDA Budget 2010/2011

Motion (Borremans/Schramm) to move to closed session to discuss the budget and personnel. No discussion. Motion carried.

Motion (Welch/Cutler) to approve the WWDA 2010/2011 budget. Motion carried.

Motion (Cutler/Welch) to return to open session.

4. Coordinator's Report

a. Fiscal Report

Updated financials for PY2009/2010 and July 2010 were distributed.

b. Subcommittee Reports

ASSET User Group (AUG)

- September Roundtable in Madison area. AUG is collecting topic and presenter ideas to submit to Amy Phillips.
- AUG is forming a workgroup to address performance reporting with rolling quarters/YTD.
- DWD will be conducting offline research on the DRVS software regarding the issue of incorrect Literacy & Numeracy reports.

- Gary Denis is willing to serve as our “go to” person for our requests for ASSET ideas.
- Value Data Elements – the AUG defined each of the value data elements. AUG is in the process of determining how to track the data statewide in all job centers.

Statewide Business Services Group - Local business service teams were to send EMSI data to Sue Bodo by July 30, 2010. The data will be entered into a statewide map for easy identification of industries and occupations common to each workforce development area.

TAA - Cummings will attend a conference call next week and in-person meeting the week of August 16th to discuss development of a public outreach brochure, public outreach content, development of the educational program for applying for TAA benefits, and if possible holding at least one public outreach session in August.

Location of October & June WAJTE meetings - The location of the October and June WAJTE meetings will be changed. The October WAJTE meeting will be held in Milwaukee and the June 1st WAJTE meeting will be held in West Central.

Letter was sent to DWD - A letter was sent to Secretary Gassman requesting a copy of the contract between DWD and LETC. Denis provided a copy of the contract to Cummings for distribution. Cummings will e-mail the contract to WAJTE directors.

5. Legislative Staff report

a. **Gubernatorial Candidate Forum – update and craft questions**

The Alliance for Justice guidelines for forums was distributed and reviewed. The Annual meeting budget and expenses were discussed. Motion (Borremans/Terry) to approve the Annual Meeting budget. No discussion. Motion carried.

As of August 5th, WWDA will invite partner organizations to the forum. If there are still seats available towards the end of August, additional local partners will be invited. Kay will provide WAJTE with updated registration numbers toward the end of August. Kay will purchase Brewer tickets this Friday and distribute tickets prior to the Brewer game.

Frederica Freyberg will be moderating the forum. WAJTE decided on the three questions that will be sent to Gubernatorial Candidates from the two major political parties three weeks in advance of the forum. WAJTE suggested creating a document visually explaining the relationship among Workforce Boards and the larger system (e.g. education, economic development, etc).

b. **One-Stop 101**

A “Save the Date” was sent to legislators and thus far three have responded positively to the open house. WAJTE directors should contact their legislators and plan their own local open house using materials developed by WWDA (e.g. WWDA save the date graphic, value materials). Cummings and Kay will develop a press release template and send to WAJTE directors.

c. **Video Conferencing system**

A statewide Video Conferencing System meeting was held on July 27th and included video conferencing program coordinators from each local workforce development area. Cummings and Kay are investigating possible software systems, scheduling demonstrations of the software and scheduling a second meeting for the statewide video conferencing group. Logistics of scheduling and marketing were discussed including the idea of having two days per week dedicated to statewide video conferencing classes/workshops, and catchy advertising.

All AT&T site visits are now completed. Kay and Cummings have a conference call with AT&T next week. WAJTE discussed additional costs for the video conferencing system that were not included in the AT&T proposal. These include running or moving electrical (if applicable) and staff to trouble shoot problems that may occur. Workforce Boards will make the appropriate arrangements for their local area.

Motion (Best/Welch) for each of the 10 Workforce Development Boards (excluding South Central) to allocate \$1,000 into an administration/software fund and keep \$70,000 for video conferencing equipment. Discussion: if the full \$10,000 for administration/software is not used, the leftover funds will be returned/allocated to all 10 Workforce Development Boards. Motion carried.

d. Candidate Survey

The Alliance for Justice candidate survey guidelines were distributed and survey logistics discussed. The survey was mailed yesterday (August 2nd).

e. Other

Andrea Ray from National Skills Coalition is developing a transition platform, which Kay is involved in. Kay is the WWDA contact for Gubernatorial transition efforts.

6. National Association of State Workforce Agencies Conference – WWDA Sponsorship

Motion (Cutler/Schramm) for WWDA to sponsor the National Association of State Workforce Agencies Conference at the \$1,500 sponsorship level. Discussion: directors will review the agenda and may purchase the \$500 registration from WWDA. Schramm will work with Linda Preyz on sponsorship and with Kay to staff the WWDA booth during the conference. Motion carried.

7. Value Materials

Cummings will work with South Central staff to transform the value materials document into a marketing piece and revise the document.

8. Reports:

a. DWD

DWD is planning a round table for Sept 21 or 23rd, but may look at a different date due to numerous events that week. DWD is planning to have two tracks – one for business services and one for the ASSET User Group. Job Service has been asked to work with the Statewide Business Service Unit to develop the business service track. The AUG track will include DOL performance sessions.

DWD is working on their annual report which is due October 1st, 2010 to the Department of Labor. Kay will circulate a form for WAJTE directors to use when

submitting success stories, which will be used for the WWDA Annual Report and DWD Annual Report.

The Bureau of Finance will be reviewing the data on the percentage of WIA funding spent on training. DWD has heard concerns regarding 35% rule and will address those concerns after reviewing the data.

If Workforce Development Boards do not spend 35% of WIA funds on training, and 70% of ARRA funds on training they will not be eligible for PY2010 DWD discretionary funds. DWD will respond to extension requests soon. WAJTE discussed a few ideas for addressing the training requirements.

The Department of Labor has completed most Workforce Board reviews, and only has two WDAs remaining. The state exit conference will occur in September with report to follow, date TBD. Upon completion of the review, it was suggested that DWD share the common themes with WAJTE.

DWD is submitting a Longitudinal Data Grant. The funds are expected to be issued prior to October 1st, up to \$1 million dollars for three years to integrate data across systems (e.g. school systems, unemployment, etc).

DWD will hold conference calls to discuss the progress of Rapid Response activity, with the intent to better align the state and local workforce boards.

During the NASWA conference on September 22nd there will be an employer panel to discuss the dilemmas employers are facing when recruiting new staff. DWD will be contacting WAJTE for names of small to medium sized employers (100 employees or less) to participate on the panel.

b. Partnership Updates (GLETA, WCA, Other)

9. Other Business

Motion (Hanoski/Welch) for WWDA will hold a Workforce Conference during September 2011. Discussion: Welch will lead the development of the Workforce Conference. Motion carried. The Workforce Conference 2011 will be added to the WWDA agenda for September 21, 2010. Welch will develop a concept paper, send it to WAJTE prior to the WWDA meeting, and present during the WWDA meeting in September.

Milwaukee Are Workforce Investment Board is holding a smaller Workforce Conference/Open House in October 2010 in coordination with the youth job corps opening. The conference will highlight a few Milwaukee programs and Jane Oates has been asked to speak. Don Sykes will try to arrange for Jane Oates to meet with WAJTE for one hour over lunch.

Cummings distributed the Discretionary Grant Activity sheet and the SAGE grant timeline. WAJTE directors are requesting the Discretionary Grant Activity report include the date, the timeframe for the data on the report. Additionally, WAJTE requested that CWI and WWDA are provided a summary of where all discretionary funds have been allocated and the status of funds.

Noon Lunch & Director Updates