

**Approved**  
Workforce System Development *Ad Hoc* Committee  
June 27, 2005 Meeting  
UMOS Headquarters, Milwaukee  
Minutes

Voting Members Present: Thomas Burse, Tina Koehn, Donald Rouse, Georgann Stinson, Josh Zepnick

Non-voting Member Present: DWD Committee Liaison Bill Clingan

Staff Present: Mary Pasholk, Linda Williamson, Pamela O'Brien

Others Present: Jennifer Riggerbach, and Sammis White, University of Wisconsin Milwaukee; Connie Colussy, Bureau of Workforce Programs-DWD; Beth Norris, Southeast WDA; Dick Buschmann, Making Connections Milwaukee; Sheila Knox, Job Service; Teresa Barch, WWDA Coordinator; Mary Moore, UI; Enid Glenn, DVR-DWD; Brenda Bell-White, DWS-DWD; Theola Carter, OEI-DWD

Agenda Item #1, Select Chair:

**Mr. Rouse, seconded by Ms. Koehn, moved to have Mr. Burse serve as Chair of the Ad Hoc Committee. The motion unanimously passed.**

Agenda Item # 2, Review Background Material:

Background material from staff was reviewed, and a discussion of other information the Committee may find useful included a request for additional data by census tract and/or zip code for the City of Milwaukee only. [Background Material included: *Ad Hoc* charge as approved by the full Committee; Federal law and other requirements on Workforce Development Board membership and their key responsibilities; Required elements for workforce partner's memorandum of understanding; One-Stop Operator and Job Center Manager Structures; Performance goals for WIA Title I; LMI Milwaukee County Workforce Profile; and, Job Center locations, inventory of programs and DWD Job Center Aids Support; UWM draft grant agreement]

Agenda Item # 3, Review charge and Identify Issues and Process:

The Committee revisited the charge, and discussed the original impetus for the creation of this Ad Hoc Committee. Mr. Rouse stated that the lack of the Private Industry Council of Milwaukee, Inc. (PIC) responses to the CWI full Committee surveys was disconcerting, and stressed the need to assist in partnership engagement and other workforce system coordination efforts. In response to Mr. Rouse's question regarding whether the PIC Board was apprised of this Committee, Ms. Knox stated that as a member of the PIC Board along with two other attendees, they were comfortable with the Charge of the Committee and looked forward to working together for improvements to better serve employers and clients. Finally, Mr. Rouse asked staff to clarify the purpose of Mr. Randall's comments at the April 22<sup>nd</sup> Committee meeting regarding a \$30,000 request for funds.

Mr. Clingan summarized current DWD coordination efforts with priorities for service integration, planning and short-term training. He stated that DWD is committed to pushing the system together for the benefit of employers and Milwaukeeans. The committee discussed the current coordination efforts among service delivery partners in Milwaukee, and noted the lack of a formal on-going mechanism. Mr. Rouse stated that

the WOW partners have monthly team meetings, and it was noted that the Southeast WDA has Job Center Managers who regularly coordinate activities. Representative Zepnick stated that there has to be clear local drivers that ensure Milwaukee players get it together in a systemic fashion. Committee members expressed the need to have partners be sincere, willing participants in this process. Mr. Clingan cited several DWD undertakings that pushed together groups of Milwaukee players such as the W-2/related programs request for proposal bidding process and the Food Stamp Employment and Training agreement that includes a provision to be co-located in the Job Centers. He offered to provide a presentation of other Milwaukee partnering efforts. The Committee also wants the audience to be fully participatory at meetings.

Ms. Koehn summarized the discussion thus far, and suggested some next steps that were agreed to by the Committee:

- (a) The need to have a formal mechanism for regular partner meetings, and Job Center, or centrally appointed people for effective, on-going coordination. Ms. Knox suggested that the Job Center Network Restructuring Committee may be an entity to tap into;
- (b) List the major players both public and private, and identify lead persons for roundtable discussions. A number of suggestions included the Mayor's Workforce Development Task Force; MATC, PIC, City of Milwaukee Mayor, Milwaukee County Executive, UI, Urban Economic Development Economic Development organizations, Donor Forum and other foundations and Community Block Grant;
- (c) Identify the themes/goals of the Ad Hoc Committee (and resurrect the themes developed from the April 22, 2005 full Committee meeting in Milwaukee) that includes Improving Leadership; Having Common Vision; Partnership Planning; Concrete Objectives as a broad economic investment of the State; Economic forecast/high-wage needs to be anticipated and have a structure for partners to be responsive; Creating real solutions and strategic thinking that locals can buy into that are supported by the State. Representative Zepnik reinforced the need for Milwaukee to be responsive to the new economic and construction developments, and wants to shape recommendations in an effort to prepare for that growth. He also noted that the current State budget will have a negative effect on Milwaukee which is why he voted against it.

**Chair Burse summarized the expectations for the next meeting:**

- (1) A brief summary of what DWD is doing to get people together in Milwaukee;
- (2) A brief status report on the UWM project; and
- (3) Start a series of public listening sessions with public and private partners in order to
  - (a) synergize players with discussions of similar goals and strategies that would be used to develop the Ad Hoc Committee's recommendations
  - (b) develop forward thinking and collaboration to maximize funds and coordinate resources

The Committee discussed how the sessions would be framed to ensure useful input, and also to not duplicate UWM's stakeholder interviews. Ms. Knox also noted that some of the stakeholders on UWM's list have not been involved intimately, or are very loosely connected with the workforce structure, so the Committee may be receiving varying levels of knowledge. The Committee wants to respect the people's valuable time by having working lunches.

**Mr. Rouse moved, seconded by Representative Zepnick, that:  
The Subcommittee would host multiple listening sessions of small numbers of stakeholders with discussions framed around the themes mentioned previously;  
UWM would proceed with their project per the grant agreement; and  
The Subcommittee would provide input into their draft survey instrument(s) that would be used for the full list of stakeholders in the grant.  
The motion was unanimously approved.**

Agenda Item # 4, Status Update of UWM Landscape Project:

Ms. Riegenbach summarized the final draft grant agreement. After further discussion, **Mr. Rouse, seconded by Ms. Koehn, moved to approve the grant agreement with the addition of including representatives from this study to attend the Ad Hoc Committee meetings. The motion unanimously passed.**

**Next Steps:**

Determine if data could be drilled down by census tract and/or zip code;  
Compile a list of stakeholders using UWM's background landscape;  
Request information from Mr. Randall regarding the April 22<sup>nd</sup> full Committee meeting;  
Establish luncheon gatherings with a variety of stakeholders and include UWM;  
Provide input on UWM's draft survey instrument(s);  
Refine the charge of the Ad Hoc Committee using the previous "themes" as the basis for future recommendations to the full Committee along with implementation strategies.

Mr. Rouse, seconded by Representative Zepnick, moved to adjourn the meeting which was unanimously passed at 11:55 a.m.