

Approved
Workforce System Development Committee

AD HOC COMMITTEE (Milwaukee)

Minutes of October 12, 2005
Milwaukee

Members present: Thomas Burse, Bill Clingan, Tina Koehn, Georgann Stinson, Josh Zepnick.

CWI staff present: Mary Pasholk, Pamela O'Brien, Linda Williamson.

Others present: Theresa Loerke, DWD; Jennifer Riggerbach and Sammis White, UWM Center for Workforce Development; Teresa Barch, WAJTE/WOW WDA; Sheila Knox, Milwaukee Job Service; Beth Norris, SE WDA; Delores Graves, Private Industry Council of Milwaukee, Inc. (PIC).

Mr. Burse, Chair, called the meeting to order at 10:10 a.m.

Agenda Item #1

Representative Zepnick, seconded by Ms. Stinson, moved to approve the minutes of September 16, 2005 with two revisions on meeting location change and clarification of the regional group. The motion unanimously passed.

Agenda Item #2

Ms. Riggerbach and Dr. White highlighted their written summary provided in the Committee packet. Staff had a conference call with Mr. Rouse and Ms. Williamson relayed his thoughts in *absentia* reinforcing the summary and participant recommendations. The Committee asked several clarifying questions regarding the survey participant's responses. There was discussion about the timing of UWM's project report in order to coordinate with the Committee's development of recommendations as well as how to publicly release the report. The Committee expressed appreciation for UWM's work to-date.

It was mutually agreed with Ms. Riggerbach and Dr. White:

- a. UWM would provide some of the "common themes" they are seeing from their grant work for the November 14th meeting**
- b. *Ad Hoc* Committee and staff would review their draft landscape survey questionnaire in the next few days**
- c. On behalf of the *Ad Hoc* Chair, staff would send a follow-up email to the UWM stakeholder interview participants who were part of this summary report.**

By consensus, the Committee also agreed to:

- a. Cancel the October 28th meeting**
- b. Meet through a working lunch after the full Committee meeting on November 14th in Milwaukee**

Representative Zepnick moved, seconded by Ms. Stinson, to meet in January 2006 in Milwaukee to receive UWM's report, release it publicly along with the thrust of the *Ad Hoc* Committee's efforts and finalize the *Ad Hoc report* (with recommendations, specific implementation strategies and action steps). The timeline would be to submit the *Ad Hoc* Committee's report to the full Committee for action in February, and the CWI for action in March. Mr. Clingan stated that the March meeting be held in Milwaukee with the agenda including other area-specific initiatives such as the regional grant and Grow grant. Mr. Clingan also stated that the department would identify some specific DWD implementation strategies to add to the Committee's suggestions. The motion unanimously passed.

Agenda #3

Ms. Graves reported on PIC's Job Center Network Subcommittee on behalf of Mr. Randall and the Subcommittee Chair. She noted the membership, and identified two activities: (1) Touring all of the county's Job Centers and one outside of Milwaukee, and (2) Collecting first-hand feedback from employers. Ms. Graves stated that the Subcommittee has already reviewed the memorandum of understanding signed by each required workforce partner and DWD's revisions to the Job Center standards. Ms. Knox, as a member of the Subcommittee, also commented on the positive thrust of this group and the need to work in conjunction with the *Ad Hoc* Committee. Committee members also expressed the need for working hand-in-hand for mutual recommendations and systemic changes, and wondered whether the Chairs could present each group's efforts at their respective meetings.

Representative Zepnick, seconded by Ms. Stinson, moved, as part of the Committee's research and fact finding, request the PIC and the Greater Milwaukee Economic Development Partnership for a one page summary of their goals; and, for the PIC Subcommittee to specifically address the membership, timetable/meeting schedule, expectations of key tasks; and anticipated accomplishments/goals. The motion unanimously passed.

Agenda #4

The Committee identified components of the report and stressed the need to coordinate their recommendations with the CWI grants and PIC Job Center Network Subcommittee.

By consensus, the Committee:

- a. Will ask DWD if the *Ad Hoc* Committee can make recommendations on Job Center standards specific to Milwaukee**
- b. Will request Gary Denis, Chair of the Comprehensive and Satellite Job Center Site Workgroup, to discuss with PIC the goals of their Job Center Network Subcommittee to ensure coordination, and report to the *Ad Hoc* Committee on November 14th**
- c. Request the PIC Job Center Network Subcommittee Chair to agree on how to coordinate with the *Ad Hoc* Committee**

Ms. Koehn, seconded by Representative Zepnick, moved to adjourn the meeting. The motion unanimously passed with adjournment at 11:57 a.m.