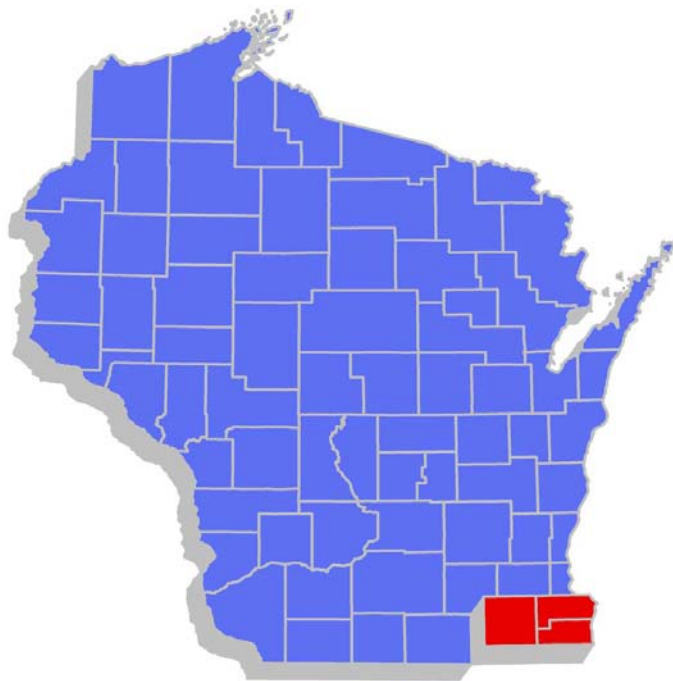


WORKFORCE INVESTMENT ACT

SOUTHEAST WISCONSIN WDA 1 WIA LOCAL PLAN

submitted November 1, 2011



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Southeast Wisconsin Workforce Development Area #1 WIA Local Plan 2011

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GOVERNOR WALKER's WORKFORCE VISION and PRIORITIES

The cornerstone of the guidelines is based on Governor Scott Walker's workforce vision and priorities. In compliance with WIA, these guidelines are also consistent with the State Plan.

With a focus on a more flexible, nimble and effective system, Governor Walker has articulated his vision for a workforce system in Wisconsin that:

- Anticipates employer labor needs while building and strengthening Wisconsin's workforce;
- Supports the development of a highly qualified labor force; and
- Empowers individuals to pursue and retain good paying careers.

In order to achieve the Governor's vision, the following key workforce investment priorities have been developed in cooperation with the Council on Workforce Investment (CWI). The following six of the eight priorities are relevant to WIA activities:

- Improving the alignment between the skills needed by private sector employers and the education and job training systems that provide the pipeline of workers;
- Coordinating federal and state economic and workforce development funds to target resources more effectively, and to explore options such as federal waivers that support innovative solutions;
- Designating specific employment sectors for priority spending based on regional sector strategy priorities and sufficient evidence of labor demand;
- Improving sector alignment of mutual purposes by requiring each Economic Development Board to have a Workforce Development Board representative;
- Improving accountability and transparency in order to measure success and prioritize future funding based on outcomes; and,
- Researching and incorporating best practices from other states to support an effective, well-coordinated programming system that is in line with federal requirements.

WORKFORCE PLAN: PART I

The Strategic Goals of Southeast Wisconsin Workforce Development Area are to:

- 1. Operate world class One-Stop centers.*
- 2. Promote educational attainment.*
- 3. Develop a regional talent pipeline through creating educational /career pathways aligned to industry sectors.*
- 4. Support industry sectors initiatives in Healthcare, Advanced Manufacturing, Water, Retail/Hospitality, Agriculture/Food Processing, and Transportation/Logistics.*
- 5. Develop and support workforce strategies that respond to current economic conditions and specific regional and local needs.*
- 6. Participate and align with regional workforce initiatives through the M7's Regional Workforce Alliance as well as local goals developed by county based partnerships.*

The Governor has established workforce goals (page 1) that serve as the basis for local area's responses to the following:

A. Overarching Workforce Priorities

1. Describe how and what the WDB will do to implement each goal;
- Improving the alignment between the skills needed by private sector employers and the education and job training systems that provide the pipeline of workers;

Private sector employers are represented on the SE WI Workforce Board and participate in local and regional planning to match training resources with job skills in demand. One Stop managers work closely with local and regional economic development organizations, chambers, and business alliances to identify skill sets in demand, local skills gaps or shortages, and the best ways to prepare workers for jobs, now and in the future.

Local initiatives have begun to increase the use of apprenticeships with youth and adult jobseekers and incumbent workers. Racine County is launching the Career Connect Initiative, a county-wide effort to connect businesses to K-12 schools for career exploration and work experience opportunities. Currently each school contacts individual companies which can be overwhelming to businesses, time consuming for schools, and inefficient. Career Connect, modeled from Portland, Oregon's BizConnect program, is an online data and coordination system linking employers with students and teachers for career and work activities. BizConnect includes marketing and recruitment of business partners, business training & support, liaison to high school partners, and managing the database of career exploration opportunities. BizConnect in Portland was a national best practice model at the National Association of Workforce Boards (NAWB) conference.

Based upon employer feedback, SE WI WDA is currently considering participation in Dream It! Do It! - a comprehensive national media campaign to attract young people to manufacturing. The Dream It! Do It! campaign was developed by the National Association of Manufacturers (NAM) and its education affiliate, The Manufacturing Institute, to address concerns that public perceptions are out of step with manufacturing's broad range of interesting and financially rewarding careers. The campaign includes partnership building among manufacturers, educators, government and community leaders, workforce development, and economic development. There are also materials targeted toward parents to provide information on the career opportunities in manufacturing. Joining the Dream It! Do It! campaign brings access to already developed materials such as videos, career toolkits, and media materials (radio spots, posters, billboard designs). http://www.dreamitdoit.com/content/campaign/about_nam.html

- Coordinating federal and state economic and workforce development funds to target resources more effectively, and to explore options such as federal waivers that support innovative solutions;

SE WI WDA regularly partners with economic development and education providers to jointly target resources and pursue joint initiatives that enhance opportunities and services to individuals and employers. Innovative approaches that require federal waivers are explored and as needed, managers seek support of federal legislators to encourage approval of proposed waivers.

- Designating specific employment sectors for priority spending based on regional sector strategy priorities and sufficient evidence of labor demand;

SE WI WDA meets regularly with the Milwaukee Area Workforce Investment Board and the Waukesha-Ozaukee-Washington (W-O-W) Workforce Development Board in a 7-county Regional Workforce Alliance (RWA). The RWA operates industry partnerships in manufacturing, healthcare, and energy. These Industry Partnerships were created in response to employer's need for specific skills training. The Milwaukee7 Manufacturing, Power Controls, Water, and Health Care Industry Partnerships are a venue for small to mid-sized employers with common training needs to align funds to provide training for incumbent and new workers. These Industry Partnerships provide a venue for employers with similar training needs to send a handful of employees to training so that production levels as close to "normal" as possible, while having full-class-sized groups for training, making training more cost effective for all employees. The Industry Partnerships have been in convening since 2010 and will continue.

- Improving sector alignment of mutual purposes by requiring each Economic Development Board to have a Workforce Development Board representative;

SE WI WDA managers participate on local Economic Development boards and Economic Development partners are represented on the SE WI Workforce Development Board. Additionally, several members of the SE WI Workforce Development Board "cross-over" and serve also on local economic development boards. As such, these "cross-over" members ensure a consistent focus and mission and reliable communication between workforce and economic development managers.

- Improving accountability and transparency in order to measure success and prioritize future funding based on outcomes; and,

SE WI WDA managers provide regular fiscal reports to the Workforce Development Board for review and discussion. The Workforce Development Board provides oversight of WDA spending.

SE WI WDA complies with all audits and monitoring visits conducted by the state DWD or federal Department of Labor. Contracts for WIA funded programming are awarded competitively according to RFP processes for program and services per local policies. SE WI WDA managers monitor purchase-of-service providers to ensure that outcomes being met and that funded activities meet program requirements and standards. Regular fiscal and outcomes monitoring allows managers to more accurately target funds to real-time needs, for example, from an underutilized program to a program with great demand.

Area staff participate in ASSET training, users' groups meetings, calls, and webinars to stay abreast of updates or changes that affect performance reporting. As needed, staff development activities are scheduled to address issues that arise.

- Researching and incorporating best practices from other states to support an effective, well-coordinated programming system that is in line with federal requirements.

SE WI managers participate in regional and statewide planning and coordination through the M7's Regional Workforce Alliance and the statewide Wisconsin Workforce Development Association.

Within these groups, information is regularly shared about initiatives and programs in other states or regions that might be successful in SE WI. Managers and staff attend workshops and conferences to keep abreast of innovations and current research in workforce development practices. Often, SE WI WDA will host workshops or events to further share promising practices with community stakeholders, particularly employers.

For example, in 2009, SE WI WDA conducted research to select a career readiness certification for the region. The National Career Readiness Certificate (NCRC) was researched and piloted in Racine County and more than 200 job seekers have obtained the NCRC certification. The goal is to certify 1,000 workers in 2011 in partnership with DWD. NCRC is a portable, evidence-based credential which measures essential workplace skills and has been found to be a reliable predictor of workplace success. Next steps involve developing an outreach plan to businesses, using experience with local employers for guidance. Ultimately, businesses in SE WI WDA would post job openings with a "NCRC Preferred" message to encourage job seekers to pursue the certification

The Wisconsin Workforce Development Association received Department of Commerce funds in 2010 to install 22 Badgernet Video conferencing sites across the state. Local Workforce Boards partially matched those funds and installed additional equipment in some locations to bring the total to 26. The new video conferencing equipment complimented the existing seven sites that the Workforce Development Board of South Central Wisconsin was already operating for a grand total of 33 Job Center video conferencing sites statewide. The equipment allows for more effective and efficient training, allowing a trainer in one city to simultaneously assist dozens of job seekers in multiple locations throughout the state.

2. Identify if the WDB will take a leadership role, or, in what manner the WDB will be engaged;

SE WI WDA takes leadership locally, in sustained partnerships with secondary education, post-secondary education, business councils, chambers, and economic development entities. In other initiatives or partnerships, SE WI WDA acts as partner to a different agency lead.

3. Identify how the WDB will measure the progress of the above activities to attain these goals, and any evaluation methodologies;

Local and regional strategic plans have established metrics. Progress toward goals is measured regularly and adjustments are made as needed. At the regional level, the 7-county Talent Dividend, an Initiative of the Greater Milwaukee Committee, is developing regional metrics and common measures around educational attainment, employment readiness, and linkages to employment.

4. If the WDB had WIA-related state set-aside and/or incentive funds, what top three activities would the WDB pursue?; and,

- *Increase capacity in high demand training modules to more quickly (and more affordably) meet the needs of industry.*

- *Innovate with youth programming – build upon successful summer youth employment programming to implement year-round educational and work-focused programming that connects youth to real-world jobs, provides high school credit, and results in direct employment.*
- *Increase capacity in sector-based training programs with high-touch coaching/case management component that has been successful in SE WI WDA with healthcare sector programs.*

5. List any other recommendations that would assist the State in meeting these goals.

Partner with local workforce system to develop state workforce goals & initiatives. Consider the downside of restrictive eligibility or program requirements and requirements to co-enroll participants in grant-funded projects.

Improve data sharing across state, regional, and local workforce partners; consider statewide EMSI licensing, sharing of UI data to better coordinate planning, service delivery, and reporting of program outcomes. Use local data from One-Stop system, the “boots on the ground,” to plan and prioritize state initiatives. Make long-term commitments to programs that require local workforce development boards to engage and partner with employers and other stakeholders in order to retain credibility with those local partners.

B. Workforce Investment Description

1. Briefly "identify the workforce investment needs of businesses, jobseekers, and workers in the local area," and how these needs were identified. [118(b)(1)(A); 20 CFR §661.350(1)]

Detailed analysis of the regional economy, the local labor pool, and labor market is prepared as requested by the DWD/LMI Labor Economist . Customized analysis regularly includes the following:

- *Characteristics of the economic base by industry.*
- *Industries and occupations that are expected to grow or decline by more than the state and regional average in the short term and over the next decade.*
- *Local industries and occupations that have a high demand for skilled workers, both today and projected over the next decade.*
- *Skill needs for the available and projected high demand jobs.*
- *Current and projected demographics of the available labor pool, including the incumbent workforce.*
- *Any “in migration” or “out migration” of workers that affect the regional labor pool.*
- *Current and projected regional area skill groups.*

Local business services teams are an effective resource for “sensing” employers’ real-time needs. Business Services staff members reach out and develop relationships with area employers, and through these relationships, help establish local demand for trained workers and assist in matching customers with local job openings.

Workforce managers and staff regularly attend meetings and events of local chambers, business councils, and economic development organizations. Occasionally, these meetings are employer visits related to business expansions or relocations to SE WI. Partnerships are well-established and there is a high level of collaboration and communication regarding the labor market and the needs of local employers. A “No Wrong Door” policy is emerging across the region as employers or other stakeholders will experience the same quality

information, links, and referrals when they contact a local workforce manager or local economic development professional.

Other regular partners include technical college staff and community-based organizations.

2. Briefly describe the WDB's employer linkages per the WIA provisions.

["Employer Linkages. The local board shall coordinate the workforce investment activities authorized under this subtitle and carried out in the local area with economic development strategies and develop other employer linkages with such activities." [Sec. 117 (d)(3)(B)(7)] "The local board shall promote the participation of private sector employers in the statewide workforce investment system and ensure the effective provision through the system, of connecting, brokering, and coaching activities, through intermediaries such as the one-stop operator in the local area or through other organizations, to assist such employers in meeting hiring needs." [Sec. 117 (d)(3)(B)(8); §661.305(a)(8)]

Employers in SE WI WDA receive workforce services through teams of business service professionals operating within the region's One-Stops. These professionals are connected, and in some cases, employed by local economic development corporations, chambers, and business associations. All employers within SE WI WDA are assigned to account representatives. Services that employers receive include: job postings, access to job seekers, access to training resources, workshops, forums, screening services, interviewing facilities, and specialized recruitment.

Specialized services to employers tailored to entrepreneurship, growth, and innovation are further expanded through the higher education institutions in the region.

SE WI WDA promotes Customized Labor Training to employers through the respective Business Services Teams and in coordination with the WEDC.

The local technical college collaborates with the One-Stops to reach out to their employer contacts for Wisconsin Advancement Training (WAT) Grants. SE WI WDA promotes WAT Grants to employers through the respective Business Services Teams and in collaboration through the Workforce and Economic Development Division of Gateway Technical College.

3. Provide highlights of your Business Services Team (as required in the Comprehensive Job Center Standards) and list the membership with their organization representation:

The One Stop Operators (OSO) and Comprehensive One-Stops in SE WI WDA are responsible for business service activities in their respective counties in the WDA and do not overlap.

Employers, for whom enhanced business services are provided, are assigned a single point of contact through the establishment of client assignments for each of the Business Consultants.

County-based Business Services Team Members and their employing organizations are:

Name	Title	Employing Organization	Status
Barbara Welch	Supervisor	Professional Services Group	0.5 FTE
Eric Guptail	Service Representative	Professional Services Group	1.0 FTE
Jeff Kehl	Service Representative	Professional Services Group	1.0 FTE
Vacant	Service Representative	Professional Services Group	1.0 FTE
Dennis Pierce	Service Representative	Kenosha County Human Services	1.0 FTE

<i>John Collins</i>	<i>Placement Support</i>	<i>Professional Services Group</i>	<i>0.5 FTE</i>
<i>Carl Bogar</i>	<i>Wisconsin Job Service Lead Worker</i>	<i>Wisconsin Job Service</i>	<i>0.2 FTE</i>
<i>Gerald Costello</i>	<i>LVER</i>	<i>WI Veterans Employment & Training</i>	<i>0.2 FTE</i>
<i>Rebecca Freund</i>	<i>Administrative Assistant</i>	<i>Goodwill Industries</i>	<i>1.0 FTE</i>
<i>Kristin Schroeder</i>	<i>Team Leader</i>	<i>Racine Co Economic Development Corporation</i>	<i>1.0 FTE</i>
<i>Len Maki</i>	<i>Business Consultant</i>	<i>Racine Area Manufacturers & Commerce</i>	<i>1.0 FTE</i>
<i>Tim Thompson</i>	<i>Business Consultant</i>	<i>Racine Co Economic Development Corporation</i>	<i>1.0 FTE</i>
<i>Vacant</i>	<i>Business Consultant</i>	<i>Racine Co Economic Development Corporation</i>	<i>1.0 FTE</i>
<i>Rene Hanson</i>	<i>Business Consultant</i>	<i>Racine Co Economic Development Corporation</i>	<i>0.75 FTE</i>
<i>Joel Espinoza</i>	<i>Job Developer/W2</i>	<i>Racine Co Economic Development Corporation</i>	<i>1.0 FTE</i>
<i>Vacant</i>	<i>Administrative Assistant</i>	<i>Racine Co Economic Development Corporation</i>	<i>0.50 FTE</i>
<i>Wandy Miezio</i>	<i>S.E. Labor Economist</i>	<i>State DWD</i>	<i>0.50 FTE</i>
<i>Jenean Shreves</i>	<i>Business Services Representative</i>	<i>Kaiser Group</i>	<i>0.10 FTE</i>
<i>Rick Heine</i>	<i>Business Services Representative</i>	<i>Kaiser Group</i>	<i>0.80 FTE</i>
<i>Marci Hayden</i>	<i>Business Services Representative/W2</i>	<i>Kaiser Group</i>	<i>0.20 FTE</i>
<i>Marilyn Putz</i>	<i>Walworth County Job Center Manager</i>	<i>Kaiser Group</i>	<i>0.20 FTE</i>
<i>Mike Van Den Bosch</i>	<i>Executive Director</i>	<i>Walworth County Economic Development Alliance</i>	<i>In-kind Partner</i>
<i>David Schwenk</i>	<i>DVOP</i>	<i>DWD Veterans Service</i>	<i>In-kind Partner</i>
<i>Patricia Johnson</i>	<i>WDA Director</i>	<i>Division of Vocational Rehabilitation</i>	<i>In-kind Partner</i>

- a. In general, how are you working with businesses?: Identify key activities and the WIA partners who actively, collaboratively participate in these activities

In SE WI WDA, Business Services are provided at the County level and coordinated regionally as needed.

KENOSHA COUNTY:

In Kenosha County, the Business Services team targets activities toward:

- *Employers that would get good results from JCW mining/spidering.*
- *All employers in NAICS 31, 31, 33, 41, 48, 49, 54, 55 and 82 in Kenosha County.*
- *25 largest employers in Kenosha County.*
- *Selected employers in NAICS 31, 32 and 33 in Lake County.*
- *Employers between the State line and North Chicago in Lake County targeting employers within a shorter commuting distance.*
- *Employers west of I-94 in Kenosha County.*

Business Services Team members assist employers with writing job descriptions that accurately describe the position and promote the direct entry of job orders by employers by providing them with orientation to the ease of using the system and encouraging them to try.

The Kenosha County Business Services Team assists employers in recruiting qualified job applicants by:

- *Assuring that Job Orders are followed-up for the duration of the posting.*
- *Providing for opportunity for on-site recruitment at the Job Center.*
- *Announcement of positions at the Re-Employment Services sessions.*
- *Networking with all units at the Job Center to include DVR, Veterans, Dislocated Workers, etc.*
- *Use of the Resume Matrix by employers*
- *Recruitment assistance from area post-secondary schools*

Employer events held by the Business Services Team are:

- *Four Job Fairs per year*
- *Annual Labor Law Clinic*
- *Quarterly meetings of the Workforce Development Board's Employer Advisory Committee*
- *On demand On-Site recruitment*

The Kenosha County Business Services Team ensures that employers labor market information and analysis by:

- *Providing the service upon demand.*
- *Orienting the employer to the WorkNet web site for self-service.*
- *Providing local labor market column in the Business Services newsletter.*

The Kenosha County Business Services Team assists employers with planning for workforce expansion or downsizing by:

- *Providing information regarding qualified Tax Credit programs and other financial incentive programs*
- *Assisting in outplacement of workers (employer site meetings) and coordinating with the Dislocated Worker Services Team*
- *On-Site (Job Center) Recruitment for expansions*
- *Matching employers with hiring needs with employers who are downsizing*
- *Being in good contact with the Kenosha Area Business Alliance and Kenosha Area Chamber of Commerce for exchanging information*
- *Being in good contact with other business service teams in the region for exchanging information and through the Regional Business Services Teams monthly meetings.*

The Kenosha County Business Services Team provides information to employers on workplace and customized training by featuring programs in the bi-monthly newsletter and through partnering with Gateway Technical College (GTC), UW-Parkside, Carthage College, Lakeview Advanced Technology Center (LATC), GTC Horizon Center and Center for Advanced Technology and Innovation (CATI). Business services offered for a fee are:

- *Job Fairs*
- *Labor Law Clinic*
- *Staff Leasing*
- *Assessment (pre-employment and incumbent worker)*
- *Advanced Resume Screening Service*

RACINE COUNTY:**Recruitment**

In Racine County, the Business Services Team assists employers in recruiting qualified job applicants by:

- *Providing information on posting jobs and searching for candidates on Job Center of Wisconsin.*
- *Providing the opportunity for on-site recruitment at the Workforce Development Center*
- *Announcement of positions during the WDC Orientation and during job search networking groups.*
- *Networking with all units at the Job Center to include Vocational Rehabilitation, Veterans, Dislocated Workers, Professional Services Consultants, etc.*
- *Working with Technical College, Universities, trade organizations, placement agencies, etc.*
- *Sponsoring a minimum of three job fairs each year and workshops.*

WIA partners who actively collaboratively participate in these activities include: Job Service, DVR, SER, Gateway Technical College, and WIA.

Expansion or Downsizing

In Racine County, the Business Services Team assists employers with planning for workforce expansion or downsizing by:

- *Providing information regarding Tax Credit programs and other financial incentive programs.*
- *Assisting with outplacement of workers (employer site meetings) and coordinating with the Dislocated Worker Services Team.*
- *On-Site (Workforce Development Center) Recruitment for expansions.*

WIA partners who collaborate on the above activities include DWD, WIA consultants.

Labor Market Data

In Racine County, the Business Services Team ensures area employers have access to labor market information and analysis by:

- *Providing the service upon demand.*
- *Orienting the employer to the WorkNet web site for self-service.*
- *Authoring a local labor market column in the bi-monthly newsletter located at <http://archive.constantcontact.com/fs015/1102390778581/archive/1105558383943.html#LETTER.BLOCK12> submitted by the SE Labor Economist.*
- *Sponsoring semi-annual workshop on labor market information facilitated by the SE Labor Economist.*

WALWORTH COUNTY:

Walworth County's Business Services Team coordinates business services by utilization of an assigned client list and commitment at the Job Center to the philosophy of a single point of contact for each employer/business. Job development contacts by program staff will be coordinated through the Business Service Representative. The Business Services Team prioritizes outreach efforts to targeted employers by these qualifiers:

(the higher wage employers, healthcare industry employers, manufacturing industry employers and other sector identified industries)

The Walworth County Business Services Team shares information about targeted employers with case managers, counselors and Resource Room staff via:

- *A weekly email where Hot Jobs, On-Site Recruitment and all other relevant information is provided to staff.*
- *Use of a public Job Board, which is strategically located in the main corridor of the Job Center that highlights special recruitment needs.*
- *On a rotating basis a Business Services team member will be available to job seekers on Monday mornings through the Hot Leads Workshop for review of the new job listings, current information about the local economy and other responses to questions that job seeker may have.*

The Walworth County Business Services Team ensures that employers have access to labor market information and analysis by:

- *Providing the service upon demand.*
- *Orienting the employer to the WorkNet web site for self-service.*
- *Providing access to the local WDA Economist as needed.*

Employer events held by the Business Services Team in Walworth County are:

- *Annual Job Fair in March or April, co-sponsored with Gateway Technical College*
- *Job Center sponsored Job Fairs to meet immediate need: i.e. recent graduates, fall hospitality industry staff replacement, manufacturing job fair, etc,*
- *Labor Law Clinic will be developed as needs of employers are identified*
- *Annual Tri-County Job Fair in cooperation with Kenosha and Racine Centers*
- *Leadership Series of Supervisory/Team Lead Workshops – series is offered continually*
- *On demand On-Site recruitment*
- *Coordination with Walworth County Economic Development Alliance Business Briefs as they are developed and delivered.*

The Walworth County Business Services Team assists employers with planning for workforce expansion or downsizing by:

- *Providing information regarding qualified Tax Credit programs and other financial incentive programs*
- *Providing information of the Federal Bonding Program.*
- *Assisting in outplacement of workers (employer site meetings) and coordinating with the Dislocated Worker Services*
- *On-Site (Job Center) Recruitment for expansions.*
- *Providing information on retention and post-employment support services for employees and specialty workshops as needed.*
- *Working cooperatively with the Walworth County Economic Development Alliance*

Information on retention and post-employment support services for employees is provided during regular visits to employers. It may also come in during discussion sessions in the Supervisory Training Workshops and it is provided when an employer contacts us regarding a possible dislocation of their workforce. The information is provided verbally and in printed format through brochures and follow-up letters.

The Business Services Team in Walworth County provides information to employers on workplace and customized training through partnering with education institutions like Gateway Technical College (including CATI and BioCATT), UW-Whitewater, Aurora George Williams College, other local technical colleges and private vendors and providing information and access to funding sources at the local, state and federal level. Business services offered for a fee are:

- *Job Fairs*
 - *Labor Law Clinic*
 - *Applicant Assessment & Testing*
 - *Employer on-site Leadership Workshops for Supervisors and Team Leads*
 - *After hours Job Center facility use for recruitments*
- b. **Attachment A** Attach a copy of the WDB's regional Business Services Plan, and identify who, including workforce partners, participated in the development of that Plan.

The Regional Business Services Plan was developed by the Southeast Wisconsin Regional Business Services Team. See Attachment A.

- c. Describe how the Business Services Team coordinates with business services activities of partners, especially Job Service and Vocational Rehabilitation.

In SE WI WDA, the Business Services Teams in partnership with Job Service have sponsored employer breakfasts and "lunch & learns" on the benefits of preferring the National Career Readiness Certification as a condition of employment. Both parties were involved in the development and delivery of the initiative.

The Racine County Workforce Development Center developed a marketing campaign to educate area employers regarding WDC services and On-the-Job Training Grants. A DVR representative was one of the guest speakers to showcase DVR services.

The Workforce Development Center facilitates six HR Roundtables each year in western Racine County. Duties include locating the venue to hold the event, distributing invitations, planning the agenda and securing guest speakers. During the month of June 2011, a DVR representative provided an overview of DVR services and how employers can access job ready candidates and available incentives.

In Walworth County, the Business Service Team regularly networks with all units co-located at the Job Center, including Vocational Rehabilitation, Veterans, Dislocated Workers, & TANF/W2 to assist employers in recruiting qualified job applicants. Joint community projects with such partners are developed throughout the year to develop a pipeline of skill workers that meet the needs of the area employers.

4. Career Pathways: Identify what sectors, programs/courses, and where they are being provided. Describe how the WDB intends to expand career pathways and other similar models. If career pathways training is not available for youth and adults within the WDA at this time, list top action steps in concert with WTCS to develop career pathways, and an anticipated timeline as to when career pathways will be incorporated into the WDB's service delivery. Identify other strategies the WDB is using for participants to be competitive in the job market to train-up for the next level of prospective employment.

Career Pathways are incorporated into training programs through coordination and collaboration with the local Technical College. Through collaborative planning meetings the workforce training needs of our joint customers are explored and curriculum and/or training programs have been developed to meet those specific needs. SE WI WDA will encourage Career Pathway related initiatives by participating in workgroups for career ladders with Gateway Technical College and secondary school districts.

At the secondary education level, One-Stop staff collaborate with area high schools, Tech Prep coordinators, and statewide initiatives such as the WI Career Pathways website

(<http://www.wicareerpathways.org/default.aspx>) which links students-parents-K12 schools with careers and career preparation programs in post-secondary settings, HS-specific course recommendations, and occupations/occupational information (thru DWD's Worknet) to ensure that high school graduates are aware of the pathways and opportunities in a large number of in-demand career clusters in Wisconsin.

SE WI Workforce Board will:

- *Leverage existing funding to support cross-agency partnerships to develop and promote career pathways.*
- *Support low-income working adults seeking postsecondary credentials.*
- *Support successful bridge and pre-apprenticeship programs that prepare low-skill adults for advanced training, apprenticeships, and better jobs.*

C. Sector Strategy Activities

1. Identify the WDB's current targeted high-demand industry sectors, how they have been determined, and the evidence used to identify the labor demand.

Industry sectors targeted for growth in SE WI WDA include:

- *Advanced Manufacturing, including sub-targets such as food processing, medical equipment, and fresh-water related manufacturing*
- *Healthcare*
- *Retail, Hospitality and Tourism*
- *Agriculture/Food & Consumer Products*

Targeted high-demand industry sectors have been identified using LMI projections provided by our DWD labor market economist as well as ongoing surveys of local employers and anecdotal information that comes from focus groups and regular meetings with employer groups, chambers, business alliances, and economic development partners.

Area economic development groups collaborate on multiple regional initiatives and share common data through Synchronist Business Information platform.

2. Demand-sectors change based on the changing economy. Describe the methodology used to determine if the existing sector should change, or if new sector strategies should be developed. Identify any new sectors the WDB may intend to pursue.

- *Transportation, Distribution, Warehousing and Logistics**

LMI projections do not necessarily identify Transportation/Logistics as a sector with growing employment opportunities in the region, however economic development partners and local business alliances see real opportunities to leverage SE WI WDA's naturally advantageous location in the middle of the Milwaukee-Chicago I-94 corridor and drive growth in this sector.

3. What does the WDB do to ensure that the workforce skills needed by these high-demand industry sectors and other private employers are targeted for WIA-participant training?

SE WI WDA managers and Business Services Teams work closely with local and regional economic development groups to source and analyze the latest employer and employment-related data to ensure that local programs are targeted toward areas with the most industry demand. Regional use of the Synchronist information platform allows employer survey data to be shared and analyzed by multiple workforce and economic

development stakeholders, allowing for decision-making based upon real-time information and the early identification of labor market trends or emerging sectors poised for job growth in the area.

SE WI WDA staff provide labor market information to WIA participants, including wage information and projections for growth. Managers work with local training providers, including Gateway Technical College to link participants to existing programs in demand and to develop new programs to meet real-time industry demand. The intensive “Boot Camp” training model has been successful in providing short-term training in both soft skills and industry-specific technical skills and placing trainees directly into employment with employer partners.

4. How does the WDB mesh the workforce strategies/activities with the area's economic development strategies/activities?

In each county in the region, workforce issues have been an increasing focus of local economic development organizations, chambers, and business alliances. Longstanding partnerships are leveraged to ensure that economic and workforce development initiatives are aligned, collaborative, and reflect a dual-customer perspective (job-seekers and local employers).

Private sector employers are represented on the SE WI Workforce Board and participate in local and regional planning to match training resources with job skills in demand. One Stop managers work closely with local and regional economic development organizations, chambers, and business alliances combining strategic planning efforts to identify skill sets in demand, local skills gaps or shortages, and the best ways to prepare workers for jobs, now and in the future. Workforce and economic development professionals jointly participate in employer retention and expansion visits/activities as well as prospecting for potential new business. In Walworth County's One-Stop, workforce and economic development are co-located, sharing facilities, equipment, and support staff, all of which fosters the ability to “speak with a common voice” to the local business community.

The Racine County Workforce Development Strategic Plan Higher Expectations is incorporated into the Racine County Economic Development Plan 4.0 (see below).

CHALLENGE ONE:

TO CULTIVATE AN ENTREPRENEURIAL CULTURE IN RACINE COUNTY

CHALLENGE TWO:

**TO FOCUS ON THE IMPORTANCE OF TECHNOLOGY AND INNOVATION
RELATIVE TO THE GROWTH OF EXISTING BUSINESSES AND THE ATTRACTION
OF NEW BUSINESSES TO THE COMMUNITY**

CHALLENGE THREE:

**TO UTILIZE THE EXISTING NATURAL AND CULTURAL RESOURCES,
RECREATIONAL OPPORTUNITIES AND BUSINESS LOCATION ADVANTAGES TO
PROMOTE A POSITIVE IMAGE OF RACINE COUNTY TO EXISTING RESIDENTS
AND THOSE OUTSIDE THE COUNTY**

CHALLENGE FOUR:

**TO TAKE ADVANTAGE OF THE DEVELOPMENT OPPORTUNITIES THAT EXIST AS
A RESULT OF THE CHICAGO-MILWAUKEE CORRIDOR AND TO PROPERLY LINK
LAND USE WITH FUTURE BUSINESS DEVELOPMENT COUNTY-WIDE**

CHALLENGE FIVE:

TO LINK EDUCATION AND TRAINING IN A MANNER THAT PROVIDES A COMPETITIVE WORKFORCE TO MEET THE PRESENT AND FUTURE NEEDS OF LOCAL EMPLOYERS AND TO CREATE OPPORTUNITIES FOR LOW-INCOME, DISADVANTAGED AND MINORITY INDIVIDUALS TO PREPARE FOR AND OBTAIN EMPLOYMENT

Strategies:

A. Implement "Higher Expectations: A Workforce Strategy for Racine County" that addresses:

1) Continued to meet the workforce challenges of our existing employers as they grow and to changing marketing and economic conditions.

2) Collaborate to prepare employment-ready workers for the emerging industries (as defined by the Racine County Economic Development Corporation) that will drive our County's future economy; and

3) Work with a coalition of education, private, public and faith-based organizations to address the root cause of chronic underemployment in the County particularly in sections of the inner city of the city of Racine.

B. Advocate for programs that will impact the high unemployment rates of low income and minority communities.

C. Focus on the retention and recruitment of knowledge workers necessary to meet the labor force needs of companies in Racine County.

In Kenosha County, the Kenosha Area Business Alliance is spearheading an initiative called Kenosha First: an economic development strategy for Kenosha County's "next phase." Workforce development managers are involved in the development and eventual implementation of Kenosha First strategies which include targeting industry clusters for growth in the region: professional services, clean technology, transportation and logistics, advanced manufacturing, biomedical and life sciences, and food processing.

5. Describe any "regional planning and coordination."

[Governor's workforce goals: Improving the alignment between the skills needed by private sector employers and the education and job training systems that provide the pipeline of workers; and, "Improving sector alignment of mutual purposes" with economic development activity within the WDAs.]

SE WI WDA is part of the Milwaukee7, or "M7" region. The Regional Workforce Alliance, created in 2005, is a collaboration of business and workforce boards in the M7 region. Through the alliance, the Milwaukee Area Workforce Investment Board, the Southeast Wisconsin Workforce Development Board, and the Waukesha-Ozaukee-Washington Workforce Development Board, work with regional businesses on strategies that recognize and support:

- The leadership of the Workforce Boards in the region and their central role in building the skilled workforce needed to compete in a global economy.*
- The importance of a collaborative regional approach to strengthen the region's economy.*
- The importance of Southeastern Wisconsin in driving the economy of the state of Wisconsin.*

COLLABORATIVE AGENDA FOR THE REGIONAL WORKFORCE

I) POLICY LEADERSHIP

- A. Strengthen the RWA through continued collaboration of the WIBs
- B. Launch a RWA Advisory Council to educate and obtain input from key regional leaders
- C. Partner with the Milwaukee 7 as the leading convener on workforce issues for the region
- D. Develop mutually beneficial partnerships with other regional organizations
- E. Engage with local, state, and federal officials to leverage public policy support for the region

II) BUSINESS ENGAGEMENT

- A. Increase services to businesses through the regional business services team and online tools
- B. Provide employer-worker matching services
- C. Coordinate sector-focused initiatives to meet targeted economic growth needs
- D. Facilitate pooled training service options to meet industry needs

III) JOB-SEEKER AND FUTURE WORKER SERVICES

- A. Provide high quality career assessment services
- B. Provide certification of career readiness
- C. Target training and support to help offenders obtain and maintain employment
- D. Enhance dual language and skills training for workers where English is their second language
- E. Increase intensive training curriculum options to provide needed skills in shorter timeframe

IV) SYSTEM EFFICIENCIES

- A. Explore joint funding for data tools and research
- B. Develop regional labor market products
- C. Identify staff development priorities and implement ongoing training opportunities
- D. Enhance board knowledge and commitment by convening occasional joint meetings

The RWA leads industry partnerships in manufacturing, healthcare, and energy. Regional industry partnerships were created in response to employer's need for specific skills training. The M-7 Manufacturing, Power/Controls, and Health Care Industry Partnerships are venues for small to mid-sized employers with common training needs to align funds to provide training for incumbent and new workers. Employers with similar training needs can send a handful of employees to training, keeping production levels as close to "normal" as possible, while having full-class-sized groups for training. Training becomes more cost effective for all employees. Regional Industry Partnerships have been in convening since 2010 and will continue to be supported by the RWA in Southeast Wisconsin.

Sector-based industry partnerships will continue to be a springboard for regional grants and resource development. RWA leadership has designated leads for several sectors with a focus in the 7-county region. Those sectors and the corresponding lead organization are as follows:

1. Advanced agriculture/Food & consumer products – SE WI
2. Advanced manufacturing - WOW
3. Building and construction - MAWIB/WOW

4. Energy - RWA
5. Green technologies - RWA
6. Healthcare and Medical Industries - MAWIB
7. Hospitality/Retail/Tourism - MAWIB/SE WI
8. Water Technologies - MAWIB
9. Logistics – SE WI

SE WI WDA (and RWA) leaders also participate in the activities of the region's Talent Dividend Initiative http://www.ceosforcities.org/td_milwaukee. The mission, goals, and strategies of this large, cross-sector collaborative initiative will impact regional workforce and economic development in the next several years:

Talent Dividend Vision: Regional per-capita income will rise and the availability of educated and skilled labor will increase to satisfy demand as a result of achieving the Talent Dividend goals.

Talent Dividend Mission: Through targeted strategies and effective collaborations, the number of degreed, certified and trained candidates available in the regional talent pool will grow to meet the current and projected workforce demands for existing and emerging businesses.

Talent Dividend Principles:

- (1) Promote regional collaboration through a common talent development vision/purpose*
- (2) Leverage and connect existing resources and networks from higher and secondary education, businesses, economic development and community based organizations to define talent requirements and develop candidates with required skills and certifications*
- (3) Develop a regional brand and process to enable students and parents to easily connect with resources, information, programs and forecasts*

Talent Dividend Goals:

- (1) Grow number of adults 25 or older with a Bachelor's Degree or higher to 29.7% by 2013*
- (2) Define strategies to minimize the talent skills gap that exists for known occupations*
- (3) Distribute talent/employment forecasts by skill and occupation to provide line of site to students and returning adults for future regional employment*
- (4) Expand and enhance purposeful internship opportunities to provide both students and employers with a meaningful employment experience*
- (5) Expand and enhance mentoring opportunities for students to investigate career pathways and life options and develop appropriate educational attainment plans*
- (6) Match prospective secondary and post-secondary talent to appropriate innovation and talent development initiatives*

Talent Dividend Strategies:

- (1) College Access – define/implement college preparedness and employment readiness tactics*

College Preparation and Employment Readiness Strategy Goals

- a) Create an action network of business, secondary, postsecondary, workforce development, and community leaders to act as a distribution network of information/tools, i.e. Let's Go Network*

- b) *Distribute talent development and employment forecasts by skill and occupation to the entire network so that the information can be disseminated among students, parents and programs*
- c) *Identify and catalog existing college preparation and employment readiness providers/programs*
- d) *Identify gaps in existing college/career readiness tactics so that cross-sector collaborations can be implemented to identify gaps and implement solutions*
- e) *Determine common measures to track progress and generate dashboard reports for leadership*
- f) *Create a culture among youth that supports and encourages postsecondary education*
- g) *Promote strategies for career pathway learning, dual enrollment/technical certifications, internship and mentoring programs and planning for college/career readiness*

(2) Returning Adults – enable employees to return to post-secondary and certification programs

(3) Credit Transfer – through articulation agreements, increase transfer rate of college students between 2 and 4-year institutions and grow dual enrollment options for high school students

(4) College Retention – increase degree completion rates and remove barriers for future students

(5) Talent Academy – establish standards for talent recruitment and development programming

(6) Talent Research – identify programs/service providers and recommend best practices

(7) Talent Development – identify potential talent for innovation and talent development initiative.

POLICY COMPLIANCE: PART II

A. Labor Market Information

WDB's are required to contact and work with their Local Labor Market Analyst on this section of the plan. Identify the staff and their involvement in the development of this section.

The acting Labor Economist for SE WI WDA (and from the NE WI WDA), Jim Sachse, provided LMI data and analysis for use in developing the Local Plan. Other staff involved in planning and analysis included SE WI WDA Coordinator, Susan Koehn, and the three One-Stop Managers representing the three Counties in the WDA, Alice Oliver, John Milisauskas, and Marilyn Putz.

1. Provide a detailed analysis of the regional economy, the labor pool, and labor market. This analysis must include the following:

- a. The composition of the economic base by industry.

SE WI WIA Economic Base - Employers and Employees 2011 1st Quarter					
Industry	# Employers	% Employers by Industry	# Employees	% Employees by Industry	Ratio of Employees per Employer
Construction	1,018	10.4%	4,035	2.5%	4.0
Education & Health Services	1,148	11.8%	39,472	24.9%	34.4
Financial Activities	775	7.9%	5,126	3.2%	6.6
Information	96	1.0%	989	0.6%	10.3
Leisure & Hospitality	1,151	11.8%	17,657	11.1%	15.3
Manufacturing	761	7.8%	31,463	19.8%	41.3
Natural Resources & Mining	82	0.8%	611	0.4%	7.5
Other Services	952	9.7%	4,803	3.0%	5.0
Professional & Business Services	1,303	13.3%	14,905	9.4%	11.4
Public Administration	145	1.5%	8,662	5.5%	59.7
Trade, Transportation & Utilities	2,334	23.9%	31,110	19.6%	13.3
TOTAL	9,765		158,833		16.3

In SE WI WDA, employed workers are most likely to be employed in the following industries: Education & Health Care Services (24.9%), Manufacturing (19.8%), and Trade, Transportation & Utilities (19.6%). Together, these three industries account for 64.3% of the total employment in the WDA. The top three/four industry groups for the number of employers are Trade, Transportation & Utilities (23.9%), Professional & Business Services (13.3%) and Education & Health Services tied with Leisure & Hospitality at 11.8% each. The top three industry groups with above-average numbers of employees are Public Administration, Manufacturing and Education & Health Services.

- b. Industries and occupations that are expected to grow or decline by more than the state and regional average in the short term and over the next decade [*"the current and projected employment opportunities in the local area" Sec. 118(b)(1)(B)*]

Southeast Wisconsin Workforce Development Area Industry Employment Projections, 2008-2018 (Racine, Kenosha, and Walworth counties)				
Industry Title	Employment		Change	% Change
	2008 Estimate	2018 Projection		
Total, All Nonfarm Industries	171,560	177,120	5,570	3.2%
Construction/Mining/Natural Resources	6,730	7,100	360	5.4%
Manufacturing	35,810	32,390	- 3,410	- 9.5%
Machinery Manufacturing	5,660	5,430	- 230	- 4.0%
Fabricated Metal Product Manufacturing	5,590	5,030	- 560	- 10.0%
Chemical Manufacturing	3,700	3,710	10	0.2%
Trade	27,010	26,930	- 80	- 0.3%
General Merchandise Stores	4,140	4,330	180	4.4%
Transportation and Utilities (Including US Postal)	5,890	6,140	250	4.2%
Financial Activities	5,750	5,850	90	1.6%
Education and Health Services (Including State and Local Government)	35,620	40,480	4,860	13.6%
Educational Services (Including State and Local Government)	14,560	14,750	200	1.3%
Hospitals (Including State and Local Government)	6,930	7,810	880	12.6%
Leisure and Hospitality	19,880	21,040	1,170	5.9%
Information/Prof. Services/Other Services	24,520	26,540	2,020	8.2%
Government (Excluding US Postal, State and Local Education and Hospitals)	10,350	10,650	310	2.9%

The industries projected to grow are Education & Health Services (and a subgroup Hospitals), Leisure & Hospitality, and Information/Professional and Other Services. While Manufacturing and Trade are projected to decline, both remain a focus for economic development, industry partnerships, and workforce development initiatives.

2008-2018 Industry Employment Projections (% Growth)		
Industry Group	Wisconsin	Southeast WDA
Total, All Nonfarm Industries	2.7%	3.2%
Construction/Mining/Natural Resources	5.1%	5.4%
Manufacturing	-10.3%	-9.5%
Trade	-0.3%	-0.3%
Transportation and Utilities (Including US Postal)	3.1%	4.2%
Financial Activities	2.2%	1.6%
Educational Services (Including State and Local Government)	1.3%	1.3%
Hospitals (Including State and Local Government)	12.6%	12.6%
Leisure and Hospitality	6.0%	5.9%
Information/Prof. Services/Other Services	6.9%	8.2%
Government (Excl. U.S. Postal, State and Local Education and Hospitals)	3.0%	2.9%

Industries projected to increase more than the state average are Transportation & Utilities and Information/Professional & Other Services. Manufacturing is projected to decrease but at less than the state average.

2008-2018 Occupational Employment Projections (% Growth)		
Occupational Group	Wisconsin	Southeast WDA
Total, All Occupations	2.7%	3.2%
Management	0.4%	-1.6%
Business and Financial Operations	8.5%	8.3%
Computer and Mathematical	9.8%	8.2%
Architecture and Engineering	0.5%	-1.3%
Life, Physical, and Social Science	7.1%	7.4%
Community and Social Services	11.2%	16.4%
Legal	1.1%	4.9%
Education, Training, and Library	2.9%	4.9%
Arts, Design, Entertainment, Sports, and Media	2.0%	5.1%
Healthcare Practitioners and Technical	15.1%	16.3%
Healthcare Support	19.3%	22.2%
Protective Service	5.6%	8.3%
Food Preparation and Serving Related	6.5%	6.5%
Building and Grounds Cleaning and Maintenance	0.8%	0.2%
Personal Care and Service	12.6%	23.3%
Sales and Related	-0.3%	-0.1%
Office and Administrative Support	0.6%	0.3%
Farming, Fishing, and Forestry	2.8%	0.0%
Construction and Extraction	1.2%	1.9%
Installation, Maintenance, and Repair	0.8%	1.7%
Production	-7.0%	-7.4%
Transportation and Material Moving	-2.0%	-2.0%

Occupational groups expected to decrease more than the state average are Management and Architecture & Engineering. Occupational groups projected to increase are Community & Social Services; Legal, Education, Training, & Library Arts; Design, Entertainment, Sports, & Media; Healthcare Practitioners & Technical; Healthcare Support; Protective Service and Personal Care & Service.

- c. Local industries and occupations that have a high demand for skilled workers, both today and projected over the next decade.

Combining the projections for industries and occupations to 2018, the Education & Health Care Services industry is a key industry that has a high demand for skilled workers.

- d. Skill needs for the available, and projected high demand jobs ["the job skills necessary to obtain such employment opportunities" Sec. 118(b)(1)(C)]

See LMI Attachments.

- e. Current and projected demographics of the available labor pool, including the incumbent workforce.

Highest Educational Attainment (Ages 25+)	U.S.	Wisconsin	Southeast WDA
Less than High School Graduate	15.4%	11.0%	12.7%
High School Graduate/GED	29.3%	34.3%	34.2%
Some College, no degree	20.3%	20.5%	21.6%
Associate Degree	7.4%	8.8%	8.6%
Bachelor's Degree	17.4%	17.0%	15.3%
Graduate/Professional Degree	10.1%	8.4%	7.5%
Total	100.0%	100.0%	100.0%

SE WI WDA has an educational deficit compared to the State of Wisconsin. The Less than High School Graduate is higher and the Bachelor's Degree and Graduate /Professional Degree is less. The Some College, No Degree group is more than the state average and could be a target for increasing the Associate and Bachelor's Degree groups and upgrading skill levels.

Age Distribution	U.S.	Wisconsin	Southeast WDA
0-4	6.9%	6.4%	6.6%
5-17	17.7%	17.2%	18.4%
18-24	9.9%	10.5%	10.2%
25-34	13.4%	12.3%	12.0%
35-44	14.2%	14.0%	14.7%
45-54	14.5%	15.4%	15.5%
55-64	10.8%	11.1%	10.6%
65-74	6.5%	6.6%	6.0%
75+	6.1%	6.6%	6.0%
Total	100.0%	100.0%	100.0%

The age demographics for the SE WI WDA compared to the State of Wisconsin show that the age 18-64 group is 63% of the WDA population compared to 63.3% for the State.

2000-2010 Labor Force Growth	U.S.	Wisconsin	Southeast WDA
Labor Force	7.9%	2.2%	1.2%
# Employed	1.6%	-3.0%	-5.4%
# Unemployed	160.5%	152.3%	174.4%

The SE WI WDA experienced a greater decrease in the number of employed and a greater increase in the number of unemployed from 2000 – 2010 as compared to the state.

	U.S.	Wisconsin	Southeast WDA
Labor Force Participation Rate (Ages 16-64), 2005-2009 Average	74.7%	79.9%	78.2%

The labor force participation rate of the SE WI WDA is 1.7% less than the state's rate.

Location Quotient Relative to Wisconsin by Occupational Group			
Occupational Group	U.S.	Wisconsin	Southeast WDA
Total, All Occupations	1.00	1.00	1.00
Management	1.17	1.00	0.88
Business and financial operations	1.11	1.00	0.71
Computer and mathematical science	1.26	1.00	0.52
Architecture and engineering	1.09	1.00	0.80
Life, physical, and social science	1.11	1.00	0.80
Community and social services	1.21	1.00	1.03
Legal	1.53	1.00	0.66
Education, training, and library	1.12	1.00	1.23
Arts, design, entertainment, sports, and media	1.03	1.00	0.83
Healthcare practitioner and technical	0.97	1.00	0.84
Healthcare support	0.87	1.00	1.02
Protective service	1.21	1.00	1.60
Food preparation and serving related	0.98	1.00	1.15
Building and grounds cleaning and maintenance	1.02	1.00	1.22
Personal care and service	0.95	1.00	0.93
Sales and related	1.04	1.00	1.03
Office and administrative support	1.09	1.00	0.94
Farming, fishing, and forestry	1.60	1.00	0.30
Construction and extraction	1.19	1.00	0.94
Installation, maintenance, and repair	1.03	1.00	0.90
Production	0.60	1.00	1.13
Transportation and material moving	0.89	1.00	0.98

The SE WI WDA has a 20% higher Location Quotient by Occupational group than the state for Education, Training & Library and Protective Services but a 20% or less Location Quotient for Business & Financial Operations, Computer & Mathematical Science, Legal and Farming, Fishing & Forestry. This is consistent with findings above that show Education & Health Care Services as a primary industry group and show SE WI WDA at less than the state average for Bachelor's Degree attainment.

- f. Any "in migration" or "out migration" of workers that affect the regional labor pool.

In-Area Labor Force Efficiency (Primary Jobs)		
	2009	
	Count	Share
Living in the Selection Area	196,403	100.0%
Living and Employed in the Selection Area	104,375	53.1%
Living in the Selection Area but Employed Outside	92,028	46.9%

In-Area Employment Efficiency (Primary Jobs)		
	2009	
	Count	Share
Employed in the Selection Area	146,315	100.0%
Employed and Living in the Selection Area	104,375	71.3%
Employed in the Selection Area but Living Outside	41,940	28.7%

Just under one half of SE WI WDA's labor force does not work the in the WDA. Over one fourth of the jobs in SE WI WDA are filled with employees not living in the WDA. The net result is that there are not enough jobs in the WDA for its labor force with about 40,000 are needed in the WDA to even out the commute out and commute in.

Median Hourly Wage by Occupational Group, 2009	U.S.	Wisconsin	Southeast WDA
Management	\$42.95	\$39.68	\$39.24
Business and financial operations	\$28.32	\$25.38	\$25.21
Computer and mathematical science	\$35.05	\$30.28	\$29.27
Architecture and engineering	\$33.07	\$28.96	\$28.71
Life, physical, and social science	\$28.03	\$25.63	\$24.62
Community and social services	\$18.74	\$19.47	\$21.36
Legal	\$35.59	\$27.16	\$26.47
Education, training, and library	\$21.74	\$20.94	\$20.89
Arts, design, entertainment, sports, and media	\$20.41	\$17.56	\$16.78
Healthcare practitioner and technical	\$27.74	\$27.66	\$27.34
Healthcare support	\$11.89	\$12.36	\$12.53
Protective service	\$17.39	\$17.62	\$19.72
Food preparation and serving related	\$8.89	\$8.53	\$8.44
Building and grounds cleaning and maintenance	\$10.75	\$10.91	\$10.97
Personal care and service	\$9.99	\$9.86	\$9.20
Sales and related	\$11.51	\$10.85	\$9.60
Office and administrative support	\$14.62	\$14.40	\$14.31
Farming, fishing, and forestry	\$9.43	\$12.11	\$13.26
Construction and extraction	\$18.64	\$21.62	\$22.33
Installation, maintenance, and repair	\$19.04	\$19.31	\$19.39
Production	\$14.41	\$15.48	\$14.77
Transportation and material moving	\$13.46	\$13.99	\$12.93
Total, All Occupations	\$15.95	\$15.56	\$14.77

The Total, All Occupations wages for the SE WI DA are about 5% less than the state average. The Sales & Related occupational group is less than 10% of the state average. The Community & Social Services, Protective Services and Farming, Fishing & Forestry occupational groups have wages of about 10% or more in wages than the state average.

g. Current and projected regional area skill gaps.

(In Milwaukee7 Region) "Factors that are putting a stress on the talent pipeline include a retiring workforce, a talent pool with low interest in manufacturing, and a lack of basic employability skills. There are currently 5,816 open production positions in the Milwaukee Region with an unemployment rate of 8.2%. Comparatively Milwaukee County is at 9.2%, the State is at 7.3% and national unemployment is at 9.1%. The gap plays out with Manufacturers reporting they are receiving hundreds of applicants for a single position with few too many candidates emerging with the potential requisite qualifications and skills.

Manufacturers are consistent in their skills gap assessment of the current candidate pool. This list of needs identified by participants at the January 2011 Wingspread Conference organized by the Racine County Workforce Development Center is being echoed across the country:

Lack of Basic Skills – showing up for work (on-time, everyday), etc.

Lack of Essential Skills – critical thinking, problem solving, teamwork, etc.

Lack of Basic Technical Skills – blueprint reading, measurements, computer, etc.

Lack of Advanced Technical Skills – such as advanced computer and machining skills

Lack of Experience – no prior or relevant work experience

Changing Expectations – on behalf of manufacturers, parents and the students and workforce."

From conference report: "Fundamental Skills Required for Employment or Pursuit of a Manufacturing Career: Help Wanted: Skilled Welders and Machinists" October 26, 2011. MMAC/Milwaukee7

h. Known threats and opportunities to the local industries, employment or composition of the labor force.

Threats:

- Low educational attainment rates as compared to state. High school graduation rates comparatively low, especially in stressed urban areas.*
- The lack of transportation options in WDA restricts employment possibilities. Residents could access job opportunities outside the WDA (out-migration) if transportation options were available.*
- There have been a number of high-profile plant closings in the last 3 years, resulting in a loss (without replacement) of hundreds of high-wage, family-supporting jobs.*
- The education, skills, and work experience of job-seekers and the general population reportedly do not match employer needs/requirements, leading to a structural "skills gap."*

Opportunities:

- SE WI WDA has the opportunity to leverage an advantageous location in the middle of the Milwaukee-Chicago I-94 corridor, and the proximity to these major markets.*
- Major corporations are headquartered in the WDA and there have been several recent new business location announcements.*
- SE WI WDA can boast superior access to freshwater resources critical for business growth.*
- SE WI WDA has a concentration of post-secondary education resources, including a responsive technical college and four-year institutions such as UW-Parkside, UW-Whitewater, Aurora (George Williams), and Carthage College.*

- i. Commute patterns as they relate to critical industries to the local area.

Inflow Job Characteristics (Primary Jobs)		
	2009	
	Count	Share
Internal Jobs Filled by Outside Workers	41,940	100.0%
Workers Aged 29 or younger	12,002	28.6%
Workers Aged 30 to 54	22,669	54.1%
Workers Aged 55 or older	7,269	17.3%
Workers Earning \$1,250 per month or less	11,578	27.6%
Workers Earning \$1,251 to \$3,333 per month	14,852	35.4%
Workers Earning More than \$3,333 per month	15,510	37.0%
Workers in the "Goods Producing" Industry Class	10,009	23.9%
Workers in the "Trade, Transportation, and Utilities" Industry Class	12,139	28.9%
Workers in the "All Other Services" Industry Class	19,792	47.2%

Outflow Job Characteristics (Primary Jobs)		
	2009	
	Count	Share
External Jobs Filled by Residents	92,028	100.0%
Workers Aged 29 or younger	22,141	24.1%
Workers Aged 30 to 54	55,089	59.9%
Workers Aged 55 or older	14,798	16.1%
Workers Earning \$1,250 per month or less	18,554	20.2%
Workers Earning \$1,251 to \$3,333 per month	31,938	34.7%
Workers Earning More than \$3,333 per month	41,536	45.1%
Workers in the "Goods Producing" Industry Class	21,586	23.5%
Workers in the "Trade, Transportation, and Utilities" Industry Class	23,801	25.9%
Workers in the "All Other Services" Industry Class	46,641	50.7%

Commuting patterns show that residents who commute outside of SE WI WDA earn more in wages. 37% of residents working in the SE WI WDA earn more than \$3,333 per month, but 45% of the residents working outside of the WDA earn more than \$3,333 per month.

- j. Training programs that relate to high-demand jobs.

SE WI WDA has partnered with Gateway Technical College and local employers to develop demand-driven, short-term intensive training to meet employers' short-term and future workforce needs. Employer input has driven curriculum development for the following "Boot Camps" in SE WI WDA:

- CNC/Machine Operator
- Welding
- Industrial Machine Repair
- Logistics Technician
- Medical Receptionist
- Telecommunications Installation
- Office Assistant

A "Boot Camp" is an intensive short-term condensed training program that incorporates soft skills and technical skills in a hybrid educational format. To complement classroom and industry-specific technical training, workforce development professional staff provide participants with case management, referrals and linkages to address issues that may interfere with program completion (mentoring/coaching, child care, transportation, community supports).

Employer input is integrated throughout the program, from recruitment, selection, curriculum development, through hiring of graduates. These "Boot Camp" programs have successfully resulted in 90-95% entered employment rate with high retention and low turnover. Employer feedback is also gathered after placement to inform continuous improvement in curriculum and process.

Based on demand from Synchronist surveys and labor market data, a Boot Camp in Welding Fabrication is being developed, with implementation expected in early 2012.

2. Describe any WDA specific labor market characteristics not reported in 1.a. to j.

The SE WI is composed of two large urban Counties, Kenosha and Racine, and one largely rural County, Walworth.

The SE WI WDA is in the middle of a corridor between the two large metropolitan areas of Chicago and Milwaukee giving our labor market a strategic advantage for business development.

3. Include an analysis that was provided to the Board and any additional analysis done by staff that was the basis for the above information.

The LMI packet provided by DWD's Office of Economic Advisors is attached.

[Governor's workforce goal of having "sufficient evidence of labor demand" for priority spending on "regional sector strategy priorities"; WIA high-demand occupations for training requirement]

B. Governance

Note that WDB recertification and other governance compliance issues are in Administrative Services Compliance: Part III.

1. Describe how the WDB ensures that meetings and information regarding WDB activities are accessible to the public including persons with disabilities. [Sec. 117 (e)]

SE WI WDA uses the already established county processes for publishing all public notices of meetings. All public notices indicate that meeting rooms are accessible and provide information about ADA accommodations. SE WI WDA holds meetings in public buildings that are continually monitored for compliance with ADA requirements.

2. If the WDB/WIB employs staff, identify the number of staff (time percentage), general role and as part of what structure/organizational entity. Indicate whether or not this same entity has staff that provide direct WIA services. ["Staff. The local board may employ staff" Sec. 117 (d)(3)(B)(ii)]

SE WI WDA does not employ any staff at this time.

C. One-Stop System and Service Delivery

A description of the one-stop delivery system, including:

1. "A description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants." [Sec. 118 (b)(2)(A); §661.350(a)(3)(i)]

SE WI WDA ensures the continuous improvement of eligible providers of service through monitoring the results of subcontractor reviews, reports and service from the three Counties in the WDA who do all of the contracts for services.

2. **Attachment B** Memorandum of Understanding (MOU) Template between the WDB and each of the one-stop partners must be used. The only alteration(s) may be specific WDB additions that tailor the document to local circumstances. The document(s) require signatures that must be current within the past three (3) months. If the WDB has all partners sign one MOU, or, if the WDB uses a standard MOU for sign-off by each partner, attach one MOU. If each partner has a different MOU, attach a copy of each MOU. [Sec.118(b)(2)(B); §662.300-662.310]

See Attachment B.

3. **Attachment C** Comprehensive and affiliated one-stop service delivery system locations and other information. Template must be used. [§662.100(c)]

See Attachment C.

4. **Attachment D** Provide a summary, and include copies, or, list hypertext links of any area's technical assistance and training materials being used to train WIA staff, other WIA partner's staff and WIA training providers. [Governor's workforce goal is to infuse "research and best practices" for improvements "to support an effective, well-coordinated programming system." DWD is requesting this information to begin assessing what is currently available as a stepping-off point to meet this goal.]

See Attachment D.

5. **Attachment E** Universal access activities, assessment and other information. Address the bullet points in Attachment E. [See reference document]

See Attachment E.

6. Briefly describe coordination of service delivery strategies with:
 - Manufacturing Skills Standards Certification;

SE WI WDA coordinates MSSC with Gateway Technical College who is the provider of MSSC training and certification. MSSC is integrated into Gateway's "Boot Camp" model for technical skills training.

- Registered Apprenticeship;

The SE WI WDA coordinates registered apprenticeship training with the States Apprenticeship staff assigned to our WDA.

- Youth Apprenticeship;

The SE WI WDA coordinates Youth Apprenticeship in partnership with the YA consortiums in local secondary school districts.

- Offender Pipeline Initiative; and,

The SE WI WDA coordinates with the Offender Pipeline Initiative with the State Department of Corrections and a contract for services.

- Continuing implementation of the National Career Readiness Certificate.

The SE WI WDA promotes the NCRC through their One-Stops that include Resource Rooms and Business Service Teams. NCRC Orientation and testing sessions are available at all the One-Stops. WDA staff partner with complementary programs like W2, FSET, Children First to encourage the completion of NCRC during their participation in those programs. One-Stops partner with K-12 institutions to provide education on the NCRC product and integrate NCRC into curriculum for school-to-work and alternative programs.

7. Briefly describe how the WDB provides or, plans to provide, any specific service strategies to best meet the needs of WIA targeted populations:

- Low-income/economically disadvantaged individuals;

All Income Maintenance programs are offered at SE WI WDA One-Stops. W-2, FSET and Children's First programs are co-located at area One-Stops to best integrate services between those programs and WIA programs.

- Individuals with multiple barriers including older workers and persons with disabilities;

The SE WI WDA has Aging and Disability Services co-located at One-Stops as well as the State Division of Vocational Rehabilitation and Title V Older Worker program, coordinating services with WIA to meet the needs of those populations.

- Youth

The SE WI WDA One-Stops coordinate with Boys and Girls Clubs and other programs through school-based and community-based youth serving organizations to provide WIA services to at-risk youth.

- Individuals training for non-traditional employment.

Information on nontraditional employment and training is provided in all the Resource Rooms and staff encourage further investigation of such opportunities during vocational assessments and counseling sessions.

8. **Attachment F** WDB policy(s) and procedures to support and coordinate with Unemployment Insurance re-employment services activities. If the WDB does not have a written policy, describe the coordination processes.

SE WI WDA does not have a written policy to describe coordination processes about coordinates RES and WIA services through the explanation of WIA services in the RES

workshops and participation of Business Services Team staff in presentations about the local economy.

9. Describe the WDB's design for WIA Title I core services. Include
 - a. How Title I core activities complement Wagner-Peyser Labor Exchange Services WIA Title II.

Title I Core Services are provided at the One-Stops in the WDA in collaboration with Wagner-Peyser Labor Exchange Services. SE WI WDA complements Wagner Peyser by having resource rooms staffed by a combination of trained One-Stop and Job Service staff, offering labor exchange and core services within the same facility.

- b. Provide a description that ensures these two sources of funds are not duplicative. If a duplication does exist, identify that activity(s) and the plan to coordinate, not supplant, funds. For example, if a WDB is offering a particular service for a fee that the public labor exchange is offering at no cost to employers.

SE WI WDA Resource Rooms use Wagner Peyser labor exchange services as a primary vehicle for job search activities and there are no plans to develop local alternative systems.

- c. Describe core services provided in addition to those specified in Sec. 134 (d)(2).

[Governor's workforce goal: "Coordinating federal and state economic and workforce development funds to target resources more effectively."]

Additional core services are not provided in SE WI WDA.

10. Describe activities to promote Job Center of Wisconsin (JCW), and address
 - a. Any participant needs for computer literacy as part of a system improvement;

SE WI WDA offers computer literacy classes for customers that are not computer literate so they can use the Internet for JCW access.

- b. How the WDB is coordinating with workforce partners, including Veteran's Services staff, to ensure that JCW is the vehicle for posting job orders for optimal competition of job seekers and available candidates for employers of the job openings.

The philosophy of SE WI WDA One-Stop management is to use JCW as the premier recruitment tool for talent in the region. The Business Services Teams at the One-Stops in the WDA promote the utilization of JCW to all partners, including economic development, chambers, K-16 education, and state DWD, DVR, and Veterans Services as a method used by employers for recruitment. JCW is also promoted to job-seekers in the Resource Rooms or Employment Central through the availability of computers, free Internet access, and computer literacy opportunities for those without the skills to utilize JCW effectively. Veterans' Employment and Training staff are part of Business Services Teams involved in these activities.

11. Describe the activities and referrals utilized with faith-based and community-based organizations as active partners in the one-stop delivery system for improved service delivery.

Faith-based and community organizations are partners or providers of services in SE WI WDA One-Stops, particularly in Economic Support programs located at One-Stops in the

WDA. The One-Stop system coordinates services with the faith-based community to avoid duplication and streamline services to meet the needs of area job seekers. One-Stops provide outreach services to local faith-based organizations including: workshops covering topics such as resume production, how to get and keep a job, and mock interviews. Orientation sessions are also offered on the value of the National Career Readiness Certification and how to obtain the certification. These services are offered at the faith-based organizations site during the evening and on weekends.

In Racine County, the Workforce Development Center partnered with a local faith-based organization to provide transportation services to job seekers who obtained temporary employment at Buy Seasons in the fall of 2011. The faith-based organization provided roundtrip transportation services for 10 to 15 job seekers for a period of 30 days.

In Walworth County, One-Stop staff participate actively in collaborative networks that include faith-based and other community based organizations to help meet area families' basic needs.

12. Information Technology (IT) in the One-Stop System:

- a. What systems are in place to assess and place job seekers (include all IT services owned or subscribed to)?

*OPAC - Office Proficiency Assessments and Certifications
CAPS Career Ability Survey
CDMS Career Decision Making System
ONET – Career and Ability Profiler
ACT – Applied Math, Locating Information and Reading Information
AcuVision Workforce Readiness System – soft skills assessment
Mavis Beacon Keyboarding
State Typing Test*

- b. What systems are used for employer management (include all IT services owned or subscribed to)?

Constant Contact

The Regional Business Services Team is in the process of planning and implementing a new employer management system called SageCRM.

- c. What systems are used to track participant services (include all IT services owned or subscribed to)?

*ASSET
CARES
MS Excel to track participant services.*

- d. How are local IT systems coordinated with JCW, ASSET and other federally or state provided systems?

Coordination of local IT systems with JCW, ASSET and other federally or state provided systems occurs in data merging for management evaluation and monitoring purposes. The local and state systems are exclusive of each other.

- e. What other system(s) is the WDB utilizing and for what purpose(s)?

The WDA and One-Stops make use of social media such as Facebook and LinkedIn to promote information about services. The locally developed Resume Matrix provides a vehicle for sourcing talent that is especially useful for small businesses in their recruitment efforts.

- f. What is the assessment process to determine the IT needs?

The assessment process in SE WI WDA involves evaluating:

- a. The need for timely and accurate information*
- b. Use of systems by staff, employers and job seekers*
- c. Ability to get information to employers and job seekers*
- d. Cost*

One-Stop managers:

- Identify needs*
- Research products to address the unmet need*
- Determine if products are compatible with existing programs.*
- Determine current and future expenses.*
- Select product to address the unmet need.*

D. Adult Service Delivery

1. Identify the anticipated percentage of the total Adult and Dislocated Worker formula funds for the three-tier service levels:
 - **Core** 35%
 - **Intensive** 30%
 - **Training** 35%
 -
2. How will special response funds be used to provide core, intensive and training services?

Special response funds will be used to supplement the existing core and intensive services offered in the centers by supporting additional staff, expanding service offerings and/or hours of operation to accommodate the additional need. The funds will also be used to offer new core or intensive services that might be required for a specific industry that the special response funds are responding to. On premise services like resume and interview workshops may also be offered when possible at the employer site with these funds.

3. Within the total formula funds for training only, identify the anticipated percentage of training formula funds earmarked for Individual Training Account (ITA), On-the-Job Training (OJT), Customized Training and other training contracts for specialized training [§663.430]

Within the formula funds for training it is anticipated that 95% will be used for ITA's and 5% will be used for OJT's. At this time 0% of the funds are earmarked for customized training or training contracts for specialized training, the WDA practice is to seek out additional funding sources for such training, but if the need arise funds would be diverted from the ITA funds for these purposes.

4. List the U.S. Department of Labor-approved State waiver(s) that the WDB anticipates using, and the method of evaluating the effectiveness of the waiver(s).
[Governor's workforce goal: "to explore options such as federal waivers that support innovative solutions."]

The following waivers may be used:

- *Reducing the 50% employer match with a sliding scale for customized training is included in discussions with employers.*
- *The WDA reserves the right to request the transfer of up to 50% funds between and Adult and Dislocated Worker funding streams.*
- *The use of up to 10% Adult and Dislocated Worker funds for incumbent worker training as a part of lay-off aversion strategy may be considered if the need arises.*

5. Provide "a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area" [Sec. 118 (b)(2)(B)(4)] and "including a description of the local ITA system and the procedures for ensuring that exceptions to the use of ITA's, if any, are justified under WIA section 134(d)(4)(G)(ii)." [§ 661.350(a)(5)] [Further detail to address in 15.h.]

All One-Stops within SE WI WDA offer core, intensive and training services consistent with the requirements of the Workforce Investment Act. Core services are offered through job resource areas, workshops, as well as computer, career, and academic labs and self-directed computer based tutoring. All centers offer job information, resume resources and assistance, job search tools, training and education information and guidance, access to phones and computers, fax machines and personal specialized staff assistance. Services extend to computer training on various software programs, bi-lingual staff and specialized services for specific populations. Intensive services are also provided through all one stop centers within the region. These services include specialized assessment, employment

planning, counseling, career planning, case management, career vocational services, and retention and follow-up. All of these service offerings are evaluated regularly for effectiveness and quality and whether they meet the current needs of the job seeker and the employer community. New services are designed and added as needs are identified.

Requests for ITAs begin with the case manager who is working directly with the WIA customer. At the point that a state-approved training has been identified, the customer seeking WIA funding must apply for all other appropriate financial assistance and, if awarded, apply grants, scholarships, and other non-loan awards to be used in coordination with WIA funds. Financial awards of this type shall be applied toward the total cost of the training before WIA funds are applied. All related training costs that are needed to complete a training program successfully including tuition, required books and supplies are covered. An ITA will fund one semester or component at a time for training. Customers enrolled in training programs that extend beyond one semester will be given priority access to continued training and future funding as WIA funds are available. Proof of passing grades, per funding period are required, as a condition for future funding. One-Stop managers approve all ITA's. The WDA does not use any approved exceptions for the use of ITA's, except for the use of training funds for certifications or education courses that are less than 1 or 2 semesters to complete and are not a part of a degree program.

6. Methods for ensuring that WIA coordinates enrollments with the Trade Adjustment Assistance Program (TAA):
 - a. Describe the methods and procedures used to coordinate service delivery with the TAA Program. Address the following points:
 1. Identification and referral of participants between the programs;
 2. Customer flow and the role of each program in providing assessment, employability plan development, case management, placement services, training and follow-up;
 3. Transition of participants between the programs and program funding; and,
 4. How duplication of services and inappropriate charging of costs is avoided.

Coordination with TAA is accomplished through the case managers of each of the programs. When appropriate customers are enrolled in WIA services while a TAA petition is pending. WIA case managers are informed of approved and pending TAA applications and referrals between the programs are made directly by those staff members. Each program completes the appropriate assessment and EP development and share case management, training, placement and follow up as appropriate. Transition between programs can be seamless to the customer as the case managers for each program are in the one stops and can meet jointly with the customer as needed. Duplication of services and inappropriate charging of costs is avoided due to the close communication of the case managers.

- b. **Attachment G** Any local guidance or policy that has been issued relating to TAA.

There is no written local guidance or policy relating to TAA, all of the on-stops are mature organizations with long standing experience in the coordination of WIA and TAA.

6. **Attachment H** for the WDB's written policies and procedures for Rapid Response. If the WDB does not have a policy or the criteria outlined below are not addressed in the local policy, address the following here:

There are no written policies or procedures for Rapid Response.

- a. Describe the process involved in carrying out *local* rapid response services, addressing the following:

1. Whether the WDB directly provides rapid response services or utilizes a third party provider and whether one individual is the designated rapid response coordinator or if multiple individuals share that responsibility. List the name(s) of the local Rapid Response Coordinator(s) and their contact information;

Local Rapid Response is provided directly by each of the One Stop Operators, they coordinate responses across the WDA. The designated coordinators are:

*Kenosha County Job Center: John A. Milisauskas
John.Milisauskas@kenoshacounty.org 262-697-4586*

*Racine Workforce Development Center: Mark Mundl
Mark.Mundl@goRacine.org 262-638-6621*

*Walworth County Job Center: Marilyn Putz
mputz@dwfs.us 262-741-5274*

2. The criteria that generally must be satisfied for local rapid response to occur (e.g., minimum number affected, new dislocation event v. recurring layoffs at same employer, etc.);

Some response is given for each event that comes to the attention of the One Stops. A phone or in-person meeting is always held with the employer and a minimum of at least a distribution of one-stop materials is arranged, but whenever possible and feasible an on-site orientation is arranged.

3. The efforts made to ensure rapid response services are provided prior to layoff date, onsite at the company, and on paid time, whenever possible;

The workforce system works closely with local economic development staff and organized labor and other community organizations to stay current with lay off situations. A contact with a company with a potential or known lay off is attempted within 24 hours of notice of a lay-off, and requests to provide the response onsite, prior to layoff and on paid time is always the request that is made. The orientations are offered on the company shifts, within their works schedule to accommodate this.

4. The services that are provided as part of local rapid response and the factors that are considered when deciding the level of services to provide;

A small lay off of less than 10 and/or a long protracted timeframe for a small number of layoffs may involve a distribution of a folder of materials highlighting one stops services and local community support services that they may want to take advantage of, the completion of the Rapid Response Survey is also encouraged. For anything larger than 10, onsite orientations conducted by one stop partners going through the materials and the completion of the Rapid Response Survey is encouraged. Workshops on resume writing, job search and interviewing may also be arranged on site in these instances.

5. The local partners that are involved as part of local rapid response; and

The local partners that may be involved are:

- DW Case Managers
- AFL-CIO
- One Stop Managers
- United Way
- Gateway Technical College
- Financial Services Representative
- Job Service
- One Stop Workshop Staff
- Bi-lingual and sign language interpreter services
- State of Wisconsin Unemployment Insurance
- Veterans Staff
- CUSO

6. How local rapid response coordinates services with TAA in instances where there is a current TAA certification.

If there is an instance where there is a current TAA certification, TAA case managers would be involved in the rapid response planning and a joint decision would be made on what level of rapid response services to offer.

- b. Describe how the WDB coordinates with the State for dislocations involving state rapid response.

The WDA coordinator and/or the One-Stop Rapid Response Coordinators respond to the State when the notice generates from the state to coordinate the local Rapid Response. If the information of a larger lay off or closing generates from the local area, local staff will inform the state. If an employer meeting is set up, local and state staff attend the meetings. The local staff coordinate with the state and the employer to set up the orientation sessions for the affected employees and jointly conduct the sessions or do them independently if staff are not available.

- c. Describe how the WDB ensures a seamless transition between rapid response (state and local) and One-Stop activities for the affected workers.

Since there is a variety of information that is presented to the affected employees and local staff take great care to describe where or how they access the services that are being shared. Time is always set aside for questions and since a team of local one stop staff always participate in the orientations there is the opportunity for individual questions as well. Using this team approach of state and local staff alleviates any transition problems.

- d. Describe the manner in which the WDB tracks dislocation events and its activities.

["A description of how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities, as appropriate" Sec. 118 (b)(2)(B)(5)]

Each One-Stop tracks the dislocation events and activities, information flows between the coordinators as they cooperatively run some events and as customers from various events are served at all the WDA One-Stops.

8. Provide "a description of the criteria to be used by the Governor and the Local Board, under 20 CFR 663.600, to determine whether funds allocated to a local area for adult employment and training activities under WIA sections 133(b)(2)(A) or (3) are limited,

and the process by which any priority will be applied by the One-Stop operator" [§661.350 (a)(11)] Include how the WDB is involved in this process of determining limited funds, and the process that the WDB directs its OSO(s) to give priority to veterans and veterans' spouses, low-income individuals and recipients of public assistance if funds become too limited to serve all interested participants.

The One-Stop system within SE WI WDA leverages and blends funds across multiple funding streams to meet the needs of all customers. The service design ensures that a full range of services are available to all individuals with all types of circumstances. Determination of limited funds for WIA is done in consultation with the board and the One-Stop Operator(s) or OSOs, using projections of training funding obligations. Priority for training services are determined by the SE WI WDA and carried out through SE WI WDA adopted policy by the OSO. When aggregate customer needs of all funded programs in the one stop appear to exceed the capacity of the existing One-Stop system, the overall design and staffing of the center is adjusted. As a result, service provision decisions are not generally made only based upon the customer's target group status, specific to Title I of the Workforce Investment Act.

- a. **Attachment I** for the WDB policy on the "priority of service" due to limited funding as approved by the WDB [§663.600] If this is not in the "priority of service" policy, also attach the WDB policy if income is used as a basis for serving adults, or, indicate that the WDB does not use this criteria.

See Attachment I.

- b. **Attachment J** for WDB's policy on serving eligible veterans and spouses first to meet the Jobs for Veterans Act. [Administrator's Memo 10-2]

See Attachment J

- c. **Attachment K** for any additional policies for determining eligibility for other services beyond core services.

See Attachment K – only one of the WDA's One-Stops has a policy for eligibility beyond core services.

9. Provide the WDB's definition of "unlikely to return to previous industry or occupation" when required for eligibility for dislocated worker services. [Sec. 101(9)]

SE WI WDA does not require unlikely to return to previous industry or occupation as an eligibility determiner.

10. Describe the process and system used for collecting and maintaining equal opportunity information on "every individual who is interested in being considered for WIA title I financially assisted aid..." [§663.105(c)]

Equal opportunity information on all individuals is collected on the WIA application, if enrolled the information is entered in the ASSET system. All applications are maintained and accessible if needed for future use.

11. Describe the processes the WDB will use to maximize competition in the selection of service providers for core and intensive services.

Service providers for core and intensive services are selected separately at each One-Stop within the region to maximize competition at the local level. To maximize services and participant opportunities, all of the One-Stop centers are integrated centers with multiple funding streams. Core and intensive services are designed across these programs and funding streams. Some service components are competitively procured and others are determined through partner arrangement. On a limited basis, core and/or intensive services are arranged on a sole source basis.

12. Describe any changes in service delivery from the previous Local Plan in response to "the financing available" and the "need to revise strategies to meet performance goals."
[§661.355]

In response to the financing available, some services in the 2 urban counties have been consolidated to their large centers and SE WI WDA has activated the statewide Workforce video conferencing system for increased access to participant workshops.

To increase the opportunity to meet the Literacy and Numeracy Gain Performance Standard for youth, additional youth providers with expertise in servicing out of school youth were sought out and all youth providers were given training in strategies for program design and case management to enhance the opportunities for youth to successfully meet that standard.

13. Attach the following policies listed below. If the policy does not include the issues identified below, address those issues in narrative form in the attachment for each policy:

- a. **Attachment L** WDB policy on the definition of Self-Sufficiency that (1) may include criteria such as family size, definition of "dependent" or lack of health care insurance; (2) describe how it is applied to dislocated workers ["Self-sufficiency for a dislocated worker may be defined in relation to a percentage of the layoff wage."]; and, (3) how the "special needs of individuals with disabilities or other barriers to employment should be taken into account when setting criteria to determine self-sufficiency." [§ 663.230]

See Attachment L.

- b. **Attachment M** WDB policy on Supportive Services that includes what supportive services may be provided; when they may be provided; and, limits on the amount and duration. [§ 663.800 - 663.810]

See Attachment M.

- c. **Attachment N** WDB policy on Follow-up Services [§ 662.240(b)(11)]

See Attachment N.

- d. **Attachment O** WDB policy on Needs Related Payments policy, or, indicate that the WDB does not use this WIA provision [§ 663.815 - 663.840]

See Attachment O.

- d. **Attachment P** WDB policy related to: "Any local area may enter into an agreement with another local area (including a local area that is a city or county within the same labor market) to pay or share the cost of educating, training, or placing individuals participating in programs assisted under this title, including the provision of supportive services. Such agreement shall be approved by each local board providing guidance to the local area and shall be described in the local plan under section 118." [Sec. 195(3)(A-B)]

See Attachment P.

Intensive Services

14. Address the following: "Identification of eligible providers of intensive services. If the one-stop operator does not provide intensive services in a local area, the local board shall identify eligible providers of intensive services described in section 134(d)(3) in the local area by awarding contracts" [Sec. 117 (d)(2)(D)]

Service providers for eligible intensive services are selected separately at each One-Stop within the region. To maximize services and participant opportunities, all of the One-Stop centers are integrated centers with multiple funding streams. Intensive services are designed across these programs and funding streams. Some service components are competitively procured, others are determined through partner arrangement and in one of the One-Stops, the One-Stop operator provides some of the intensive services.

Training Services

15. In relation to adult training services:
- a. Indicate how participants are made aware of training for "occupations in demand in the workforce area" and identify the sources for that information.

Participants are given relevant labor market information in several settings. Paper handouts are shared during their meetings with case managers. Participants are given instruction on how to access state and DOL LMI in the vocational assessment workshop that they attend. They are encouraged to review the follow-up placement study completed for a training program they are considering and may also be encouraged to do informational interviews in the occupation they are considering.

In demand or growth occupations were determine by taking the available State occupational projections for the three County SE WI WDAs and eliminating the occupations whose occupational projections are:

- less than 7% growth (the average is 7.8%)*
- doctoral or professional degree such as doctor or lawyer*
- projected less than 5 job vacancies per year*
- paid less than \$7.75/hr (the projections started in 2006)*
- typically result in self-employment or less than full-time employment*

- b. Provide a "description of the competitive process to be used to award the grants and contracts in the local area for activities carried out under this subtitle." If a determination was made that there is an insufficient number of eligible providers, describe how this determination was made and the competitive process to be used in selecting providers under a contract for services including the process to be used to procure training services that are made as exceptions to the Individual Training Account process [Sec. 118 (b)(2)(B)(9), § 661.350 (a)(10)]

SE WI WDA does not use a competitive process to procure training, only ITAs are used.

- c. **Attachment Q** WDB policy(s) for determining eligibility for training services.

See Attachment Q.

- d. Provide a list of training services that the WDB intends to offer, including services that are not specifically listed in WIA. [*"Identification of eligible providers of training services. Consistent with section 122, the local board shall identify eligible providers of training services described in section 134(d)(4)". Sec.117 (d)(2)(C)*]

SE WI WDA only uses training services from providers on the Statewide Training Provider List.

- e. **Attachment R** WDBs ITA policy, and other policies that indicates any limits on duration and amounts of ITAs, and policies/documents required of participants to demonstrate a "need for training."

See Attachment R.

- f. **Attachment S** WDB policy(s) and procedures for adding, removing, and monitoring training providers on the ITA List.

SE WI WDA does not have a policy for adding, removing and monitoring providers on the ITA list. The board reviews each application and independently determines whether to approve it for the list.

- g. **Attachment T** WDB's OJT and Customized Training policy(s).

See Attachment T.

- h. Describe the WDB's intent to use exceptions instead of, or in conjunction with, the ITA system (e.g. OJT, Customized Training, Apprenticeships, or for "hard-to-serve" individuals). If the WDB intends to serve special participant populations that face multiple barriers to employment that is allowable outside of the ITA system, describe the criteria to be used to determine the demonstrated effectiveness of community-based organizations or other organizations that serve these populations. [*\$663.430(3)*]

At this time the WDB does not intend to use exceptions to the ITA system.

- i. Describe the (1) specific process and/or method used by which WIA training funds are coordinated with other sources of funding for training and, (2) process by which WIA funds are utilized if other sources of funding are pending approval, and how those WIA funds are accounted for when other sources of funding are approved/disapproved. [*\$663.320*]

Case managers within each one stop coordinate services, including the use of funding for training and support services, by coordinating case management. This is accomplished through intensive initial intake to identify other program participation or eligibility, by referring customers to other programs that can assist them in their goals, intensive case management throughout their program participation and establishing a relationship with case managers or counselors in those other programs they are involved with.

If other sources of funds are pending approval, initial authorization may be given by WIA with the written understanding that if the other funds become available that they will be used before the WIA program is charged. We have very good working relationships with most of the area training providers that allows this process to work, so that we only get invoiced for what WIA is actually responsible for.

- j. Provide a description of any WDB program-specific performance information that is used to determine the successful delivery of services by training providers and the validation of eligible training providers.

For some of the WDB area specific programs like the Boot Camps (CNC and others) customers are tracked after training completion into employment. The success of the training is measured by the number entering employment and the time taken to enter employment. For most of the other training programs, entry into employment and success in staying employed are the main measures used to gauge a successful program.

E. Youth Program

1. Describe the WDB strategies to promote collaboration between the local workforce development systems, education, juvenile justice, and others, to focus services on youth including youth in foster care, aging out of foster care, youth offenders, youth with disabilities, children of incarcerated parents, and migrant and seasonal farm worker youth.

Youth services are designed based upon local needs as determined by local workforce board and youth council. Services within one local area are very closely linked to Foster Care services and adjudicated youth services. Within another area of the region, a special program has been designed to serve homeless youth. Finally, the rural area of the region provides services through close coordination with alternative education services within each of the local school districts. The target population is disabled youth. A hallmark of each counties summer employment and training program is a strong partnership between private businesses, community based organizations and non-profits. These programs help young adults find pathways to employment or post secondary education.

2. Provide "a description and assessment of the type and availability of youth activities in the local area, including an identification of successful providers of such activities" [Sec. 118 (b)(6); §661.350(a)(7)]

The following activities are available within the region to ensure area students are career and/or work ready: mentoring, job search assistance, youth apprenticeship, workshops, job fairs, college tours, supported NCRC study groups, career exploration assessments and activities and safety certificates. The WDA offers summer employment opportunities for area youth. During the summer employment program youth obtain a safety certification, national career readiness certification and a work reference. In one region youth earned .5 high school credits for successful participation in the summer employment and training program.

The successful providers in the region include: Kaiser Group, Racine County Workforce Development Center and the Boys and Girls Club of Kenosha County. Each vendor's services are assessed on an annual basis to ensure program outcomes are reached and adjustments are made to address program deficiencies and program successes are shared throughout the region to allow counties to duplicate successful programming.

3. Describe the connection between the WDB WIA program and the Job Center service delivery system and JCW for serving youth, and include the types of referrals made for youth not eligible for WIA services.

Youth services within the region are delivered at locations either affiliated or directly within the area's one stop centers. Offsite provider's link youth to the centers through workshops, tours, orientations, and youth oriented activities. One center within the region houses a career discovery center which provides services to youth onsite as well as within middle and high schools throughout the district. Youth are introduced to JCW as a tool to: 1) Search for a job; 2) Access career planning tools; 3) Develop a resume; and 4) obtain labor market data, including employer information.

Through on-site visits, print media, literature and access to the center's websites, youth who are not eligible for WIA services are able to access information on workshops, jobs, training opportunities, and other services offered at the centers. Referrals are also made to community based organizations and other youth providers to meet the youth's needs.

4. Out-of- school youth:

- a. Describe the WDB's recruitment strategies to expand and promote services;

Efforts to recruit out-of-school youth include outreach to youth offenders through juvenile and probation and parole staff, local community based organizations, local training institutions, and outreach to DVR counselors. Referral processes are in place with local human services departments for youth in foster care and secondary schools refer dropouts to the program.

- b. Describe the WDB's retention strategies for youth in training/education programs and employment;

Retention discussions are part of both informal discussions and formal presentations in workshop settings. Once placed in a job or advanced training case managers continue to monitor and work with youth to solve problems that may arise. Regular follow-up communication and access to services is conducted with the youth for up to one year.

- c. List workforce partners and other entities that are actively engaged with the WDB's to retain and assist youth in training/education programs and employment. Describe their role.

Kenosha Boys and Girls Club – This provider provides area youth with a comprehensive menu of services to meet their workforce and training needs including but not limited to: recruitment, case management, mentoring, tutoring, career exploration, college tours, assessments, work experience, etc.

Alternative High School – This partner provides enrolled youth with an alternative means of obtaining their high school diploma.

DVR – This partner provides tutors to eligible youth, job coaches for co-enrolled youth and training resources.

Kaiser – This provider provides area with a comprehensive menu of services to meet their workforce and training needs, including, but not limited to, recruitment, case management, mentoring, tutoring, career exploration, college tours, assessments, work experience, etc.

Kenosha Human Development Services – This provider provides services to homeless youth to stabilize their mental health prior to referring the participant to the Boys and Girls Club.

Professional Services Group – This agency provides area youth with a comprehensive menu of services to meet their workforce and training needs including but not limited to: recruitment, case management, mentoring, tutoring, career exploration, college tours, assessments, and work experience, etc.

Lakeside Curative Services, Inc. – This agency's mission is to provide integrated and supported employment services for citizens with a disability. The agency provides WIA youth with a comprehensive menu of services to meet their employment needs including: vocational assessments, work adjustment training and case management services.

Racine County Workforce Development Center – This provider offers career exploration services and assessments including the National Career Readiness Certification to area youth. Services are offered within the school system and at the WDC. This agency is also the lead partner in developing and launching the summer youth employment and training program in partnership with K-16 partners, United Way of Racine County, UW Extension and public and private host sites.

5. **Attachment U** Attach the policy or describe how the WDB will make available each of the ten program elements to youth participants. [Sec. 129(c)(2)(A-J); §664.410(a)(1-10)]

See Attachment U.

- a. *Tutoring, study skills training, and instruction leading to secondary school completion: Workshops and technical college offerings are provided at the Centers or the partner locations.*
- b. *Alternative Secondary school offerings: When youth are in alternative secondary schools, case managers work closely with the school personnel to coordinate services.*
- c. *Summer employment opportunities: Paid work experience offers youth the opportunity to develop all work-related youth competencies. Youth are placed in a non-profit, government or for profit worksite throughout the region. Wages are paid with WIA resources or with resources from the worksite and the youth are monitored by the host site, school personnel and a WIA case manager throughout their work experience which generally occurs during the summer months. Innovative programming for calendar year 2012 includes actively recruiting for profit organizations to sponsor youth and serve as worksites. Selected worksites are required to provide supervision and support to the youth in acquiring workplace skills and competencies. Workplace competencies include: communication, adaptability, personal management, team building, and responsibility. The Summer Employment and Training Programs throughout the region are a partnership with one or more of the following organizations: United Way, Boys and Girls Club, Opportunities Industrialization Center, Technical College, local School Districts and others.*
- d. *Paid and unpaid work experiences: The work experience program can be a paid or unpaid opportunity. Youth learn the following skills when placed in an occupational work experience: workplace behaviors, socialization skills, and they develop leadership skills.*
- e. *Occupational skill training: Scholarships are available to eligible WIA youth participants for long and short term training which provide specific occupational skills required to pursue in-demand occupations. .*
- f. *Leadership development opportunities: Leadership development opportunities occur during work experience, internships, and adult mentoring.*
- g. *Supportive services: supportive services are provided to participants to enable them to engage in program activities which support the other 9 program elements or common measure outcomes. This is usually provided as childcare assistance or transportation assistance.*
- h. *Adult Mentoring: During work experiences or limited internships, development workplace skills is often accomplished by pairing of a youth with a skilled or experienced adult who has strong work ethics and integrity.*
- i. *Follow-up services: Examples of follow-up services include: adult mentoring, assistance in securing better paying jobs, career development and further education, contact with the participant's employer, or other placement activities, leadership development opportunities, tracking progress in employment after training, work-related peer support groups and referral to supportive services.*

- j. *Comprehensive guidance and counseling: WIA youth participants receive one-on-one career counseling and guidance. As counseling needs are identified beyond issues related to careers, referrals are made to appropriate counselors for mental health, behavioral health, or addiction issues.*

6. As part of the youth eligibility definition (in addition to being the age 14 through 21, and is a low income individual as defined by WIA), WIA provides one or more categories that must be met. Of the six categories, the sixth criterion is left to the WDB to define. Provide the WDB's definition for the youth eligibility category: "Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or secure and hold employment." [Sec. 101(13)(C)(vi); §664.200(c)(6)]

"youth does not possess the job readiness skills needed for employment."

This criterion is in addition to the federally specified criterion which includes: basic skills deficient, school dropout, homeless, runaway or foster child, pregnant or parenting, or offender.

7. Up to 5% of youth participants served by youth programs may be individuals who do not meet the income criterion for eligible youth. WIA provides eight categories of which one or more must be met. One of those eight categories is: "Face serious barriers to employment." Provide the WDB's definition of "face serious barriers to employment" in this 5% youth context. [129(c)(5)(H); §664.220(h)]

SE WI WDA's definition is the same as the federal definition.

8. **Attachment V** List of youth providers for required State list.

- *Kaiser Group*
- *Kenosha Boys and Girls Club*
- *Professional Services Group*
- *Lakeside Curative*
- *Racine County Workforce Development Center*
- *UW Parkside*
- *Kenosha Human Development Services*
- *Goodwill Industries*

- a. Describe the WDB's request-for-proposal process to be used in awarding contracts for youth services including the frequency of issuance, review criteria, and who reviews the proposals. "the local board shall identify eligible providers of youth activities in the local area by awarding grants or contracts on a competitive basis, based on the recommendations of the youth council." [Sec. 117(d)(2)(B)]

Youth providers are selected through a procurement process that ranks proposals on a point system based upon demonstrated effectiveness and past performance. Contracts are released for competitive bid every three years or in compliance with local procurement policies and local program review and rating policies. Proposals are reviewed by center management, and a minimum of two other reviewers – one stop staff, youth council member, contract compliance officer, and/or WDB board member.

After all proposals are reviewed and ranked the information is shared with the youth council.

- b. How does the WDB measure the success of youth service providers?

Providers are monitored against mandated performance standards and contracts are modified or terminated when services are not effective.

9. **Attachment W** List of Youth Council members, their titles, and the organizations they represent.

See Attachment W.

Provide a description of the solicitation and selection processes used to garner nominees from the required membership categories. [Sec. 117(h)(2)(A)(i-vi); §661.335(b)(1-6)]

Potential nominees for Youth Council membership are garnered through recommendations from the local workforce development boards, Youth Council members and One-Stop management. A nominee is selected for membership with the agreement of the Workforce Development Board and Youth Council Chairs and affirmed by the LEO.

- a. Describe the actual process for the Youth Council's oversight with respect to eligible providers of youth services and their role in provider selection and oversight. [Sec. 117(h)(4)(B)(i-ii); §661.340(c-d)]

The Youth Council reviews the recommendations of the reviewers who rate and rank all proposals received in response to Request for Proposals (RFPs) issued for Youth Services.

- b. Describe how the Youth Council coordinates youth activities. [Sec. 117(h)(4)(C); 661.340(a)]

The Youth Council in partnership with youth providers coordinates services to avoid duplication and streamline services. The youth council in partnership with one-stop staff and youth providers throughout the region assist in the design, development and implementation of summer youth employment programming. In calendar year 2010, this coordinated effort resulted in school age participants earning .5 high school credits for successfully completing one of the summer employment programs in the region. .

All youth providers offer college tours throughout the year. The Youth Council has been charged with coordinating college tours with local and regional youth partners to leverage resources and reduce expenses.

- c. Provide a list of the Youth Council's top three priorities/goals for improved services to youth.

1) Implement a meaningful Summer Youth Employment and Training Program

2) The Youth Council will partner with local school districts to encourage area youth to complete the NCRC.

3) Prepare program participants for post secondary education or employment.

- d. Describe the process the WDB used to meet the duties of the Youth Council in “developing the portions of the local plan related to eligible youth, as determined by the chairperson of the local board.” [§661.340(b)]

The Youth Council was presented the plan goals and will be specifically sought out for comment on the draft plan.

F. Performance and Accountability

In addition to demonstration of ability to meet to the Federal requirements, local plans must include any locally developed performance standards and assessment methods.

1. List the WDB's negotiated levels of performance for each common measure:

- Adult and Dislocated Worker (DW) Entered Employment
Adult at 78% and Dislocated Worker at 90%
- Adult and DW Employment Retention
Adult at 86% and Dislocated Worker at 93%
- Adult and DW Average Earnings
Adult at \$9,800 and Dislocated Worker at \$14,985
- Youth Placement in Employment or Education
Youth at 72%
- Youth Attainment of a Degree or Certificate
Youth at 73%
- Youth Literacy and Numeracy Gains
Youth at 30%

2. **Attachment X** Complete the Performance Improvement Plan Self-Assessment Survey if the WDB has failed for the first year in any performance measure goal(s) for PY 10. Template must be used. [§666.420(a)]

See Attachment X.

- a. What actions has the WDB taken with its youth service providers to identify service delivery weaknesses?
- b. What changes has the WDB made to policy, service delivery, providers, engagement of partners, etc. to ensure improved program performance?

3. **Attachment Y** Complete the Corrective Action Plan if the WDB has failed two consecutive program years for any performance measure goal(s) for PY 09 and 10. Template must be used. [§666.420(b)]

See Attachment Y.

4. Describe how performance data will be used for local monitoring, evaluation, continuous improvement and oversight processes; and, describe the type of training for staff (and providers where appropriate), and the frequency, on ASSET and performance measures.

Performance data is monitored monthly by local managers, to identify emerging trends that could indicate failure to meet performance standards. WDA One-Stop Managers meet monthly to review best practices and continuous improvement. Where issues arise, the need for staff training is assessed and training is directed toward developing appropriate training plans and support mechanisms to ensure that WIA participants meet their training

and employment goals. Issues that are identified as ASSET input issues are responded to with ASSET training and increased monitoring until such issues are resolved.

5. Provide a detailed description of how the quarterly WIASRD and DRVS performance reports are processed locally to include: how failures are investigated, corrective action steps, follow-up monitoring and correction validation.

When the quarterly reports are received, the data extract is exported into an access data base that shows the breakdown of participants in the numerator and denominator. This is displayed by office and case manager. For any failures, the report is sent to each case manager for possible corrections. If the error was a result of incorrect data entry in ASSET, a staff request is submitted to the local ASSET User Group Representative. Corrections that can be done locally are completed, if DET action is required, the approved staff request is sent to DET for determination. Error reports from DET are reviewed and the ASSET User Group Representative works with the case managers to make any possible corrections or ASSET input before the quarterly report is rerun.

6. If the WDB has developed performance standards in addition to those required by WIA, what criteria were used to develop these local area performance standards? Describe how these standards will be evaluated, and corrective actions that will be taken if the performance falls short of expectations.

SE WI WDA has not developed performance standards in addition to those required by WIA.

Plan Review, Public Comment and Documentation

Attachment Z

The final Plan must be submitted to DWD with:

- (a) all comments on the Plan;
 - (b) any changes to the Plan based on all public input;
 - (c) a copy of the published notice for the 30-day review; and,
 - (d) a description used by the local board for public comment and key workforce partners including local elected officials, representative of business, labor and economic development, One-Stop partners and other stakeholders.
- [§661.345]

ABSTRACT
One-Page Highlight for the Council on Workforce Investment

What are the WDB's three top strategies for meeting the overarching workforce priorities (irrespective of set-aside funding)?

1. *SE WI WDA will focus on introducing youth to different careers as early as middle school, including technical careers requiring a certificate, apprenticeships, technical degree, and beyond. The WDA will build upon successful, innovative summer youth employment initiatives to implement year-round educational and work-focused programming that connects youth to real-world jobs, provides high school credit, and results in attainment of high school diploma and direct employment.*
2. *The WDA will address identified skills gaps and training issues, especially in manufacturing and health care clinical experiences, to meet the needs of the area's largest employment sectors (now and projected for continued growth).*
3. *The WDA will gain access to timely and relevant labor market data to aid in planning, prioritizing training dollars, and aligning training programs with real-time employer needs.*

Describe any unique activities, partnerships, etcetera that will advance the Governor's priorities?

1. *"Boot Camp" training model, designed in partnership with Gateway Technical College.*
2. *Local Summer Youth Employment Programs focused on high-risk and/or disabled youth, that include high school credit.*
3. *Existing partnerships and longstanding collaboration between WIA staff, high schools, post-secondary institutions. NCRC, Tech Prep, expanding youth apprenticeships.*

List the targeted evidence-based high-demand industry sectors in the workforce development area (and regional sectors, if applicable), and how you plan to identify and respond to new industry sectors.

- *Advanced Manufacturing, including sub-targets such as food processing, medical equipment, and fresh-water related manufacturing*
- *Healthcare*
- *Retail, Hospitality and Tourism*
- *Agriculture/Food & Consumer Products*

Targeted high-demand industry sectors have been identified using LMI projections provided by our DWD labor market economist as well as ongoing surveys of local employers and anecdotal information that comes from focus groups and regular meetings with employer groups, chambers, business alliances, and economic development partners. LMI projections do not necessarily identify Transportation/Logistics as a sector with growing employment opportunities in the region, however economic development partners and local business alliances see real opportunities to leverage the WDA's naturally advantageous location in the Milwaukee-Chicago I-94 corridor and drive growth in this sector.

SE WI WDA managers and Business Services Teams work closely with local and regional economic development groups to source and analyze the latest employer and employment-related data to ensure that local programs are targeted toward areas with the most industry demand. Regional use of the Synchronist information platform allows employer survey data to be shared and analyzed by multiple workforce and economic development stakeholders, allowing for decision-making based upon real-time information and the early identification of labor market trends or emerging sectors poised for job growth in the area.

ADMINISTRATIVE SERVICES COMPLIANCE: PART III

- A. Templates in the Reference Document must be used.** The only alteration(s) may be specific additions that tailor the document to local circumstances.

Documents that require signatures must have current signatories within the past three (3) months.

1. **Attachment AA** Assurance Letter and Signatures

See Attachment AA.

2. **Attachment BB** Chief Local Elected Official Agreement /LEO Consortium Agreement and Signatures *"In general, the chief elected official in a local area shall serve as the local grant recipient for, and shall be liable for any misuse of, the grant funds allocated to the area under sections 128 and 133, unless the chief elected official reaches an agreement with the Governor for the Governor to act as the local grant recipient and bear such liability" [Sec. 117 (d)(3)]*

See Attachment BB.

3. Identify the Fiscal Agent and Entity for Disbursal of Grant Funds
"An identification of the entity responsible for the disbursal of grant funds described in section 117(d)(3)(B)(i)(III), as determined by the chief elected official or the Governor." [Sec. 118 (b)(2)(B)(8)] "An identification of the fiscal agent, or entity responsible for the disbursal of grant funds." [§ 661.350 (a)(9)]

At this time, the fiscal agent for SE WI WDA is the Kenosha County Department of Human Services.

4. Describe the OSO designation process. Indicate whether a competitive or non-competitive process was or will be used to select the OSO(s). If there are multiple operators and/or consortia, be specific as to what each agency's role is and which Job Centers are involved with each.

The OSO designation process was non-competitive and designated in the LEO Consortium Agreement.

- a. Provide a description of the roles and responsibilities of the OSO(s) in the Comprehensive Job Center and for service locations in the One-Stop delivery system;

The One-Stop Operator is responsible for the planning, collaboration, oversight and operation of the One-Stops in the SE WI WDA.

- b. Describe the relationship of the OSO to the WDB;

The One-Stop Operators provide fiscal, status and program reports to the respective County based WDBs and Tri-County WDB.

- c. The duration of OSO agreement(s); and,

The LEO Consortium Agreement that identifies the OSOs does not have an ending date.

- d. If the WDB intends to seek the Governor and CLEO's agreement to allow the WDB to be the OSO, follow the requirements outlined in WIA Policy 02-01.

["Selection of one-stop operators. Consistent with section 121(d), the local board, with the agreement of the chief elected official" "Shall designate or certify one-stop operators as described in section 121(d)(2)(A)" [Sec.117(d)(2)(A); §662.400-662.420]

Does not apply at this time.

- 5. **Attachment CC** WDB membership form must be used along with the resource information to identify the WDB membership and relevant information to ensure compliance with the required WDB representation [117 (c)(2)(A)]. The WDB recertification has been approved through calendar year 2011. "The Governor shall, once every 2 years, certify 1 local board for each local area in the State." For the following questions, if the response is provided in the LEO Consortium Agreement, the WDB-LEO Agreement, or in the WDB By-laws, indicate which agreement the description can be found in and the section where it is stated. If not included in any of these documents, provide the response here:

- a. Describe the nomination and selection process used to appoint local business representatives to the WDB;

The elected officials in SE WI WDA work with business organizations and the respective County based WDBs to nominate WDB members

- b. Attach, as part of Attachment CC, a diagram, description of roles and responsibilities, and regular meeting schedule of the WDB subcommittees;

See Attachment CC.

- c. Describe how the WDB ensures that meetings and information regarding WDB activities are accessible to the public including persons with disabilities [Sec117(e)];

Workforce Development Board meetings are only scheduled at public locations that meet federal accessibility standards.

- d. Describe the process the WDB will use to notify the CLEO of any vacancies and to fill those vacancies with appropriate representatives;

The SE WI WDA Management Team informs the CLEO of any vacancy filling needs. The CLEO, in turn, communicates with the Executive Committee that includes the other Elected Officials in SE WI WDA.

- e. Attach, as part of Attachment CC, a copy of the WDB's By-Laws; and,

- f. Attach, as part of Attachment CC, a signed Conflict of Interest Statement for each member. *"A member of a local board may not (1) vote on a matter under consideration by the local board (A) regarding the provision of services by such member (or by an entity that such member represents); or (B) that would provide direct financial benefit to such member or the immediate family of such member; or (2) engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan" [Sec. 117 (g); State Plan reference: III.B.7.]*
6. **Attachment DD** Debarment, Suspension, Ineligibility and Voluntary Exclusion Certification and Signatures
- See Attachment DD.*
7. **Attachment EE** Lobbying Certification and Signatures
- See Attachment EE.*
8. **Attachment FF** A current organizational chart of the WDA operations, including WDB Board staff, OSO(s), and other administrative and/or support staff:
- a. Provide a complete description of the WDB's support and administrative procedures. Include in your description the number and type of staff that are both directly funded by the WDB and those that provide in-kind support from local partner and related organizations.
- The SE WI WDB does not fund any staff directly. The WDA operations are managed by a management team that includes the WDA Coordinator and three respective County One-Stop Managers.*
- b. Describe any programmatic, infrastructure or organizational changes for this program plan period.
- There are no changes at this time.*
9. **Attachment GG** Most recently approved Cost Allocation Plan.
- See Attachment GG.*
10. List the Fee for Service(s) activities, and how they are accounted for.
- Employer Assessments
Job Fairs
Work Permit Fees
Labor Law Clinics
One-Stop room rentals
Loaned Staff programs*
- Kenosha County (WDA fiscal agent) policy on Program Income:*

- *Monthly the Program Income receipts and the disbursements are subtracted from the Income for costs associated with producing the Income.*
- *The total remaining Program Income is then allocated between all programs that are affected by the production of the Income (i.e. W2, WIA, and FSET).*
- *The allocation is based on case counts between the three programs.*
- *Then the Program Income is used to offset the costs of the three programs.*

11. Describe any plans for transferring funds between the adult and dislocated worker programs.

There are no current plans to transfer funds between the Adult and Dislocated Worker programs.

12. *Attachment HH* WDB policy on gifts and awards to staff, providers, and WIA Adult and Youth participants. [OMB Circular 122; DWD Policy 225; Sec.129(a)(5)]

See Attachment HH.

13. Describe the local monitoring procedures and schedule (fiscal and programmatic)

The SE WI WDA fiscal agent monitors subcontracts monthly through desk reviews, audits and on-site visits.

14. Describe the Procurement procedures (not selection of service providers).

The fiscal agent for SE WI WDA is responsible for any procurement of equipment, supplies, materials. Since SE WI WDA employs no staff, procurement is minimal.

15. Describe the cash management procedures.

Cash Receipts Processing - Revised 5/20/11
Clients that bring in Payment or Cash Daily:

1. *Write Daily Receipts for client with client name, amount, program they are paying for and SSN.*
2. *White copy of receipt goes to client, Yellow copy of receipt with cash or check and pink copy will stay in Receipt book.*
3. *Put the Yellow copy of receipt and payment in safe in Blue Bag.*

Checks received in Mail:

1. *Envelopes are given to Debbie T. to open and post checks to Daily Receipts Log Sheet.*
2. *It can take 15 entries on log sheet for checks and when completely filled the sheet is then totaled and put in the safe in Blue Bag.*
3. *Use an excel file for log sheets and make a deposit if total is over \$25,000 no matter how many lines are on the log sheet.*

Deposit and Reconciliation:

1. *Debbie S. will take from safe the Blue Bag when a completed log sheet is added with the yellow cash receipt and do the deposit for that day.*
2. *The receipts are entered into our Accounts Receivable system (AS400MOM) and a balance is given by each category that the client paid, ie (Placements, Foodshare, W2, General Relief).*
3. *Then the deposit sheet is filled out, cash and checks are totaled for balancing.*
4. *Then the checks, cash and deposit sheet are put in vault for deposit to the Treasurer.*
5. *The entries are made in the State CARES system for Foodshare, W2 and Medicaid.*

Deposit brought over to Treasurer:

6. *The deposit is brought over to Treasurer before 3:00 pm.*

MONTHLY RECONCILIATION

1. *Reconcile monthly with the AS400 and the deposit sheets and receipts.*
2. *Account for all receipt numbers and log sheet numbers.*
3. *Any discrepancies will be given immediately to the Fiscal manager for review.*

16. Describe the personnel policies and procedures.

SE WI WDA does not directly employ staff and so does not have personnel policies and procedures.

17. Describe the complaint process and procedures.

Each of the One-Stops in the SE WI WDA has an assigned One-Stop Complaint Coordinator who is the initial contact for any complaint. If the individual submitting the complaint is not satisfied with the response, then the next step in the complaint process is with the One-Stop manager or Department head, followed by the State DWD.

18. Describe the procedures to meet WIA audit requirements.

- *Audit required for vendors receiving more than \$25,000 per State audit guidelines.*
- *Audits must be received from contracted vendors will be received 6 months after end of fiscal year.*
- *Audit reports for Kenosha County send to Federal clearinghouse.*

19. **Attachment II** Quarterly Budget Information Summary.

See Attachment II.

20. Describe the document retention and destruction policy. 2 CFR Part 230, Att A, para. 2(g) requires that costs must be adequately documented. Required documentation may include, but is not limited to:

- Invoices/purchase orders;

- Original receipts;
- Credit card statements and verification of approval of credit card charges;
- Payroll and benefits information, including hiring approval and documentation of accrued sick and vacation leave;
- Grant and sub-grant approval; and
- Signed copies of each MOU.

Documents created and maintained by SE WI WDA's fiscal agent are retained physically and electronically for seven (7) years, unless individual county policies indicate that documents should be retained for a longer period.

ATTACHMENTS

Attachment A

WDB's Business Services Plan

Attach a copy of the WDB's regional Business Services Plan, and identify who, including workforce partners, participated in the development of that Plan. Describe how the Business Services Team coordinates with business services activities of partners, especially Job Service and Vocational Rehabilitation.

The 7-county Southeast Wisconsin Regional Business Services Team (RBST) began in October 2006 as a way for local business service teams and regional partners (see list below) to collaborate regionally to recruit for events, dislocations and employer information. The RBST has met in person monthly since its inception, and regularly communicates via email and phone.

Current members of the SE WI Regional Business Services Team (RBST):

First Name	Last Name	Job Title	Organization
Alice	Oliver	WDC Manager	Racine County Workforce Development Center
Barb	Welch	Supervisor	KCJC Business Services
Delores	Graves	Operations Manager	Milwaukee Area Workforce Investment Board
Kristin	Schroeder	Supervisor	RCWDC Business Services
John	Milisauskas	KCJC Manager	Kenosha County Job Center
Marilyn	Putz	WCJC Manager	Walworth County Job Center
Patricia	Johnson	DVR WDA Director	State of WI DWD-Division of Vocational Rehabilitation-SE WI WDA
Rene	O'Connor	District Director	Wisconsin Job Service-SE WI District
Staci	Eggert-Dziedzic	Business Services Manager	WOW Workforce Development Area
Jerry	Roberts	Business Services Manager	Milwaukee Area Workforce Investment Board
Lea	Collins- Worachek	DVR WDA Director	State of WI DWD-Division of Vocational Rehabilitation-Milwaukee WDA
Dick	Buschman	Consultant	Milwaukee Area Technical College
Beth	Norris	WDC Coordinator	Waukesha-Ozaukee-Washington Workforce Development Centers
Susan	Koehn	WDA Coordinator	SE WI Workforce Development Area
Rick	Heine	Business Services Rep.	Walworth County Job Center
Christine	Winkelman	Administrative Asst.	Kenosha County Job Center

Business Services Units function as the link connecting employers to talent. Business services staff are a vital part of a multi-partnered, workforce preparation and employment system that provides jobseekers, dislocated workers, and youth with information and access to a wide array

of job training, education, and employment services. The organizing principle for regional business services alignment is to produce seamless and integrated employer-focused services that are demand-driven and results- oriented.

RBST's goal is two-fold: (1) create a single-point of contact for businesses that are in need of workforce development services; and (2) to improve and streamline services to employers offered at the Job Centers across the region (Racine, Kenosha, Walworth, Milwaukee, Waukesha, Washington, and Ozaukee Counties).

Workforce development services are currently provided by Business Services staff at seven Job Centers across Southeastern Wisconsin, and are also accessible from multiple access points of service. Workforce development services vary across the three workforce development areas in the seven counties of the region; however, basic services are similar and include:

- Assistance with recruiting qualified applicants,
- Provision of labor market information & analysis,
- Employer events such as job fairs and recruitment offerings,
- Assistance with planning for workforce expansion or downsizing,
- Information on workplace & customized training, and
- Information on retention & post-employment services.

Local Business Services teams play a key role in the administration's efforts to implement throughout Wisconsin a coordinated workforce system that: (1) anticipates employer labor needs while building and strengthening Wisconsin's workforce; (2) supports the development of a highly qualified labor force; and (3) empowers individuals to pursue and retain good-paying careers.

Business Services staff reach out and develop relationships with area employers, and through these relationships, help establish local demand for trained workers and assist in matching customers with local job openings. A regional approach to Business Services assures a "no wrong door" policy throughout the M7 counties. Regional employers or employers near county lines are serviced more effectively and comprehensively when local teams communicate and collaborate. Employer demand and labor force data from seven counties instead of a single county is used to drive more effective regional system planning and response.

Going forward, an effective Regional Business Services team will provide:

- Multiple access points/no wrong door policy;
- Local "surveying" of employer demand for talent that can be uploaded to regional partners quickly and efficiently, improving regional alignment of training programs with actual demand;
- Pooling of resources in providing recruitment and educational opportunities for employers regionally;
- Seamless service for regional employers or employers near county lines;
- Greater opportunities for staff development through the pooling of funds and coordination of Business Services staff training on a regional basis;
- Continued industry sector development in the 7 County/3 WDA's Region as well as related employer focus groups; and
- Sharing of Business Services best practices

The Regional Business Services Team has identified and implemented a common job matching system, called Resume Matrix. The Southeastern Wisconsin Resume Matrix is now active in 6 of the 7 counties in the region. The website address for the Resume Matrix is as follows: <http://resumematrix.com> The Resume Matrix is a convenient way for employers to look through a pool of candidates without ever leaving their desk with no costs or no hidden fees. Employers can choose potential candidates based on their educational background, skills, certifications, experience and career objectives. The RBST is in the process of exploring and identifying a regional system for effective and affordable skills matching, such as Find.ly.

The RBST collaborates on staff development between the Regional Business Services Team Members as well as exchange of Business Services best practices. For example the Team organized an on-the-job training (OJT) best practices session so that counties who excel at OJT contracts can train other Business Service staff in the region. The session becomes similar to a training session with a time for Q & A.

The latest project of the Regional Business Services is the upgrading of their current Customer Relationship Management System CRM (employer database) with a more robust SAGE CRM database. The new system will be web-based and allow Regional Business Services staff to access the system from unlimited access points to track employers throughout the region. Local Business Service Reps. will have capabilities to view company details from other Counties so that they can keep a pulse on hiring, training and expansion efforts in our region. The consulting firm setting up the new system is Effective Solutions out of Brookfield, WI.

Once the new sales and marketing database is installed, it will store all leads, prospects and key activities to be shared across the region via the web. The system will automatically synchronize calendars and contacts between CRM and Outlook on a regular basis. Staff will also be able to attach emails that are received in Outlook to the appropriate Contact/Company in the CRM. The system also offers reporting tools built into the product, including the ability to create cross-tab reports, colorful charts and the ability to export any report to Microsoft Excel. Email marketing is integrated into the SageCRM software. This allows a user to create email templates and send email blasts directly from the SageCRM database. Last, an advanced survey feature will allow local and/or regional gathering of data with a touch of a button.

Attachment B**Memorandum of Understanding Template**

Memorandum of Understanding (MOU) Template between the WDB and each of the one-stop partners must be used. The only alteration(s) may be specific WDB additions that tailor the document to local circumstances. The document(s) require signatures that must be current within the past three (3) months. If the WDB has all partners sign one MOU, or, if the WDB uses a standard MOU for sign-off by each partner, attach one MOU. If each partner has a different MOU, attach a copy of each MOU.

**Memorandum of Understanding (MOU)
Pursuant to the Workforce Investment Act of 1998 (WIA)
For the Kenosha County Job Center - Comprehensive Job Center**

1. Parties: The parties to this Memorandum of Understanding (MOU) are:

- a. SE WI WDB – Kenosha County
8600 Sheridan Rd., Kenosha, WI 53143-6507

Contact: John Milisauskas, 262-697-4586

Fax: 262-697-4655 and e-mail: john.milisauskas@kenoshacounty.org
- b. Chief Local Elected Official: Jim Kreuser, County Executive, Kenosha County

1010 – 56 Street, Kenosha, WI 53140

Contact: Jennie Tunkieicz 262-653-2831

Fax: 262-653-2817 and e-mail jennie.tunkieicz@kenoshacounty.org
- c. One-Stop Operator: Kenosha County Department of Human Services

8600 Sheridan Rd., Kenosha, WI 53143-6507

Contact: John Jansen, 262-605-6524

Fax: 262-697-4655 and e-mail: john.jansen@kenoshacounty.org
- d. One-Stop Partner (hereafter Partner) organization name, acronym and related fund source description

Kenosha County Economic Support Programs/W-2, FSET and Child Support

8600 Sheridan Rd., Kenosha, WI 53141

Contact: Adelene Greene, 262-697-4564

Fax: 262-697-4563 and e-mail: adelene.greene@kenoshacounty.org
- e. One-Stop Partner organization name, acronym and related fund source description

Goodwill Industries (GWI)/W-2, FSET and WIA

8600 Sheridan Rd., Kenosha, WI 53143

Contact: Kevin Loef, 262-697-4521

Fax: 262-697-4563 and e-mail: kevin.loef@kenoshacounty.org

- f. One-Stop Partner organization name, acronym and related fund source description

Professional Services Group (PSG)/W-2, FSET and WIA

8600 Sheridan Rd., Kenosha, WI

Contact: Barb Welch, 262-697-4592

Fax: 262-697-4548 and e-mail: barb.welch@kenoshacounty.org

- g. One-Stop Partner organization name, acronym and related fund source description

Gateway Technical College (GTC)/W-2 and WIA

30 Ave., Kenosha, WI

Contact: Bryan Albrecht, 262- 564-3000

Fax: 262-564-3001 and e-mail: albrechtb@gtc.edu

- h. One-Stop Partner organization name, acronym and related fund source description

Wisconsin Job Service/Wagner-Peyser/TAA

8600 Sheridan Rd., Kenosha, WI

Contact: Rene O'Connor, 262-697-4710

Fax: 262-697-4717 and e-mail: rene.oconnor@dwd.wisconsin.gov

- i. One-Stop Partner organization name, acronym and related fund source description

Wisconsin Division of Vocational Rehabilitation (DVR)/

8600 Sheridan Rd., Kenosha, WI

Contact: Patricia Johnson, 262-638-7201

Fax: 262-638-7227 and e-mail: PatriciaL1.Johnson@dwd.wisconsin.gov

- j. One-Stop Partner organization name, acronym and related fund source description

Veterans Employment & Training

8600 Sheridan Rd., Kenosha, WI

Contact: Gerald Costello, 262-697-4707

Fax: 262-697-4717 and e-mail: gerald.costello@dwd.wisconsin.gov

- k. One-Stop Partner organization name, acronym and related fund source description
SER/Jobs for Progress/Senior Aides
611 W. National Ave., #310, Milwaukee, WI 53204
Contact: Briana Fox, 414-649-2640
Fax: 414-649-2644 and e-mail: bfox@ser-national.org
- l. One-Stop Partner organization name, acronym and related fund source description
City of Kenosha Housing Authority/Housing & Urban Development (HUD)/Rent Assistance/Homeownership Counseling/Family Self Sufficiency/Family Unification
Contact: Donna Cook, 262-653-4120
Fax: 262-653-4114 and e-mail: dcook@kenoshahud.com
- m. One-Stop Partner organization name, acronym and related fund source description
State of Wisconsin Division of Unemployment Insurance
(contact information pending)
- n. One-Stop Partner organization name, acronym and related fund source description
Veterans Employment & Training South Region Office
349 N. Peters Ave., Fond du Lac, WI 54935
Contact: Gary Meyer, 920-929-3652
Fax: 608-327-6046 and e-mail: gary.meyer@dwd.wisconsin.gov

Agreement between WDB, Chief Local Elected Official, the One-Stop-Operator(s) and the WIA (and Gubernatorial) Mandatory One-Stop Partners

1.) Services to be provided through the Job Center System

Describe:

- a) The services/functions provided at each Comprehensive Job Center.

The list of services at the Kenosha County Job Center/Human Services is:

Reception and information
Employment Central/job search and support
Employability Workshops
Education for Basic skills/GED/HSED
Computer skills lab
WIA Case Management & Training
Senior Aides
Job Corps
Veterans Employment & Training
County Veterans Office/veterans benefits
Business services
Economic support/W-2, FoodShares, BadgerCare and Children First
Child Support
Children & Family Services
Health Department
Aging & Disability Resource Center
Vocational Rehabilitation
HUD Section 8 Housing

- b) The Core services provided by each partner per their respective program/funding at Comprehensive Job Center, and the arrangements for providing those services.

Through the One-Stop Operator, the following Core services are provided through arrangement or competitive bid process awards:

Kenosha County Department of Human Services- Reception and information
Wisconsin Job Service-Employment Central/job search and support
Goodwill Industries-Employment Central/job search and support
Goodwill Industries-Employability workshops
Professional Services Group-Basic Career Planning
Professional Service Group-Basic Business Services
State Unemployment Insurance-Telephone or computer access for the public

- c) The Intensive and Training services provided by each partner, where appropriate, at each Comprehensive Job Center.

Through the One-Stop Operator, the following Intensive and Training services are provided through arrangement or competitive bid process awards:

Goodwill Industries-Intensive Employability Workshops
Gateway Technical College-Education for Basic skills/GED/HSED
Goodwill Industries-Computer skills lab
Goodwill Industries-WIA Adult Program services
Professional Services Group-Intensive Career Planning
Professional Service Group-Intensive Business Services
WI State AFL-CIO/L.E.T.C.-WIA Dislocated Worker Program services
Boys & Girls Club of Kenosha-WIA Youth Program services
Kenosha Human Development Services-WIA Homeless Youth services

2.) Costs of Services and Operating Costs for the Job Center System

Describe:

- a) How the costs of such services and the operating costs of the One-Stop delivery system will be funded. (By Comprehensive Job Center and/or the system within the Workforce Development Area).

The service and operating costs of the Kenosha County Job Center are funded through a variety of fund sources including Workforce Investment Act, Temporary Assistance for Needy Families/W-2 and FoodShares Employment & Training program. Organizations such as Wisconsin Job Service, Wisconsin Division of Vocational Rehabilitation, SER/Jobs for Progress/Senior Aides, DESI/Job Corps and Gateway Technical College use their own respective fund sources for services.

- b) OPTIONAL: Any agreements among WIA partners and/or sub-contractors relating to access of employer's job openings and job order postings on JobCenterofWisconsin.

No other written agreements exist.

3.) Methods for Referral of Individuals between One-Stop Operator and the Job Center Partners and between the Job Center Partners

Describe:

- c) The methods for referral of individuals between the One-Stop Operator and the One-Stop Partners, for the appropriate services and activities at each Comprehensive Job Center.

The methods of referral are direct between the services or arranged through e-mail or telephone call as appropriate.

- d) OPTIONAL: Any special agreements for confidentiality and data sharing.

There are no special agreements.

4.) Duration, Dispute Resolution, Withdrawal, Amendment and Severability

- a) **Duration:** This MOU shall remain in effect until terminated by the repeal of the *Workforce Investment Act of 1998* (WIA), otherwise by action of law, or in accordance with this section.

b) Dispute Resolution:

- i) Withdrawal from this MOU is with 30 days notice to the Director of the Kenosha County Department of Human Services and at which time all other parties will be notified and determination of what remains in effect
- ii) Resolution of any disputes between the partners in this MOU will be through the Kenosha County Job Center's Executive Management Team
- iii) Any amendments to this MOU will be implemented after 14 days notice to the partners in this MOU.
- iv) This MOU will remain in effect until it is no longer required.

c) Withdrawal: Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 120 calendar days in advance of the effective withdrawal date.

1. Notice of withdrawal shall be given to all parties at the addresses shown in Section 1 of this MOU, and to the contact persons so listed, considering any information updates received by the parties pursuant to Section 1.

2. Should any Job Center Partner withdraw, the MOU shall remain in effect with respect to other remaining Job Center Partners until the MOU is renegotiated.

3. Any failure to execute an MOU between a local WDB and a required partner must be reported to the Governor or State Board. In addition, any local area in which a local WDB has failed to execute an MOU with all of the required partners is not eligible for State incentive grants.

d) Amendments: The MOU may be amended at any time by written agreement of the parties. Assignment of responsibilities under this MOU by any of the parties shall be effective upon written notice to the other parties.

e) Severability: If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in force.

5.) Other provisions.

a) Any partner that delivers service to business shall participate in the development and implementation of the *Comprehensive Job Center's Business Services Plan* and the Business Services Team.

b) Any other provisions as determined locally.

6.) Attachments:

e) Attach other documents that are references in this MOU.


6.) Attachments:

- b) Attach other documents that are references in this MOU.

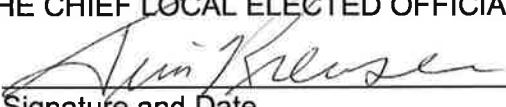
7.) Authority and Signatures

The individuals signing below have the authority to commit the party they represent to the terms of the MOU, and do so commit by signing below. Each signatory also agrees to work towards Job Center system measures and program performance measures.

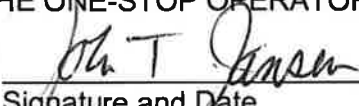
FOR THE SE WI WDB-KENOSHA COUNTY

 10/25/11
Signature and Date
Dan J. College Board Chairman
Name and Title

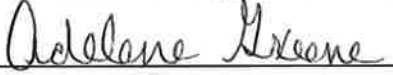
FOR THE CHIEF LOCAL ELECTED OFFICIAL

 10/25/11
Signature and Date
Tim Kreuser Kenosha Co Exec
Name and Title

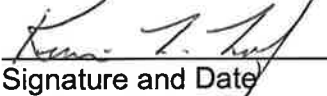
FOR THE ONE-STOP OPERATOR-KENOSHA COUNTY DEPT. OF HUMAN SERVICES

 10/21/11
Signature and Date
John Jensen, Director KCDHS
Name and Title

FOR THE KENOSHA COUNTY ECONOMIC SUPPORT PROGRAMS

 10/21/11
Signature and Date
Adelene Greene, DWD Director Kenosha
Name and Title

FOR GOODWILL INDUSTRIES

 10-21-11
Signature and Date
Kevin L. Loefer Director Kenosha Mission Service Goodwill
Name and Title

FOR PROFESSIONAL SERVICES GROUP

Barbara Welch 10/21/2011
Signature and Date

Barbara Welch, Supervisor, Business & Career Services
Name and Title

FOR GATEWAY TECHNICAL COLLEGE

Bryan Albrecht 10-24-11
Signature and Date

Bryan Albrecht President
Name and Title

FOR WISCONSIN JOB SERVICE

Rene O'Connor 10/24/11
Signature and Date

Rene O'CONNOR, WDA I Job Service Director
Name and Title

FOR THE STATE DIVISION OF VOCATIONAL REHABILITATION

Pat Johnson 10/24/11
Signature and Date

Patricia L Johnson, DVR Director
Name and Title

FOR VETERANS EMPLOYMENT & TRAINING SERVICES

Gerald M. Castello 10/24/11
Signature and Date

GERALD M. Castello Veterans Employment & Training Rep.
Name and Title

FOR SER-JOBS FOR PROGRESS

Brian Fox 10/28/11
Signature and Date

SER National SCSEP WI Coordinator Brian Fox
Name and Title

FOR THE STATE DIVISION OF UNEMPLOYMENT INSURANCE

Signature and Date

Name and Title

FOR CITY OF KENOSHA HOUSING AUTHORITY-HUD

Donna Cook 10/24/11
Signature and Date

Donna Cook Executive Director
Name and Title

FOR VETERANS EMPLOYMENT & TRAINING SERVICES SOUTH REGION OFFICE

Signature and Date

Name and Title

**Memorandum of Understanding
Pursuant to the Workforce Investment Act of 1998
For the Racine Comprehensive Job Center
Racine County Workforce Development Center**

1) Parties: The parties to this Memorandum of Understanding (MOU) are:

- a. Southeast Wisconsin Workforce Development Board (SE WI WDB) – Racine County:
1717 Taylor Avenue, Racine, WI 53403
Alice Y. Oliver – (262) 638-6620
(262) 638-6970 – alice.oliver@goracine.org

Racine County Workforce Development Board (RCWDB) – Racine County:
1717 Taylor Avenue, Racine, WI 53403
Alice Y. Oliver – (262) 638-6620
(262) 638-6970 – alice.oliver@goracine.org
- b. Chief Local Elected Official:
730 Wisconsin Avenue, Racine, WI 53403
James A. Ladwig, County Executive, Racine County
Alice Y. Oliver – (262) 638-6620
(262) 638-6970 – alice.oliver@goracine.org
- c. One-Stop Operator:
Racine County Human Services Department (RCHSD)
1717 Taylor Avenue, Racine, WI 53403
Alice Y. Oliver – (262) 638-6620
(262) 638-6970 – alice.oliver@goracine.org
- d. One-Stop Partner (hereafter Partner) organization name, acronym and related fund source description):

Racine County Human Services Department (RCHSD) – TANF/W2, FSET, WIA:
1717 Taylor Avenue, Racine, WI 53403
Jonathan Delagrave – (262) 638-6319
(262) 638-6669 – jonathan.delagrave@goracine.org
- e. Gateway Technical College (GTC) – Adult Education and Family Literacy (WIA-Title II):
3520 – 30th Avenue, Kenosha, WI 53144
Bryan Albrecht – (262) 564-3014
(262) 564-2287 – albrechtb@gtc.edu
- f. WI State DWD Job Service (DWD) – Labor Exchange for Wagner-Peyser (WIA-Title III):
8600 Sheridan Road, Kenosha, WI 53143
Rene O'Connor – (262) 697-4710
(262) 697-4717 – rene.oconnor@dwdwisconsin.gov

- g. WI State DWD Job Service (DWD) Trade Adjustment Assistance (and NAFTA-TAA):
8600 Sheridan Road, Kenosha, WI 53143
Rene O'Connor – (262) 697-4710
(262) 697-4717 – rene.oconnor@dwd.wisconsin.gov
- h. WI State DWD Office of Veterans Services (DWD) - Veterans Employment and Training Services and local veteran's outreach programs:
8600 Sheridan Road, Kenosha, WI 53143
Gerald Costello, Local – (262) 697-4707, (262) 697-4717
gerald.costello@dwd.wisconsin.gov
349 N. Peters Avenue, Fond du Lac, WI 54935
Gary Meyer, Regional – (920) 929-3652, (608) 327-6046
Gary.Meyer@dwd.wisconsin.gov
- i. WI State DWD Vocational Rehabilitation (DVR) - (WIA Title IV):
1516 S. Green Bay Road, Suite 100, Racine, WI 53406
Patricia Johnson – (262) 638-7201
(262) 638-7227 – patriciaL1.Johnson@dwd.wisconsin.gov
- j. SER National Senior Community Service Employment Program (SER) – Older Americans Act:
611 W. National Avenue, Suite 310, Milwaukee, WI 53204
Briana Fox – (414) 649-2640
(414) 649-2644 – bfox@ser-national.org
- k. Gateway Technical College (GTC) – Carl D. Perkins Vocational and Applied Technology Education:
3520 – 30th Avenue, Kenosha, WI 53144
Bryan Albrecht – (262) 564-3014
(262) 564-2287 – albrechtb@gtc.edu
- l. WI State DWD, Division of Unemployment Insurance – Unemployment Insurance:
6081 N. Teutonia Avenue
Milwaukee, WI 53209-3644
UI Representative – (414)
(414)
- m. Partner (insert additional partners as needed.)
Racine County Economic Development Corporation (RCEDC)
2320 Renaissance Blvd, Sturtevant, WI 53177
Gordon Kacala – (262) 898-7412
(262) 898-7401 – gkacala@racinecountyedc.org
- n. Racine Area Manufacturers and Commerce (RAMAC)
300 Fifth Street, Racine, WI 53403
Michael Kobylka II – (262) 634-1931
(262) 634-7422 – mkobylka@racinechamber.com
- o. UW-Parkside (UWP)
900 Wood Road, Kenosha, WI 53141
Deborah Ford – (262) 595-2211
(262) 595-2630 – deborah.ford@uwp.edu

The information above may be updated as needed by giving written notice to all parties.

Agreement between WDB, Chief Local Elected Official, the One-Stop-Operator(s) and the WIA (and Gubernatorial) Mandatory One-Stop Partners

1) Services to be provided through the Job Center System

Describe:

- a) The services/functions provided at each Comprehensive Job Center.

The Racine County Workforce Development Center offers a myriad of employment and training services to meet the talent development needs of area employers and job seekers. Services are organized into three sequential categories of assistance based on the needs of the customer. Core services are available to all job seekers age 14 and older, regardless of income or skill level. Core services include:

- Employment Resource Room
- Job Search and Career Development Instruction
- Career Counseling and Assessment
- Academic Improvement
- Vocational Skills Training
- Business Services

Intensive services are available to dislocated workers or other adults who are unemployed and unable to find work through core services. Individuals who are employed but who are determined by the one-stop operator to be in need of intensive services to obtain or maintain employment that leads to self-sufficiency are also eligible for intensive services. Intensive services include:

- Comprehensive and specialized assessment of skill levels;
- Development of an individual employment plan;
- Group counseling;
- Case management; and
- Short-term pre-vocational services

Individuals who are unable to obtain or retain employment through intensive services may be eligible to participate in training services; training services must be linked to occupations shown to be in demand within the local area. Adults typically access training through individualized training accounts. Training services may include:

- Individual training accounts (the main vehicle by which individuals access training);
- On-the-job training; and

- Customized training tied to an employer's commitment to hire the trainee upon successful completion of training.
- b) The Core services provided by each partner per their respective program/funding at Comprehensive Job Center, and the arrangements for providing those services.

Current one-stop partners deliver core services based on one of the following conditions: memorandum of understanding, contractual, or operating agreement.

One-stop Partner	Fund Source
Racine County Human Services Department	WIA Adult, Youth and Dislocated Worker
Racine County Human Services Department	TANF – W2
Gateway Technical College	Adult Education/Tax Levy
DWD Job Service	Labor Exchange/Wagner Peyser
DWD DVR	Vocational Rehabilitation
Racine County Human Services Department	Food Stamp Employment and Training
Racine County Human Services Department	Children First

- c) The Intensive and Training services provided by each partner, where appropriate, at each Comprehensive Job Center.

Program/Services	Partner responsible for Intensive Service Provision
TANF - W2	Racine County Human Services Department
Food Stamp Employment and Training	Racine County Human Services Department
WIA Adult	Racine County WDB/HSD
WIA Youth	Racine County WDB/HSD
WIA Dislocated Worker	Racine County WDB/HSD
Adult Education and Family Literacy	Gateway Technical College
Senior Community Service Employment Program	SER National SCSEP WI
Vocational and Applied Technology Education	Gateway Technical College
Division of Vocational Rehabilitation	DWD Division of Vocational Rehabilitation
Trade Adjustment Assistance	DWD Job Service
Veterans Employment and Training Services	DWD Office of Veterans Services

One-stop partner programs funded by the Department of Labor (DOL) will provide veterans and eligible spouses priority of service in accordance with the Jobs for Veteran's Act (PL107-288).

2) Costs of Services and Operating Costs for the Job Center System

Describe:

- a) How the costs of such services and the operating costs of the One-Stop delivery system will be funded. (By Comprehensive Job Center and/or the system within the Workforce Development Area).

Funding for all core services is shared through a cost allocation methodology utilizing customer flow as the basis. All One-Stop Partners who integrate their services into the Racine County Workforce Development Center will be required to contribute to core services in the manner described above. Infrastructure costs are distributed through a cost allocation methodology utilizing number of staff employed through each funding source as a basis. Infrastructure is defined as the following: Reception, Janitorial, Maintenance, Computer Support, Mail Room Operations, Security, Rent, and Management.

- b) OPTIONAL: Any agreements among WIA partners and/or sub-contractors relating to access of employer's job openings and job order postings on JobCenterofWisconsin.

No other written agreements exist

3) Methods for Referral of Individuals between One-Stop Operator and the Job Center Partners and between the Job Center Partners

Describe:

- a) The methods for referral of individuals between the One-Stop Operator and the One-Stop Partners, for the appropriate services and activities at each Comprehensive Job Center.

Information regarding all intensive programs is provided to customers through core services and via an electronic menu of services. The WDC offers one system of workforce development for all individuals; therefore, co-enrollments in programs identified above will not occur unless there is a specific intensive service or training service that can be provided through enrollment in an additional program.

- b) OPTIONAL: Any special agreements for confidentiality and data sharing.

There are no special agreements

4) Duration, Dispute Resolution, Withdrawal, Amendment and Severability

- a) **Duration:** This MOU shall remain in effect until terminated by the repeal of the *Workforce Investment Act of 1998* (WIA), otherwise by action of law, or in accordance with this section.

- b) **Dispute Resolution:** The process for dispute resolution should describe the following: a) Withdrawal from the MOU – length of notice required before withdrawal; process for notifying all parties; and detail on what does remain in effect if any partner withdraws; b) Resolution of disputes; c) Amendment of the MOU; and d) Severability of the MOU.

- 1) **Withdrawal:** Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 120 calendar days in advance of the effective withdrawal date.

Notice of the withdrawal shall be given to all parties at the addresses shown in Part 1 of this MOU, and to the contact persons so listed, considering any information updates received by the parties pursuant to Part 1.

Should any Workforce Development Center Partner withdraw, the MOU shall remain in effect with respect to other remaining Workforce Development Center Partners until the MOU is renegotiated.

- 2) **Resolution of disputes:** The parties to the dispute will attempt to resolve the dispute informally through discussion.

If unable to resolve the dispute informally, the Workforce Development Center Manager will convene the parties for mediation.

If unable to resolve the dispute through mediation, the Director of the Racine County Department of Human Services (the One-Stop Operator) will convene the parties for discussion and a resolution.

- 3) **Amendment:** Any amendments to the MOU shall be effective upon written notice to the other parties.

- 4) **Severability:** The MOU shall remain in effect until it is no longer required.

- c) **Withdrawal:** Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 120 calendar days in advance of the effective withdrawal date.

1. Notice of withdrawal shall be given to all parties at the addresses shown in Section 1 of this MOU, and to the contact persons so listed, considering any information updates received by the parties pursuant to Section 1.

2. Should any Job Center Partner withdraw, the MOU shall remain in effect with respect to other remaining Job Center Partners until the MOU is renegotiated.

3. Any failure to execute an MOU between a local WDB and a required partner must be reported to the Governor or State Board. In addition, any local area in which a local WDB has failed to execute an MOU with all of the required partners is not eligible for State incentive grants.

- d) **Amendments:** The MOU may be amended at any time by written agreement of the parties. Assignment of responsibilities under this MOU by any of the parties shall be effective upon written notice to the other parties.
- e) **Severability:** If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in force.

5) Other provisions.

- a) Any partner that delivers service to business shall participate in the development and implementation of the *Comprehensive Job Center's Business Services Plan* and the Business Services Team.
- b) Any other provisions as determined locally.

6) Attachments:

- a. Attach other documents that are references in this MOU.

5) Authority and Signatures

The individuals signing below have the authority to commit the party they represent to the terms of the MOU, and do so commit by signing below. Each signatory also agrees to work towards Job Center system measures and program performance measures.

FOR THE (Southeast Wisconsin Workforce Development Board)

 10/05/2011
Signature and Date

Don Gillespie, Chair, Southeastern Wisconsin Workforce Development Board
Name and Title

FOR THE (Racine County Workforce Development Board)

 10/26/11
Signature and Date


Michael E. Batten, Chair, Racine County Workforce Development Board
Name and Title

FOR THE (Chief Local Elected Official)

 10/25/11
Signature and Date

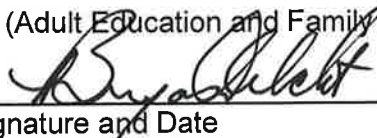
James A. Ladwig, Racine County Executive
Name and Title

FOR THE (Racine County Human Service Department)

 10/25/11
Signature and Date

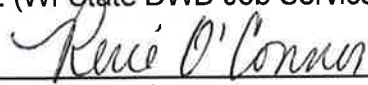
Jonathan Delagrave, Human Service Director
Name and Title

FOR THE (Adult Education and Family Literacy)

 10/25/11
Signature and Date


Bryan Albrecht, President
Name and Title

FOR THE (WI State DWD Job Service)

 10/25/11
Signature and Date

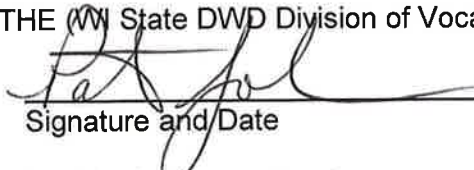
Rene O'Connor, WDA 1 Job Service Director
Name and Title

FOR THE (WI State DWD Office of Veterans Services)

 10/24/11
Signature and Date

Gerald Costello, Local Veterans Employment and Training Representative
Name and Title

FOR THE (WI State DWD Division of Vocational Rehabilitation)

 10/24/11
Signature and Date

Patricia Johnson, Director
Name and Title

FOR THE (SER National Senior Community Service Employment Program)

 10/28/11
Signature and Date

Briana Fox, SER National SCSEP WI Coordinator
(Name and Title)

FOR THE (Racine County Economic Development Corporation)

Gordon Kacala 10/24/11
Signature and Date

Gordon Kacala, Executive Director
(Name and Title)

FOR THE (Racine Area Manufacturers and Commerce)

Michael Kobylka 10/26/11
Signature and Date

Michael Kobylka, II, President
(Name and Title)

FOR THE (University of Wisconsin Parkside)

Deborah Ford 10/28/11
Signature and Date

Deborah Ford, Chancellor
(Name and Title)

FOR THE (WI State DWD, Division of Unemployment Insurance – UI)

Signature and Date

Name and Title

FOR THE (WI State DWD Office of Veterans Services)

Signature and Date

Gary Meyer, Southern Regional Supervisor

Name and Title

TEMPLATE
Memorandum of Understanding
Pursuant to the Workforce Investment Act of 1998
For the Walworth County Comprehensive Job Center

1. Parties: The parties to this Memorandum of Understanding (MOU) are:

- a. SE Wisconsin Tri-County Workforce Development Board
8600 Sheridan Road Suite 100
Kenosha, WI 53143-6507

Susan Koehn 262-957-6760
No fax. kskoehn@sbcglobal.net

- b. Jim Kreuser Chief Local Elected Official
1010 56th Street, Third Floor
Kenosha, Wisconsin 53140
Phone: 262-653-2600
Fax: 262-653-2817
County.Executive@kenoshacounty.org

- c. Kaiser Group, Inc.
1000 E. Centralia St., Elkhorn, WI 53121
Marilyn Putz 262.741.5274
Fax 262.741.5285 mputz@dwfs.us

- d. The Mandatory partners to this MOU include those listed below.

- Community Action of Rock and Walworth Counties, Inc.
Community Services Block Grant (CSBG)
Lisa Furseth 608-755-2472
Fax 608-755-2246 lfurseth@community-action.org
- Kaiser Group, Inc.
WIA activities for Adults, Youth & Dislocated Workers (WIA Title I)
Marilyn Putz 262.741.5274
Fax 262.741.5285 mputz@dwfs.us
- Gateway Technical College
Adult Education and Family Literacy (WIA Title II)
Michael O'Donnell 262-741-8538
Fax 262-741-8201 odonnellm@gtc.edu

- WI State DWD Job Service
Labor Exchange for Wagner-Peyser (WIA Title III)
Rene O'Connor 262-697-4710
Fax 262-697-4717 Rene.OConnor@dwd.wisconsin.gov
- WI State DWD Job Service
Trade Adjustment Assistance (and NAFTA-TAA)
Rene O'Connor 262-697-4710
Fax 262-697-4717 Rene.OConnor@dwd.wisconsin.gov
- WI State DWD Office of Veterans Employment Services
Veterans E & T Services & local veteran's outreach programs
Local Contact
Jerry Costello 262-697 4707
Fax 262-697-4717 Jerry.Costello@dwd.wisconsin.gov

Veterans Employment & Training South Region Office
Gary Meyer 920-929-3652
Fax 608-327-6046 gary.meyer@dwd.wisconsin.gov
- WI State DWD Division of Vocational Rehabilitation
Vocational Rehabilitation (WIA Title IV)
Patricia Johnson 262-638-7201
Fax 262-638-7227 PatriciaL1.Johnson@dwd.wisconsin.gov
- Kaiser Group, Inc.
Temporary Assistance to Needy Families/WI W-2 Employment & Training
Marilyn Putz 262.741.5274
Fax 262.741.5285 mputz@dwfs.us
- Kaiser Group, Inc.
Food Share Employment & Training (FSET)
Marilyn Putz 262.741.5274
Fax 262.741.5285 mputz@dwfs.us
- SER-Jobs for Progress National Inc.
Senior Community Service Employment Program (SCSEP)
Briana Fox 414-649-2640
Fax: 414-649-2644 BFox@Ser-National.Org
- Gateway Technical College
Carl D. Perkins Vocational and Applied Technology Education

Michael O'Donnell 262-741-8538
Fax 262-741-8201 odonnellm@gtc.edu

- Community Action of Rock and Walworth Counties, Inc.
Housing and Urban Development Section 8 Housing/Employment & Training
Lisa Furseth 608-755-2472
Fax 608-755-2246 lfurseth@community-action.org
- WI State DWD, Division of Unemployment Insurance
Unemployment Insurance
DWD appointment
- WI State DWD Job Service
Migrant and Seasonal Farmworker Employment and Training Program
Rene O'Connor 262-697-4710
Fax 262-697-4717 Rene.OConnor@dwd.wisconsin.gov

e. Additional Partners

- Walworth County Economic Development Alliance
Local and Regional Economic Development Programs
Mike Van Den Bosch 262-741-8134
Fax 262-741-8529 mike@walworthbusiness.com
- Walworth County Literacy Council
Adult Literacy Services
Judy Stone 262-877-3988
No Fax jcstone48@yahoo.com
- Walworth County Health and Human Services
Income Maintenance Programs (MA and FS)
Linda Seemeyer 262-741-3311
Fax 262-741-3715 lseemeyer@co.walworth.wi.us

Agreement between WDB, Chief Local Elected Official, the One-Stop-Operator(s) and the WIA (and Gubernatorial) Mandatory One-Stop Partners

1) Services to be provided through the Job Center System

Describe:

- a) The following services/functions are provided at the Walworth County Comprehensive Job Center.

- Resource Room
- Re-Employment Services Workshops (RES)
- Workshops
- Career Planning and Counseling
- National Career Readiness Certificate (NCRC)
- WIA Adult, DW and Youth Services
- Financial Literacy
- Job Center Marketing
- Program Intake
- Business Services
- Literacy Services
- Work Permits
- Veterans Employment and Training Services
- Bonding
- Work Opportunity Tax Credit
- DET Call Center
- Civil Service Typing Test
- TANF (W-2)
- FSET
- Trade Adjustment Act (TAA)
- Vocational Rehabilitation Services
- Senior Community Service Employment Program
- Income Maintenance Programs

- b) The Core services provided by each partner per their respective program/funding at Comprehensive Job Center, and the arrangements for providing those services.

Resource Room - the OSO supports the full service Resource Room with staff, supplies and equipment. Wisconsin Job Service assists with supplemental staff and additional computers and equipment. Access to job postings, career information, resume assistance, employer information, internet, fax and information on filing for Unemployment Insurance and access to telephones and computers to file for UI is available.

Re-Employment Services Workshops (RES) – Wisconsin Job Service conducts RES Workshops for dislocated workers. Within the workshop the WIA provider, Kaiser Group, gives an overview of WIA services.

Workshops – the OSO and community partners provide workshops on job seeking, labor market and life skills topics.

Career Planning and Counseling – the OSO provides workshops, resource materials and individual counseling sessions with certified Career Development Facilitators. The Resource Room staff facilitate the independent use of WisCareers and Career Cruising.

National Career Readiness Certificate (NCRC) – the OSO and Job Service provide information and orientation and the Business Services Team works with employers to recognize the NCRC in their hiring protocol.

WIA Adult, DW and Youth Services – the Kaiser Group, Inc. is the provider of WIA services which are provided at the Job Center. Youth Services are often provided at the school sites in cooperation with school staff and services. All partner staff provide information on WIA and refer participants as a function of their provision of their program services.

Financial Literacy- the OSO coordinates financial workshops which are conducted at the Job Center by local banking institutions.

Job Center Marketing - OSO coordinates and funds from multiple fund sources general Job Center Marketing, partners may fund program specific marketing.

Intake - OSO staffs the reception area which is funded from multiple funding sources and coordinates intake for universal customers, partners provide intake for their specific programs.

Business Services – OSO coordinates Business Services. The following partners provide business services jointly or individually for their program participants: Kaiser Group, Inc., Wisconsin Job Service, Walworth County Economic Development Alliance, Division of Vocational Rehabilitation, Wisconsin DWD Office of Veterans Services. Services include information on or assistance with filling job orders, job fairs, recruitment fairs, workshops, etc.

Literacy Services – Walworth County Literacy Council provides computer literacy classes at the Job Center.

Work Permits – OSO issues work permits to minors seeking employment.

Veterans Employment and Training Services – DWD Office of Veterans Services provides remote and on-site case management and placement assistance to veterans.

Bonding – Job Service staff provide access to federal bonding administered through Wisconsin Job Service

Work Opportunity Tax Credit – Job Service staff provide employer access to tax credits for hiring eligible job seekers

DET Call Center – Job Service staff are located at this Job Center while on duty on the DET Call Center

Civil Service Typing Test – Job Service staff proctor required Civil Service Typing Test for Civil Service applicants

- c) The Intensive and Training services provided by each partner, where appropriate, at each Comprehensive Job Center.

One-stop partner programs funded by the Department of Labor (DOL) will provide veteran's and eligible spouses priority of service in accordance with the Jobs for Veteran's Act (PL107-288).

WIA Adult, DW and Youth Services – the Kaiser Group, Inc. is the provider of WIA enrollment, case management and training services which are provided at the Job Center. Youth Services are also provided at the school sites in cooperation with school staff and services.

Financial Literacy Counseling - Case managers in partner programs provide individual financial counseling as appropriate and the OSO coordinates financial workshops conducted at the Job Center by local banking institutions.

TANF (W-2) and FSET - Kaiser Group, Inc. and Walworth County Department of Health and Human Services provide support and employment and employment and training services to eligible customers.

Trade Adjustment Act – Wisconsin Job Service provides this service remotely and coordinates with Job Center staff as appropriate for co-enrollment.

Vocational Rehabilitation Services – DVR staff and their vendors provide vocational rehabilitation services and the DVR consumers use additional non-DVR Job Center services as needed.

Senior Community Service Employment Program – Program receives referral through the Job Center and uses Job Center facilities and serves as needed.

Income Maintenance Programs – IM cases assigned to on-site Walworth County Department of Health and Human Services IM worker are supported at the Job Center.

National Career Readiness Certificate (NCRC) – the OSO and Job Service proctor tests for the NCRC .

Veterans Employment and Training Services – DWD Office of Veterans Services provides remote and on-site case management and placement assistance to veterans.

2) Costs of Services and Operating Costs for the Job Center System

Describe:

- a) How the costs of such services and the operating costs of the One-Stop delivery system will be funded. (By Comprehensive Job Center and/or the system within the Workforce Development Area).

On site partners in the Walworth County Job Center fund their operations from their respective funding sources. Each on-site partner has a lease with the landlord which is Gateway Technical College. The leases are all-inclusive, except for telephone. The leases include space for their staff and relative common space. Telephone costs are split between the partners who use the system. The One Stop Operator's lease includes office space for their staff, the Resource Room, reception office, computer/training labs and relative common space and provides related office supplies. The One-Stop-Operator allocates these costs to the respective programs they operate: WIA, W-2, Children First and FSET. Each partner provides its own computer equipment and office and desk supplies. High Speed internet is accessed through Badger Net and additionally the OSO funds wireless internet throughout the Job Center facility.

- b) OPTIONAL: Any agreements among WIA partners and/or sub-contractors relating to access of employer's job openings and job order postings on JobCenterofWisconsin.

There are no agreements among partners or sub-contractors relating to job openings.

4) Methods for Referral of Individuals between One-Stop Operator and the Job Center Partners and between the Job Center Partners

Describe:

- a) The methods for referral of individuals between the One-Stop Operator and the One-Stop Partners, for the appropriate services and activities at each Comprehensive Job Center.

There are no formal, multi-step, paper-intensive methods used for referrals between the OSO and the Partners. Referrals are made in the manner most convenient and appropriate for the customer. The processes used include:

- introducing the customer personally to the referred agency
- giving the customer an application for the referred agency's program
- telephone referral
- giving customer the business card of the contact for the referred agency's program
- referring the customer to the intake process for the referred agency

- b) OPTIONAL: Any special agreements for confidentiality and data sharing.

There are no agreements, when needed an agency's Release of Information document is used to share needed information.

5) Duration, Dispute Resolution, Withdrawal, Amendment and Severability

- a) **Duration:** This MOU shall remain in effect until terminated by the repeal of the *Workforce Investment Act of 1998* (WIA), otherwise by action of law, or in accordance with this section.
- b) **Dispute Resolution:** The process for dispute resolution should describe the following:
 - a) Withdrawal from the MOU – length of notice required before withdrawal; process for notifying all parties; and detail on what does remain in effect if any partner withdraws;
 - b) Resolution of disputes; c) Amendment of the MOU; and d) Severability of the MOU.

The process for dispute resolution is:

- 1) The parties to the dispute will attempt to resolve the dispute informally through discussion.
 - 2) If unable to resolve the dispute informally, the OSO's Job Center Manager will convene the parties for mediation.
 - 3) If unable to resolve the dispute through mediation, the Chair of the Walworth County Workforce Development Board and the Chair of the SE Wisconsin Tri-County Workforce Development Board will convene the parties for discussion and a resolution.
- c) **Withdrawal:** Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 120 calendar days in advance of the effective withdrawal date.
- 1. Notice of withdrawal shall be given to all parties at the addresses shown in Section 1 of this MOU, and to the contact persons so listed, considering any information updates received by the parties pursuant to Section 1.
 - 2. Should any Job Center Partner withdraw, the MOU shall remain in effect with respect to other remaining Job Center Partners until the MOU is renegotiated.
 - 3. Any failure to execute an MOU between a local WDB and a required partner must be reported to the Governor or State Board. In addition, any local area in which a local WDB has failed to execute an MOU with all of the required partners is not eligible for State incentive grants.
- d) **Amendments:** The MOU may be amended at any time by written agreement of the parties. Assignment of responsibilities under this MOU by any of the parties shall be effective upon written notice to the other parties.

- e) **Severability:** If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in force.

5.) Other provisions.

- a) Any partner that delivers service to business shall participate in the development and implementation of the *Comprehensive Job Center's Business Services Plan* and the Business Services Team.
- b) The only local provisions are participation in the Regional Business Team and its regional activities.

6.) Attachments:

- a) Attach other documents that are references in this MOU.

6) Authority and Signatures

The individuals signing below have the authority to commit the party they represent to the terms of the MOU, and do so commit by signing below. Each signatory also agrees to work towards Job Center system measures and program performance measures.

FOR THE SE WISCONSIN WORKFORCE DEVELOPMENT BOARD

Susan M Koehn 10-25-11
Signature and Date

Susan M Koehn, WDA Coordinator
Name and Title

FOR THE CHIEF LOCAL ELECTED OFFICIAL

Jim Kreuser 10/25/11
Signature and Date

Jim Kreuser Kenosha Co. Exec
Name and Title

FOR THE ONE STOP OPERATOR – KAISER GROUP, INC.

Marilyn Putz 10-25-11
Signature and Date

Marilyn Putz Vice President - Walworth Operations
Name and Title

FOR THE MANDATORY ONE STOP PARTNERS

FOR Community Action of Rock and Walworth Counties, Inc.

 10/19/11


Signature and Date

Lisa Furseth, Executive Director

Name and Title

FOR THE MANDATORY ONE STOP PARTNERS

- FOR Gateway Technical College
Carl D. Perkins Vocational and Applied Technology Education
- Gateway Technical College
Adult Education and Family Literacy (WIA Title II)

 10-24-11

Signature and Date

 CFO

Name and Title

FOR THE MANDATORY ONE STOP PARTNERS

FOR WI State DWD Job Service

René O'Connor 10/25/11
Signature and Date

René O'CONNOR, WDA 1 Director, Job Service
Name and Title

FOR WI State DWD Office of Veterans Employment Services

Gerald M. Costello 10/25/11
Signature and Date

GERALD M. Costello Veterans Employment & Training Rep.
Name and Title

FOR THE MANDATORY ONE STOP PARTNERS

WI State DWD Division of Vocational Rehabilitation

 Oct 19, 2011

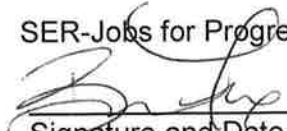
Signature and Date

Patricia L Johnson Director, Division of
Vocational Rehabilitation, WDAI


Name and Title

FOR THE MANDATORY ONE STOP PARTNERS

FOR SER-Jobs for Progress National Inc.

 10/14/11

Signature and Date

 SCSEPLW Coordinator

Name and Title

FOR THE MANDATORY ONE STOP PARTNERS

FOR Kaiser Group, Inc.

Marilyn Putz 10-25-11
Signature and Date

Marilyn Putz Vice President - Walworth Operations
Name and Title

FOR WI State DWD, Division of Unemployment Insurance
DWD Appointment

Signature and Date

Name and Title

FOR ADDITIONAL PARTNERS

FOR Walworth County Economic Development Alliance

 10/17/11

Signature and Date

Michael Van Den Bosch Executive Director

Name and Title

FOR Walworth County Literacy Council

 10-18-11

Signature and Date

Judith C. Stone Treasurer

Name and Title

FOR VETERANS EMPLOYMENT & TRAINING SERVICES SOUTH REGION OFFICE

Signature and Date

Name and Title

Attachment C Comprehensive and Affiliated Sites Template
One-Stop Comprehensive and Affiliated Sites

Comprehensive Job Centers

Name of the Job Center: **Kenosha County Job Center**

Address: 8600 Sheridan Rd., Kenosha, WI 54143-6507

General Phone Number: 262-697-4500

Name of the Manager: John Milisauskas

Phone Number: 262-697-4586

Fax Number: 262-697-4655

E-mail: john.milisauskas@kenoshacounty.org

WIA partner(s): Kenosha County & Department of Human Services
 Goodwill Industries Inc.
 Gateway Technical College
 Wisconsin Job Service
 Wisconsin Department of Vocational Rehabilitation
 Professional Services Group
 Boys & Girls Club of Kenosha
 Kenosha Human Development Services
 DESI/Job Corps
 SER Jobs for Progress/Senior Aides
 Veterans' Employment & Training Services

Name of the Job Center: **Racine County Workforce Development Center**

Address: 1717 Taylor Ave., Racine, WI

General Phone Number: 262-638-6312

Fax Number: 262-638-6801

Name of the Manager: Alice Oliver

Phone Number: 262-638-6620

E-mail: alice.oliver@goracine.org

WIA partner(s): Racine County & Department of Human Services
 Racine Area Manufacturers & Commerce
 Gateway Technical College
 SER Jobs for Progress/Senior Aides
 Wisconsin Department of Vocational Rehabilitation
 Wisconsin Job Service
 Veterans Employment & Training Services

Name of the Job Center: **Walworth County Job Center**

Address: 1000 E. Centralia Ave., Elkhorn, WI

General Phone Number: 262-741-5180

Name of the Manager: Marilyn Putz

Phone Number: 262-741-5274

Fax Number: 262-741-5185

E-mail: mputz@dwfs.us

WIA partner(s): Walworth County & Department of Health & Human Services
Kaiser Group, Inc.
Gateway Technical College
Wisconsin Job Service
Wisconsin Department of Vocational Rehabilitation
Veterans' Employment & Training Services
Walworth County Economic Development Alliance
Walworth County Literacy Council

Other Service Location:

Name of the Job Center: **Racine County Workforce Development Center - Burlington**

Address: 496 McCanna Parkway, Room 119, Burlington, WI 53105

General Phone Number: 262-767-5399

Fax Number: 262-767-5398

Name of the Manager: Alice Oliver

Phone Number: 262-638-6620

E-mail: alice.oliver@goracine.org

WIA partner(s): Racine County & Department of Human Services

Attachment D

Local Technical Assistance Training Provide a summary, and include copies, or, list hypertext links of any area's technical assistance and training materials being used to train WIA staff, other WIA partner's staff and WIA training providers.

SE WI WDA EMPLOYMENT CONSULTANT GUIDE WIA (Workforce Investment Act) Revised 1/24/11

Summary of WIA Goals and Implementation Process

The goal of WIA is to assist job seekers in obtaining meaningful employment. WIA is a workforce attachment program.

WIA case managers will meet with the customer, determine if the individual is eligible under Dislocated Worker must meet criteria 1-3 and one of the criteria a-e

1. Dislocated from employment within previous five years.
 2. Either previous work history of two years if age 22 or older; previous work history of four years if age 21 or younger or a dislocation that is the result of a permanent plant or facility closing or substantial layoff regardless of work history.
 3. No specific recall date from the employer.
- a) Has been terminated or laid off, or who as received a notice of termination or layoff from employment; and
 1. Is eligible for or has exhausted entitlement to unemployment compensation; or
 2. Has been employed for a duration sufficient to demonstrate, to the appropriate entity at the one-stop center, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services of an employer that was not covered under the State unemployment compensation law; and
 3. Is unlikely to return to the previous industry or occupation;
 - b) Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of , or any substantial layoff at, a plant, facility, or enterprise;
 - c) Is employed at a facility at which the employer has made a general announcement that such facility will close with 180 days; or for the purposes of eligibility to receive services other than training services, intensive services or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
 - d) Was self-employed but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
 - e) Is a displaced homemaker.

To be eligible WIA Adult program, the customer must be 18 years of age or older and a US Citizen or eligible to work in the United States.

In each program, Dislocated Worker and Adult, males must be registered with the Selective Service. Verification can be done by using the internet at <http://www.sss.gov/>

For training assistance financial eligibility see County ITA Funding Policy. Determining income for participants in the WIA Adult and Dislocated can be done by using the following documents:

tax return (Adjusted Gross Income), W2 statement when looking at income during the previous calendar year. We may also look at the income from the most recent or "past" two months (multiplied by 6.5). In this case use check stubs. Unemployment Insurance payments are counted as income. **Look at only the individual's income, not the family income. Please see attached calculation sheet, also Excel formula.**

There are 3 service levels provided in the WIA Program; core services, intensive services and training services.

- **Core services** include initial needs assessment to include interests, aptitude, skill levels, job search and placement assistance as well as career counseling. To be admitted into the program a job seeker should have been actively job searching for a reasonable period of time (approximately one-month, this is a rule of thumb and individual circumstances may vary) with no success in obtaining meaningful employment. Core services include the Resource Room, Career Development, Academic Improvement and Workshops.
- **Intensive services** may include specialized assessment of skill levels, diagnostic testing, in-depth evaluation to determine employment barriers as well as soft skills i.e. professional conduct, punctuality, interviewing skills etc. These services are provided directly by the EC or through an individual plan developed with the customer and guided by the EC.
- **Training services** are the 3rd tier in the WIA continuum and are designed for customers who are unable to secure or retain employment through core and intensive services. Training may be short-term or up to 2 years The Workforce Development Board has developed a list of approved training. All EC's should have a list.

Training services may be available to customers with clearly identifiable skills gaps prior to an extensive job search. Examples of such are an administrative assistant without MS Office skills or a machinist without CNC knowledge.

When training services are provided both the training *provider* **and** the *program* must be listed on the State of Wisconsin's Department of Workforce Development web site www.dwd.state.wi.us/dws/ita. The training should be for skills that lead to an occupation on the list approved by the Workforce Development Board. This list was created to identify occupations that had above average earnings and openings.

Training for occupations not listed on the Workforce Development Board's list may be approved when a rational reason exists. To do so, the customer should be able to demonstrate the occupation has above average earnings and good employment opportunities; the customer has started a course of study and is nearing completion of the degree, or the training would maximize the customer's economic self-sufficiency.

Before any Training Authorizations are completed, the customer must submit proof of application for financial aid.

Once a Training Authorization is complete, the customer should be informed that final administrative approval can take up to a week.

Six weeks prior to the start of the next training period (typically a semester) the EC will send a letter to each customer who is likely to continue their training. The letter will invite the customer

to make an appointment within the next two weeks to start planning for the next semester. The letter should explain the benefit of planning ahead and encourage the customer to act now to make the process smooth and guarantee their continuing education. For customers who do not respond to the letter, a second letter should be sent four weeks prior to the start of training. Again, the letter should explain the benefits of acting now as opposed to waiting for the last minute.

The EC can release the training authorization after the customer's grades from the prior semester have been received and reviewed for satisfactory progress.

Referrals to the ECs are made by the Resource Room staff (including Career Counselors), as well as FEPS, Vet reps. There may be cases of outside referrals as well. This would most likely be a telephone call or by word of mouth from another customer. The referral form should be completed as it provides a guide to for the EC to what core services a customer has already received and may provide some insight into the direction the customer wishes to go.

When a customer is seen by an EC, the meeting and any tasks suggested to the customer should be document in the Asset system. This allows other staff, especially other ECs to determine if a customer has already been offered the opportunity to receive services and what services were recommended.

The first steps are an initial screening. EC will conduct an informal assessment to determine reasons for job search failure.

Examples:

- ✓ Poor resume
- ✓ Lacks interviewing skills
- ✓ Applying for jobs that require skills the applicant does not possess
- ✓ Unclear direction
- ✓ Poor self-esteem
- ✓ Appearance

Once a need is determined, the customer is registered into the WIA program. The EC will then provide individualized assistance and intensive follow-up. The EC will construct a job search plan that includes ways of monitoring progress of customer.

Examples:

- ✓ Referral to specific workshops
- ✓ Referral to career counseling
- ✓ Referral to Academic Improvement Center for either basic skills instruction or computer tutorials
- ✓ Referral to Social or Community Resources as necessary

If the customer is employed the EC will ask him/her to do some investigation on how services (typically a request for training is being made by the customer) will better the employment opportunity or advancement of customer. The EC should determine what resources are available through the employer, such as tuition reimbursement.

EC's should monitor customer's progress/compliance. There are many ways in which the EC may decide to measure and follow through and record progress. A customer's progress and actions should be document in the case notes.

Paperwork (Registration, Authorizations, Activities, etc.)

Career Research Packet: Packet given to customer to conduct research on an area of training that they are interested in. This will allow the EC to see the focus of the customer and whether or not the training is appropriate to the approved list of WIA approved training (set by the RCWDB.)

Case Notes: Are used to measure progress of participant. Case notes should tell the story of the customer and be understandable to an outside reviewer. Case notes are objective in nature. All contacts with the customer should be documented. The content of conversations should be documented and should reflect the why, where, how and when. After each entry, initial and record the date. A summary should be recorded in the Asset system.

Childcare Authorization: Detailed form of the participant's childcare provider, hours authorized for childcare, and payment amount authorized. Detail of hours and weeks childcare was provided. Once submitted to EC, it is reviewed, compared with hours of Childcare Authorization and signed.

Financial Aid Release: Form used to obtain information about the customer's financial aid status from a training provider.

ISS Plan: Individual Service Strategy. This form is used to collect in depth information on the customer. Several topics are covered including, education attained, desired employment, work history, goals, etc.

Needs Statement: Form used to state that a participant has a need for childcare, or transportation/mileage reimbursement. Completed by EC and participant.

Referral Form: Form used by Resource Room and other WDC staff this is how the initial referral is made to the program.

Referral Testing Form: Form will be used as needed for AIC testing, career counseling etc.

Release of Information: If the customer is working with another agency i.e. DVR, AODA or mental health counselors have them sign a universal release of information to the provider. This will allow for a legal exchange of information, which may be pertinent to the case. This release form will also be used to have permission to check on status if customer is enrolled in training. Allows EC permission to check on attendance, grades etc. Some organizations will want to use the release created by that organization.

Student Weekly Attendance: Report used to document that a participant has attended class regularly. This is an optional requirement determined by the EC, if utilized the EC must document why the customer was required to verify attendance in the case notes.

Training Authorization form: This is used to make payment on classes or supplies for a customer in a training program. The form is filled out by the EC and submitted to supervisor,

and approved by the One-Stop Manager. **All requests must have prior approval.** Once approved and signed the form is returned to the EC, contact is made with the participant to pick up form and turn into the school or college where participant is attending the training program. Record cost on spreadsheet as well as anticipated future costs.

Training Requirement Form: Used to inform customer of their responsibilities while in training and what is expected to continue training i.e.: maintain a "C" average, etc. EC and participant must review and sign. Customer should be provided a copy of the training requirement form.

Transportation Payment Request: Completed by participant for transportation reimbursement. Submitted to EC, reviewed and sent for payment.

WIA Mandatory Case Management Duties

- Tasks and duties may change throughout the semester. The semester or funding period runs January 1st to June 30th and July 1st to December 31st of each year. At the beginning and ending of each semester it is especially busy as participants are enrolling or ending programs.
- The budget is broken down into two parts:
 - 1) Tuition (tuition, books/supplies, grant money received)
 - 2) Support services (childcare, transportation, and tools)

At the end of the semester the EC will receive a billing from Gateway, MATC, etc. stating how much WIA owes. EC will review invoice for accuracy and submit it to County Fiscal Department for payment to the institution. Childcare and transportation bills are sent throughout the school semester.

- All expenditure requests **must have prior approval** by supervisor and authorized by the One-Stop manager.
- The EC must update the enrollment spreadsheet each Friday to ensure accurate enrollment/closure information.
- On a weekly and daily basis the EC will meet and counsel participants, process payment request for childcare/transportation, enroll new participants into program, follow-up with participants who haven't called or followed up, etc.
- The EC may receive daily phone calls requesting information. Sometimes a participant may run into a problem with school, childcare, etc. the EC will then work with the participant to sort issues out.
- EC will refer all Unemployment Insurance calls to that department.
- EC will refer all TAA/TRA and NAFTA questions to that department.
- EC may on occasion attend on-site/ off-site WIA presentation.
- May assist in preparation of literature/folders for distribution at WIA presentations.

- May give oral presentations.
- Attend WIA meetings and Specialized Service Team meetings.

Forms:

Childcare payment request – upon receiving a childcare payment request the EC should review the childcare authorization in the customer's file to ensure proper billing i.e. we are only paying what was initially authorized. Once the EC approves the C.C. payment request a copy should be made for the file the original will go for payment.

Mileage Reimbursement Payment Request - refer to mileage/transportation need statement, as well as class schedule, so we know that there are claiming the proper days that they are in school. For all mileage reimbursement customer's receive \$3.50 a day. Enter amount into budget and make a copy for the file, submit for payment.

Bus Pass - a new bus pass list is created each month. At the beginning of each semester a transportation need statement must be completed for file to show that participant has a transportation need. NOTE: WIA does not give out tokens.

If a customer needs to purchase an item(s) from a store the following steps should be used:

One – the EC will check to see if the vendor has or will set up a billing (**NOT credit**) account for individual County. In this manner the vendor would take a training authorization as payment, give the participant the supplies and bill the individual County for the goods by sending an invoice.

Second - if the vendor is not willing to set up an account and the participant is going to be taking a test, etc. through a vendor then the County will fill out a check directly to the vendor. The County would then send in the check to the vendor for payment along with the actual application for the test or service to be received by the participant. (Case managers would have to make a note of this to fiscal so application and check can be sent to vendor via the County.) In this way the county can monitor that a service will be provided to the participant.

Third - if the vendor is not willing to set up an account we can have the customer purchase the supplies; once the participant brings us the actual receipt with the itemized goods we will then take the original receipt into possession and reimburse. The County will not reimburse a customer for sales tax.

Fourth – If all of the aforementioned cannot be done the County would then fill a check out to the vendor and the case manager would go with the participant to pick up the actual item and get possession of the actual receipt. This way the county can monitor that the customer is receiving exactly what they need.

Training Authorization Form- Before a customer can purchase/register for classes, purchase a book or supplies, they must first have prior authorization which is a TA form signed by One-Stop Manager. Failure to do so may result in non-payment of expense. Customer should bring in all proof of expected costs.

ORIENTATION – FIRST WEEK

Monday:

Meet with program manager, introductions. Explain basics, layout of building and services. Review a current Workshop Schedule and Services Guide. Attend One-Stop Orientation.

Tuesday:

Compuphobia

Wednesday:

Sit in on an enrollment with program staff. Resume Lab. Overview of Workshop Development and the Resume Lab.

Thursday:

Food Share and Badger Care Applications. Introduce to program manager and shadow. Review website to learn about programs. (www.dhs.wisconsin.gov/em)

Friday:

W2. Shadow caseworker and sit in on customer applications, and “follow-ups”.

ORIENTATION – SECOND WEEK

Monday

Tuesday:

Resource Room/Career Development Center. DVR Informational Session.

Wednesday:

Resource Room/Career Development Center

Thursday:

Resource Room/Career Development Center

Friday:

9:00AM Sit in on an enrollment.

ORIENTATION – THIRD WEEK

Monday:

ProTech.

Tuesday:

Academic Improvement Center. Shadow staff, read brochures and learn about the services offered in the AIC.

Wednesday:

Academic Improvement Center

Thursday:

Children First Program Orientation

Friday:

Sit in and observe Employment Consultant Appointments. Attend “Community Resources” Workshop.

Attachment E

Universal Access Universal access activities, assessment and other information. Template must be used.

- Provide results of an annual assessment to measure Universal access that includes communication, physical and programmatic accessibility. (Suggested methodology is to implement the WIA 188 checklist.) Provide a corrective action plan regarding any deficits in the Universal Access assessment.

SE WI WDA One-Stops meet the Universal Access requirements for federally funded programs. Area One-Stops are located either in a County Human Services building or Technical College campus building – locations requiring a high standard of universal accessibility.

- Provide an assessment on strategies to improve programming and services to high risk populations. (Assessment strategies will focus on the following areas: attendance/enrollment in WIA programs by high risk populations, effectiveness and demand for core/auxiliary programming services and participation in economic growth initiatives.)

Regarding attendance/enrollment in WIA programs by high risk populations:

SE WI WDA has priority of service, after veterans, for W-2 program participants and funds homeless youth services to engage those youth for meeting basic needs through collaborative funding sources followed by WIA Youth services. Special Boot Camp training especially for CNC Machine Operation has enrolled many ex-offenders for training.

Regarding effectiveness and demand for core/auxiliary programming services:

SE WI WDA One-Stops provide core services in collaboration with community organizations at their sites and these community organizations target AODA, gang members, at risk, disabled youth, ex-offenders, those living below poverty and incarcerated. Staff and managers partner with Literacy Councils to offer computer training for those without computer literacy.

Regarding participation in economic growth initiatives;

SE WI WDA One-Stop Business Service Teams promote tax credit programs to employers that target high risk populations

- Describe how the WDB is providing universal access for people with disabilities, older workers, offenders, minorities etc., through targeted outreach programs that includes community organizations, school systems, business teams and public forums.

SE WI WDA One-Stops have a network of community partners that include organizations such as the Urban League, Spanish Center, OIC, CAA, Human Capital Development Corporation, Racine Vocational Ministries, Kenosha Achievement Center, the Division of Vocational Rehabilitation, the Cities of Racine and Kenosha, and local Literacy Councils as well as secondary school districts in the WDA and Gateway Technical College. The Business Services Teams connect with employers to support universal access.

- Provide an assessment of locally developed electronic communication (Web Pages, Newsletters, etc) that meets ADA-AA section 508 regarding electronic accessibility.

Each of the One-Stops in the WDA has a web page as well as the three Counties in the WDA. Staff use LinkedIn, Facebook, and Twitter to increase the “reach” of employment-related communication of importance to job-seekers and employers.

- Provide policy and process to provide a reasonable accommodation, including sign language and language interpreters, alternative formats, and computer assisted strategies. In addition, provide strategies for funding accommodations.

The Division of Vocational Rehabilitation (DVR) is a partner in each of the SE WI WDA's One-Stops. SE WI WDA One-Stops provide bi-lingual staff, language cards at reception areas, and individual interpreters upon request.

Attachment F**UI and Re-employment Services**

WDB policy(s) and procedures to support and coordinate with Unemployment Insurance re-employment services activities. If the WDB does not have a written policy, describe the coordination processes.

The SE WI WDA does not have a written policy describing coordination processes with UI/RES. One-Stop managers and staff partner with state staff to provide WIA information within RES Orientation sessions, workshops, and assessments. Through this coordination, RES participants are encouraged to utilize all core One-Stop services, i.e. workshops, jobseeker group networking sessions, computer training. Additionally, participants are encouraged to enroll in other WIA or partner programs (i.e. FSET, DVR, Income Maintenance programs).

Attachment G**Trade Adjustment Act**

Any local guidance or policy that is used relating to TAA.

SE WI WDA does not have any local TAA policies. In practice, SE WI WDA provides one system of workforce development for all individuals and co-enrollment in programs occurs where there is a specific service or training that can be provided through enrollment in additional programs.

Attachment H**Rapid Response**

WDB's written policies and procedures for Rapid Response. If the WDB does not have a policy or, the criteria outlined in the Guidelines are not addressed in a local policy, address them in the Plan document.

SE WI WDA does not have a written Rapid Response policy. One-Stop staff contact the employer and/or labor union when notified about a layoff or closing. It is customary for staff to contact any employer regarding a layoff, regardless of employment or layoff size. Contact is also made by One-Stop staff with State DWD Dislocated Worker program staff for layoffs that are typically 25 or more in number. If the layoff involves a labor union, the business agent is contacted for information and collaboration.

Efforts are made to meet with the employer to clarify information and schedule meetings for affected employees. Meetings with affected employees are scheduled to provide information about the local economy and labor market, Unemployment Insurance, One-Stops, Dislocated Worker program, Veterans Services, Human Services especially Economic Support, community services especially through United Way and completion of a needs survey. Staff with specific topic expertise are contacted for participation as needed and as available.

Meetings are scheduled at a time that is most convenient for affected employees to attend. Every effort is made to provide other than English language interpreters for the meetings that may be needed to help non-English speakers understand the services in the community available to them for re-employment.

Attachment I

Priority of Service Policy

WDB policy on the "priority of service" due to limited funding as approved by the WDB [§ 663.600]. If this is not in the "priority of service" policy, also attach the WDB policy if income is used as a basis for serving adults, or, indicate that the WDB does not use this criteria.

All persons interested in WIA services must go through an application and planning process. WIA services are not entitlement services and policies govern who receives priority of services.

The priority of service for people interested in WIA training services is:

1. Current trainees continuing in training as in their service plan.
2. Potential trainees, who are Veterans and eligible spouses, receiving public assistance and who are low-income.
3. Any other person who meets the definition of a veteran and eligible spouse.
4. Potential trainees receiving public assistance and who are low-income.
5. Any other person.

Priority of Service (Due to Limited Funding)
Walworth County WIA Waiting List Policy
Effective March 11, 2010

WIA Individual Training Account training funds will be used for training in demand or growth occupations as listed on the attachment. Priority of service is provided to veterans and their spouses. Waiting lists will be established when there is not adequate funding for new enrollments. Waiting lists will be determined separately by funding source (Adult, DW and Youth). All waiting lists for WIA services and training will use the following policy for enrolling participants into the programs for services. Participants will be placed on the waiting list after they have been determined eligible for WIA services. Veterans and their spouses will be placed above non-veterans on the waiting list.

Walworth County WIA Training for Demand Occupations Effective March 11, 2010

WIA training funds will be used for training in demand or growth occupations. After taking the available State occupational projections for the three County SE WI WDAs, occupational projections that were eliminated are:

- 1) less than 7% growth (the average is 7.8%)
- 2) doctoral or professional degree such as doctor or lawyer
- 3) projected less than 5 job vacancies per year
- 4) paid less than \$7.75/hr (the projections started in 2006)
- 5) typically result in self-employment or less than full-time employment

The attached list represents the occupational projections that will be used to target training. The list has 77 occupations listed out of the 770 in the SE WI WDA. An appeal process will be used for requests for training in occupations that are not on the list. The program participant must submit a written request to their case manager which includes the attached Training Appeal

Form describing the training and vendor with documentation showing that the occupational projections for the training they are seeking has:

- 1) at least 7% annual growth
- 2) is not a doctoral or professional degree program such as lawyer or physician
- 3) at least 10 job vacancies projected per year in the region in SE WI (Kenosha, Racine, Walworth County)
- 4) pay is at least the average wage of the targeted occupations or \$12.50/hr
- 5) employment typically results in full time employment

The training appeal will be reviewed or heard by a two person team that will most likely include the Job Center Manager and a Business Services representative. The staff person involved with the person or case can add their comments. The training appeal team will issue a written response within one week of receiving the appeal information from the person. An interview with the person will be scheduled if needed.

Walworth County Job Center Workforce Investment Act (WIA) Programs
Training Appeal Form

Name: _____

WIA Program: _____

Staff/Case Manager: _____

Name of Training Program Requested for Funding

Length of Training: _____ Total Cost: _____

Vendor Name and Address: _____

Please show that the jobs available after the training meet the following criteria in the SE WI WDA consisting of Kenosha, Racine and Walworth Counties. Please identify the source of the data or information.

- 1) The jobs that are available in the SE WI that result from the training have at least 7% annual growth.
- 2) The training is not for a doctoral or professional degree program such as a physician or lawyer.
- 3) There are at least 10 job vacancies projected per year in the SE WI
- 4) The pay is at least the average wage \$12.50/hr.
- 5) Employment typically results in full time employment

Please return the completed form and other required documentation to the Case Manager

Attachment J

Veterans Priority of Service Policy

WDB's policy on serving eligible veterans and spouses first to meet the Jobs for Veterans Act [*Administrator's Memo 10-2*]

All persons interested in WIA services must go through an application and planning process. WIA services are not entitlement services and policies govern who receives priority of services.

The priority of service for people interested in WIA training services is:

1. Current trainees continuing in training as in their service plan.
2. Potential trainees, who are Veterans and eligible spouses, receiving public assistance and who are low-income.
3. Any other person who meets the definition of a veteran and eligible spouse.
4. Potential trainees receiving public assistance and who are low-income.
5. Any other person.

Veterans and eligible spouses, including widows and widowers as defined in the statute and regulations, will receive priority of service under all WIA funded programs. The term "veteran" means a person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions that were not dishonorable. The definition of active service includes full-time Federal service in the National Guard or a Reserve component, but does not include full-time duty performed strictly for training purposes nor does it include full-time active duty performed by personnel mobilized by State rather than Federal authorities.

"Eligible spouse" means the spouse of any of the following:

- a. Any veteran who died of a service-connected disability;
- b. Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - i. Missing in action;
 - ii. Captured in the line of duty by a hostile force; or
 - iii. Forcibly detained or interned in the line of duty by a foreign government or power;
- c. Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or
- d. Any veteran who died while a disability was in existence. A spouse whose eligibility is derived from a living veteran or service member (i.e., categories b. or c. above) would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g. if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level). Similarly, for a spouse whose eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the veteran or service member.

Priority of service means that veterans and eligible spouses are given priority over non-covered persons for the receipt of employment, training, and placement services provided under all WIA

funded programs. WIA programs shall include programs for adults, older youth and dislocated workers; 10% funded projects; National Emergency Grants (NEG); and any other programs or services funded by the Department of Labor.

Priority means that veterans and eligible spouses are entitled to precedence over non-covered persons for services. This means that a veteran or an eligible spouse either receives access to a service earlier in time than a non-covered person or, if the resource is limited, the veteran or eligible spouse receives access to the service instead of or before the non-covered person. Veterans or and eligible spouses must first meet any applicable WIA eligibility requirements.

Priority of service applies up to the point at which an individual is both: a) approved for funding; and, b) accepted or enrolled in a service. Priority of service is not intended to allow a covered person to “bump” a non-covered person. Therefore, once a non-covered person has been both approved for funding and accepted/enrolled in a service or program a covered person will not be given preference of that service.

Written copies of Veterans and eligible spouses priority of service policy will be posted publicly at local Job Centers, on Job Center websites, and will be available at local service delivery points. Local program operators will implement processes to identify Veterans and eligible spouses who physically access service delivery points or who access service delivery programs through the Internet. Initial and ongoing training will be provided to WIA staff and case managers to ensure knowledge of priority of service policy and appropriate implementation.

Attachment K

Additional policies on eligibility beyond Core services

Any additional policies for determining eligibility for other services beyond core services.

WALWORTH COUNTY WORKFORCE DEVELOPMENT BOARD

WALWORTH COUNTY JOB CENTER
1000 E. CENTRALIA STREET
ELKHORN, WI 53121

Phone: 1-262-741-5274
FAX: 1-262-741-5285
e-mail: MPutz@dwfs.us

For WIA Adult participants, the Walworth County Workforce Development Board will use the WIA Income Guidelines for Determining Economically Disadvantaged Individuals as distributed twice yearly by the Department of Workforce Development.

Effective 7-1-00

Attachment L

Self-Sufficiency Policy

WDB policy on the definition of Self-Sufficiency that (1) may include criteria such as family size, definition of "dependent" or lack of health care insurance; (2) describe how it is applied to dislocated workers [*"Self-sufficiency for a dislocated worker may be defined in relation to a percentage of the layoff wage."*]; and, (3) how the "special needs of individuals with disabilities or other barriers to employment should be taken into account when setting criteria to determine self-sufficiency."

For the purpose of a Self-Sufficiency definition for all populations SE WI WDA uses whichever is lower of the following:

The individual per capita income for the county the participant resides in or 200% of the federal poverty level based on family size.

Narrative Responses:

- 1. Family size is addressed in the policy, SE WI WDA does not use lack of health care insurance in this definition.*
- 2. This same definition is also applied to Dislocated Workers.*
- 3. The case managers work intensively with all enrolled customers to ensure successful outcomes for the participants in WIA Programs. Using all the community resources and supports available to individuals with disabilities or other barriers to employment, they attempt to ensure that the WIA participants are taking advantage of all the resources and supports they are eligible for during and after their participation in the WIA program. These additional resources can help to ensure that they are achieving the highest level of self-sufficiency, a level that may be even higher than what is measured by the above definition.*

Attachment M**Supportive Services Policy**

WDB policy on Supportive Services that includes what supportive services may be provided; when they may be provided; and, limits on the amount and duration.

Procedure for Support Costs – Rev. 2/11/03

(1) A customer may request assistance from WIA to cover costs such as child care or transportation. When the request is made, the Employment Consultant and the customer complete the "Customer Need Statement". This statement is placed in the customer's portfolio.

(2) Transportation support can be provided in two forms. Either bus pass/token or per diem.

- If a customer is using their own transportation to commute from home to a training location. The customer may be reimbursed at \$2.00 per day. The "Mileage Reimbursement Request Form" must be completed and then submitted to the vendor for payment.

- If a customer is to receive bus passes or tokens. The customer receives the pass or token(s) from Issuance Office at the One-Stop.

(3) Child care is provided for customers while they are attending training. Child care can be provided for time prior to and after training has ended that will provide the customer time to commute from training location to and from the child care provider's location.

- Complete the "Child Care Authorization" form. For WIA purposes this form should be filled out once for training period and attendance at training should be verified on a monthly basis. If a customer's circumstances change, a new form should be completed immediately.
- Child care costs are to be reimbursed at the rate allowed under W-2.
- Across the top of the form, the Employment Consultant should write the program funding the child care costs, i.e. WIA Adult, WIA Dislocated Worker.
- The forms must be completed and then submitted to the vendor for payment.

Kenosha County's WIA Gas Card Policy

Purpose:

Transportation support may be needed for a program participant to actively participate and complete their employability plan.

WIA Gas Card Policy:

- Participants in any component are eligible for transportation assistance as approved by their Case Manager.
- Participants will be eligible for their first \$20 gas card after completing and signing their employability plan that identifies transportation support as a need for active program participation.
- Participants will be eligible for subsequent \$20 gas cards by participating in approved activities as scheduled per month (one for participation between the 1st and 15th and one for participation between the 16th and the end of the month).

Procedures:

- Case Managers will inform the Distribution Office of a participant's initial eligibility for a gas card after the participant's initial case management appointment.
- Case Managers will update the Transportation Assistance Tracker (TAT) system twice per month (once before the 15th of the month and once before the end of the month) indicating the eligibility of a participant to receive a gas card.
- Office Associates will review the TAT system to determine a participant's eligibility to receive a gas card. (Office Associates will confer with the Case Manager on any questionable cases prior to the issuance of a gas card).
- Office Associates will update the TAT system upon issuance of a gas card to an eligible participant.

Note: Lost or stolen gas cards will not be replaced.

WALWORTH COUNTY WIA SUPPORTIVE SERVICES POLICY

CHILD CARE:

The purpose of child care reimbursement is to assist with the cost of child care so the participant will not be prevented from taking part in WIA activities. If child care reimbursement is requested, the WIA case manager will review the case to determine if the individual is Wisconsin SHARES eligible. If s/he is not eligible, the following is the policy for WIA child care reimbursement:

- ◆ Full time student attending training for at least 12 credits/hours per week the maximum payment is \$50.00 per child per week. Reauthorization will be reviewed per semester.
- ◆ Part time student attending training less than 12 credits/hours per week the maximum payment is \$25.00 per child per week. Reauthorization will be reviewed per semester.
- ◆ For individuals in job search the maximum payment will be for 10 hours per week for a maximum of 4 weeks. Review and reauthorization will be at 8-week intervals.
- ◆ For regulated, licensed or certified child care, reimbursement is based on the going rate of the provider.
- ◆ For not regulated, licensed or certified child care, reimbursement is based on \$1.80 per child, per hour.
- ◆ Reimbursement is not permitted for child care provided by a member of the immediate family (defined as the parent or sibling of the child receiving child care services), nor by a member of the same household as the participant, nor for children over the age of 12, unless they have a disability that is documented in the case file by the case manager.
- ◆ A statement of need and a child care authorization form must be completed for anyone requesting child care reimbursement. The participant must complete a separate child care authorization form for each new or additional child care provider.
- ◆ The child care payment request form is to be completed and signed by the provider. The participant weekly attendance report is completed and signed by the instructor of the training institution. Both forms are returned to the WIA case manager for review and approval for payment. Forms must be submitted no later than 30 days after the activity for which payment is requested. If submitted after 30 days, payment may be denied.
- ◆ Child care reimbursement is paid directly to the child care provider.

TRANSPORTATION

The purpose of transportation reimbursement is to assist with reimbursement only if the participant will not be able to participate in WIA activities without it. The following is the policy for WIA transportation reimbursement:

- ◆ \$.10 a mile for over 30 miles round trip.
- ◆ A statement of need must be completed for anyone requesting transportation reimbursement.
- ◆ The mileage reimbursement payment request is to be completed and signed by the participant. The weekly attendance report is completed and signed by the instructor of the training institution. Both forms are returned to the WIA case manager for review and approval for payment. Forms must be submitted no later than 30 days after the activity for which payment is requested. If submitted after 30 days, payment may be denied.
- ◆ Transportation reimbursement is paid directly to the participant.

CUSTOMER NEED STATEMENT

CHILDCARE NEED STATEMENT			
Customer last Name	First Name	Middle Initial	Social Security Number
Address	City	Zip	Phone
LICENSED _____	CERTIFIED _____	FAMILY GROUP _____	UNREGULATED _____
CHILDREN REQUIRING CARE			
Child's Full Name	D.O.B.	Child's Full Name	D.O.B.
PROVIDER		Soc. Sec. # or F.E.I.N #	
ADDRESS		ZIP	PHONE
<p>I understand that I am solely responsible for paying the above named Child Care Provider for their Child Care Services rendered. I also understand that Racine County Workforce Development Center assumes no liability for payment of services to the provider, nor liability in the the event of injury to the provider, nor liability in the event of injury to the child(ren) for whom the services are provided. I state that I am not receiving any other reimbursement for this child care.</p>			
Customer signature			Date
WDC Staff signature			Date
MILEAGE REIMBURSEMENT NEED STATEMENT			
<p>I attest that without funds to assist me with my transportation expenses, I would experience financial hardship to participate in my assigned training. I understand that Racine County Workforce Development Center will issue transportation support after attendance records have been verified. The determination of need is at the sole discretion of Racine County Workforce Development Center.</p>			
PER DIEM _____	BUS PASS _____	TOKENS _____	
Customer signature			Date
WDC Staff signature			Date
OTHER NEED			
<p>Without the following financial assistance for _____, I would experience financial hardship to participate in my approved training program. The determination of need is at the sole discretion of the Racine County Workforce Det Center Program Manager.</p>			
Customer signature			Date
WDC Staff signature			Date

Workforce Development Center

Child Care Authorization

Name: _____

Child Care Provider: _____ FEIN #: _____

Children Authorized for care:

Maximum amount to be paid by Workforce
Development Center

Child's Name

D.O.B

\$ _____/Hour

\$ _____/Day

\$ _____/Week

Hours Authorized Per Week

Comments: _____

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Child care payment checks are mailed within 20 days of receipt of monthly payment requests

Date authorization begins _____ Date authorization ends _____

Employment Consultant _____ Date _____

Parent _____ Date _____

Provider _____ Date _____

Name of provider _____

Address _____ WI _____ Phone _____

White: Workforce Development Center

Yellow: Child care provider

Pink: Parent

TRAINING AUTHORIZATION FORM

Vendor: _____ Phone: () _____

Address: _____ State: _____ Zip: _____

Customer name: _____

Address: _____ City: _____ Zip: _____

Social Security #: _____

Training period Beginning Date: _____ Ending Date: _____

Funding source: WIA – AP ☐ WIA – DP ☐ Other: _____

Occupation: _____ Meets High Wage Criteria: Yes ☐ No ☐

MAXIMUM AUTHORIZED FEES

Tuition: \$ _____ Supplies: \$ _____

Books: \$ _____ Other (specify): _____

Authorization valid between: _____ Total: \$ _____

The following training courses, required books, and supplies are authorized:

Courses: _____ Books: _____ Supplies: _____

Pending signature and approval of training contract by authorized person of the Racine County Workforce Development Center, the above named customer is being authorized to attend your institution under a deferred payment plan. This assistance consists of tuition, books, and supplies leading to a degree/certificate/diploma. NO changes are authorized unless they are approved through this office. Charges are to be billed to the Funding Source listed above. Authorization is valid during the period of time described above, with a specific beginning date and ending date. Payments for services beyond the prescribed period will not be allowed and are not the responsibility of Racine County. It is understood that this individual, if appropriate, has applied for a financial aid grant and that the grant will take precedence for payment of tuition, books, supplies and other items required for enrollment. If the grant is not received or it does not cover all of the cost, the funding source/agency will assume responsibility for fees up to the amount indicated on the total line.

_____ Date: _____

Program Manager
Racine County Workforce Development Center
1717 Taylor Ave
Racine, WI 53403
Phone: (262) _____

Room: _____

BILL TO:

**RACINE COUNTY HSD
FISCAL DIVISION
1717 TAYLOR AVE
RACINE, WI 53403**

H.S.D. Staff approval: _____ Date: _____

(Fiscal Division Only)

☐☐☐☐☐☐☐☐☐☐☐☐☐☐ H.S.D. Account Number

☐☐☐☐☐☐☐☐☐☐ H.S.D. Vendor Number

White: Fiscal

Yellow: Vendor

Gold: Customer

Pink: File

WDC-009

Attachment N Follow-up Services Policy

SE WI WDA does not have a written policy for Follow-up Services. Through established procedures, desk aids and monitoring the provision of twelve (12) months of youth required and twelve (12) months of appropriate Adult and Dislocated Worker follow-up services are provided. Follow-up services beyond 12 months are not typically provided but may be allowed depending on individual circumstances.

Attachment O Needs Related Payments Policy

SE WI WDA does not issue Needs Related Payments.

Attachment P**Other Local Area Agreements**

WDB policy related to: "Any local area may enter into an agreement with another local area (including a local area that is a city or county within the same labor market) to pay or share the cost of educating, training, or placing individuals participating in programs assisted under this title, including the provision of supportive services. Such agreement shall be approved by each local board providing guidance to the local area and shall be described in the local plan under section 118."

The WDA does not have any agreements to share the cost of education with another local area.

Attachment Q Policy for Determining Eligibility for Training Services

SE WI WDA does not have a separate policy for determining eligibility for Training Services.

Attachment R

ITA Policies

WDBs ITA policy, and other policies that indicates any limits on duration and amounts of ITAs, and policies/documents required of participants to demonstrate a "need for training."

In SE WI WDA, the three local workforce boards approve their own ITA policies. Individual county policies can be found below:

Kenosha County WIA Policy for Adults and Dislocated Worker Training Services - Effective May 1, 2006 Training Provider and Individual Training Accounts

Summary:

Individual Training Accounts (ITA) are the method to award WIA funds to a job seeker to pay for training costs, e.g. scholarships. This includes Adult and Dislocated Worker Program training. Prior to ITA implementation, an approved list of Training Providers (TP) is created through applications with initial approval at the local level and final approval at the State level for a statewide list.

The TP application forms will be forwarded on behalf of the Tri-County Board to the State of Wisconsin, Department of Workforce Development. The TP application is developed by the State and, once approved, allows an education or training organization to use ITAs. The approved list is posted on the Internet. The job seeker can choose to use the ITA at any approved education or training organization in the State within the plan approved by KCJC WIA Staff. It is possible to use the ITA at Illinois, etc., education or training organizations. These funds are only for Kenosha County residents through the Job Center.

ITA Funding Policy:

1. Fund all related training costs that are needed to complete a training program successfully including tuition, books, supplies and supportive services such as child care and transportation.
2. An ITA will fund one semester or component at a time for training.
3. Require all job seekers seeking WIA funding to apply for all other appropriate financial assistance and, if awarded, apply this other financial assistance in coordination with WIA funds.
4. Program staff are responsible for coordinating all potential financial assistance, including WIA funds.
5. Require passing grades, per funding period, as a condition for future funding.
6. A failure grade in a course will result in no additional WIA funding for that course. If the course needs to be retaken by the trainee, the trainee is responsible for payment.

Racine County WIA Policy for Adults and Dislocated Worker Training Services
Effective July 20, 2005
Training Provider and Individual Training Accounts

Summary:

Individual Training Accounts (ITA) are the method to award WIA funds to a job seeker to pay for training costs. This includes Adult and Dislocated Worker Program training. Prior to ITA implementation, an approved list of Training Providers (TP) is created through applications with initial approval at the local level and final approval at the State level for a statewide list.

The TP application forms will be forwarded from the Tri-County Board to the State of Wisconsin, Department of Workforce Development. The TP application is developed by the State and, once approved, allows an education or training organization to use ITAs. The current plan is to have this approved list posted on the Internet. The job seeker can choose to use the ITA at any approved education or training organization in the State. Once inter state agreements are developed, it will be possible to use the ITA at Illinois, etc., education or training organizations. These funds are only for Racine County residents through the Workforce Development Center.

ITA Funding Policy:

1. Complete a financial means test using the past year's income tax filing or the past two months of income multiplied by six for an annual estimate.
2. Use a sliding scale based on the financial means test to determine the maximum level of WIA funding. Individuals earning \$20,000 or less will receive an ITA covering 100 percent of training costs. The ITA will decrease proportionally until individual income reaches \$50,000 at which point the ITA will cover no training costs. The formula for determining funding is as follows: $\text{ITA Account Funding Percentage} = (\$50,000 - \text{Individual Income}) / \$30,000$ with Max = 100 % and Min = 0%.
3. Allow training costs of \$400 or less plus the costs of required books and supplies to be exempt from the means test and sliding scale. This policy allows individuals that need only one course, workshop or seminar that service to improve their employability.
4. Fund all related training costs that are needed to complete a training program successfully including tuition, required books, supplies and necessary supportive services such as child care and transportation.
5. An ITA will fund one semester or component at a time for training.
6. Customers enrolled in training programs that extend beyond one semester will be given priority access to continued training and future funding.
7. Require all job seekers seeking WIA funding to apply for all other appropriate financial assistance and, if awarded, apply grants, scholarships, and other non-loan awards to be used in coordination with WIA funds. Financial awards of this type shall be applied toward the total cost of the training.
8. Program staff are responsible for coordinating all potential financial assistance, including WIA funds.

9. Require passing grades, per funding period, as a condition for future funding.
10. An ITA can only be used to receive training for occupations approved by the Racine County Workforce Development Board.

Walworth County ITA Funding Policy

1. Must apply for Financial Aid (Pell Grant):
Apply by April 15 for Fall semester
Apply by November 1 for Spring semester
2. Eligibility will be established by utilizing the Poverty Guidelines according to Family Size and Income from the previous 6 months.
Public assistance recipients are automatically eligible.
3. Priority will be given to:
Public Assistance
Low Income
4. Funding of \$500 or less per semester, with a 2 semester/\$1000 maximum, will be allowed for individuals who need only one course, short-term program...to improve their employability.
5. Current Participants must have:
 - 1 Documented Core Service
 - Registered in WIA
 - 1 Documented Intensive ServiceIncome eligibility will be re-determined at the time of request for an ITA
6. An ITA will fund one semester or component at a time for training.
7. Require passing grades, per funding period, as a condition for future funding.

Dislocated Worker:

No income eligibility guidelines
Must meet the definition for dislocated worker

Actions for the Board:

Prioritize any other groups
Public Assistance
Low Income

Attachment S**ITA List**

WDB policy(s) and procedures for adding, removing, and monitoring training providers on the ITA List.

SE WI WDA does not have a written policy for procedures related to the ITA List. Case managers or other One-Stop staff members work with potential ITA providers to complete the state-approved ITA Provider application. Completed applications are presented to the Workforce Development Board for approval. If approved, the Administrative Entity forwards the approved application to the State DWD for entry onto the state list. There are no procedures for removing or monitoring providers on the list. Case managers and One-Stop staff do regularly discuss current ITA performance and placement information with participants as they are researching training programs and providers.

Attachment T

OJT and Customized Training Policy(s)

On-the-Job Training in Southeaster Wisconsin (WDA #1)

The Southeastern Wisconsin Workforce Development Area shall utilize On-the-Job Training Contracts (OJT) to assist job seekers gain the required skills necessary to perform a job at an employer. The contract is between the One-Stop operator, employer and job seeker. OJT contracts are used to offset the extraordinary costs of additional training required and provided by the contracting employer to increase the skills of a job seeker who lacks the requisite skills necessary to perform the job satisfactorily at the start of the job seekers first day of employment.

**Workforce Investment Act (WIA)
On-the-Job Training Contract**

Contractor:

Racine County Workforce Development Center
1717 Taylor Ave
Racine, WI 53403

Subcontractor:

Employer Name:

Address:

This contract is entered into between the Racine County Workforce Development Center and the Subcontractor listed above duly licensed to do business in the State of Wisconsin.

The Subcontractor agrees to provide training to its eligible employee(s) under the terms and conditions set forth below according to the attached training outline. The Subcontractor agrees to comply with the requirements and regulations of the Workforce Investment Act.

The Subcontractor agrees to submit a monthly time sheet no later than the 5th working day of the following month and to maintain payroll records that verify attendance and wages paid. Payroll taxes will conform to applicable State and Federal Laws. The Subcontractor agrees to carry liability insurance covering acts of omissions of employees trained under this contract. Non-performance of these requirements or any other material items of this contract constitutes grounds for termination of the contract which may be made immediately upon knowledge of the non-performance. The Subcontractor is responsible for any unauthorized costs when in violation of the conditions of this contract.

The Subcontractor is authorized to incur costs for activities specified in this contract as of the start date indicated below. All payments are subject to the availability of funds through The Workforce Investment Act. This contract terminates on the date specified below unless the Racine County Workforce Development Center grants an extension beyond this date. Both parties may modify this contract upon agreement.

On-the-Job Training Contract

Date:
Employer:
Address:
Phone:

Contract Number:
<input checked="" type="checkbox"/> Original <input type="checkbox"/> Modified

The employer is a small business concern, i.e. fewer than 50 employees.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The employer is a minority owned business.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The employer is a female owned business.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
This is a union represented position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Contract Limitations:

This contract provides funds not to exceed _____ to provide _____ total hours of training per Cost Synopsis sheet which is attached as part of this contract. This training must be completed on or before the specified date for each individual. This contract expires on the last date shown on the Cost Synopsis page, but in no case will an individual's training exceed the ending date shown for the individual.

Skills Training Description:

Employer:

As a representative for the employer, I am authorized to enter into contracts on behalf of the above named employer. I have read and understand the provisions set forth in this contract as they relate to the Skills Training Program.

Employer Signature Date

Typed Name:

Title

Racine County Workforce Development Center:

As a representative of the Workforce Development Center, I am authorized to enter into this contract with the above named employer. I have verified the eligibility and found all individuals in compliance for the identified program funding.

Business Services Representative **Renee' Hansen** Date

WDC Manager - **Alice Oliver** Date

WIA Program Coordinator - **Mark Mundl** Date

Authorized Signators for Monthly Invoices:

On-the-Job Training Contract

Contract Information		Contract Number																			
Begin Date:	End Date:																				
Employee Information		Employer Information																			
Name:		Name:																			
Address:		Address:																			
City, State, Zip:		City, State, Zip:																			
Phone Number:		Phone Number:																			
Social Security Number:		Supervisor/Contact:																			
Program Information		Site Address (if different from above):																			
Program:																					
Administrative Agency: Racine County Workforce Development Center		Benefits:																			
Address: 1717 Taylor Ave.		<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Health</td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">Dental</td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">Vision</td> <td style="border: none;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Vacation</td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">Sick/Personal</td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">Holiday</td> <td style="border: none;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Life Ins.</td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">401k</td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">Other</td> <td style="border: none;">short/long term. disability</td> </tr> </table>		Health	<input type="checkbox"/>	Dental	<input type="checkbox"/>	Vision	<input type="checkbox"/>	Vacation	<input type="checkbox"/>	Sick/Personal	<input type="checkbox"/>	Holiday	<input type="checkbox"/>	Life Ins.	<input type="checkbox"/>	401k	<input type="checkbox"/>	Other	short/long term. disability
Health	<input type="checkbox"/>	Dental	<input type="checkbox"/>	Vision	<input type="checkbox"/>																
Vacation	<input type="checkbox"/>	Sick/Personal	<input type="checkbox"/>	Holiday	<input type="checkbox"/>																
Life Ins.	<input type="checkbox"/>	401k	<input type="checkbox"/>	Other	short/long term. disability																
City, State, Zip: Racine, WI 53403		Effective Date:																			

Job Title:			DOT/O'NET Title:			DOT/O'NET Code:				
Starting Hourly Wage		Hours Worked per Day		Percentage Reimbursed		Daily Cost Reimbursed		Number of Training Days		Total Contract Cost
\$	X		X	%	=	\$	X		=	\$

COLLECTIVE BARGAINING AGREEMENT

Training and employment under this contract are in accordance with the terms of any applicable collective bargaining agreement.

<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes, in accordance	<input type="checkbox"/> No, Union bargaining agreement waived with concurrence of:
---	---	---

Union Name:	Authorized Signature for Union:
	Name Typed or Printed:

WDC We agree to reimburse the contract cost in return for the training in the occupation specified above pursuant to the terms and conditions set forth in this contract which includes the attached Local and State provisions and within the agreed upon procedure for invoicing.	EMPLOYER We agree to provide training for the permanent job listed above pursuant to the terms and conditions set forth in this contract which includes the attached Local and State provisions and it is our intent to retain the employee in the permanent job upon completion of the training.						
Program Coordinator Signature _____ Date _____	Authorized Signature for Employer _____ Date _____						
Name Typed or Printed _____ Title _____ Mark Mundl Strategic Coordinator of Employment & Training	Name Typed or Printed _____ Title _____						
Signature of Program Director _____	General Provisions: The attached Local and State provisions are a part of this contract. Additional provisions have not been added to this contract.						
<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Distribution List</td> <td style="border: none;">Program Coordinator</td> <td style="border: none;">Employer</td> </tr> </table>	Distribution List	Program Coordinator	Employer	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Case Management</td> <td style="border: none;">Fiscal Agent</td> <td style="border: none;">Other:</td> </tr> </table>	Case Management	Fiscal Agent	Other:
Distribution List	Program Coordinator	Employer					
Case Management	Fiscal Agent	Other:					

TRAINING PLAN OUTLINE

Employer:	
Participant:	
Job Title:	

Supervisor/Trainer:		Code:		Program: WIA - DP
Wage:		Weekly hours:		Total contract hours:

Skill 1	Skill Requirements	Hours of Training	Benchmark 1 @ X weeks	Benchmark 2 @ Y weeks	Comments
Skill 2					
Skill 3					
Additional skill requirements added as needed					

Employer Signature: _____

Participant Signature: _____

Business Consultant Signature: _____

Local Provisions of the On-the-Job Training Contract

1. Invoices must itemize actual wages paid monthly, number of hours worked, and the month of employment for each employee. No reimbursements to employers will be made for days in which there is a period of work stoppage, employee illness, missed days, etc. In no event shall total payments exceed the contracted amount. The final invoice shall be submitted no later than 30 days following the close of the participant's contract period.
2. The employer agrees that the staff of the Racine County Workforce Development Center negotiating this contract will have access to and the right to examine, audit and transcribe any directly pertinent books, documents, papers and records of the employer involving transactions relating to this contract. Such material will be retained for three years by the employer following completion of the contract.
3. The employer must contact the staff of the Racine County Workforce Development Center within 48 hours of firing or laying off any OJT employee, or in the event the employee voluntarily terminates his/her employment with the employer.
4. Racine County Department of Human Services, contractors or agents, is under no liability for injuries or damages received by work performed or work product by any employee in completing work under this contract.

Employer Initials

Date

Required provisions from the State of Wisconsin for On-the-Job Training

1. The employer agrees to comply with civil rights laws and regulations including nondiscrimination.
2. No participant, staff person or administrator will be discriminated against, denied benefits, denied employment, or excluded from participation in connection with any WIA funded program on the basis of race, color, religion, sex, national origin (ethnic status), age, disability, marital status, offender status, sexual orientation, political affiliation or belief, arrest or conviction record, or refusal to submit to sexual contact or sexual intercourse.
3. No officer, employer or other agent of the employer shall engage in any of the following actions with respect to a participant who is a member of the officer's, employer's or agent's immediate family: recommend hiring, establish salary/wage rate, or provide preferential supervisory treatment.
4. No participant, during hours of work covered by this agreement will engage in partisan or nonpartisan political activities.
5. WIA funds will not be used to attempt to support either religious or anti-religious activities.
6. WIA funds shall not be used in any way to promote or oppose unionization and no participant will be required to join a union as a condition for employment, unless the training involves individuals employed under a collective bargaining agreement containing union security provisions. The employer must obtain a written union concurrence statement if a collective bargaining agreement is in effect.
7. WIA participants will not be hired to or remain working in any position when the same or substantially equivalent position is in layoff, is vacant due to hiring freeze or is affected by labor dispute involving work stoppage or strike.
8. This agreement will not infringe on the promotional opportunities or in the displacement of currently employed workers or in the reduction in their hours, wages or employment benefits.
9. WIA funds will be used to supplement and not supplant funds that would otherwise be available from non-federal sources.
10. The employer will secure worker's compensation or other insurance coverage for work related injury or illness of participants.
11. Participant wages will be paid by the employer at the same rate as similar situated employees but not less than the State and Federal minimum wage, whichever is greater.
12. The employer will make the participant aware of and will provide the same benefits and working conditions as employees working a similar length of time and doing the same type of work. This will include unemployment compensation coverage when the employer is normally required to provide such coverage to employees.
13. The employer will maintain records and provide access to records as necessary for the contractor to assure that funds are being expended in accordance with the purposes and provision of the agreement, however will not be shared with any non-contractual party.
14. The employer will maintain a grievance procedure relating to the terms and conditions of employment and will assure that the participant has reviewed and understands that procedure.
15. The employer will provide the participant with adequate supervision, orientation to duties, rights, rules and responsibilities of the job.
16. The employer will comply with health and safety standards and child labor laws, if applicable, established under State and Federal regulations governing work and training conditions.
17. The employer will not use WIA funds for the relocation of establishments unless such relocation will not result in an increase in unemployment in the area of the original location or in any other area,
18. Reimbursement under this contract is for costs associated for training provided that is over and above the normal training that would be provided to any individual hired into a similar position including costs associated with lower productivity.
19. The employer will not use WIA funds to construct, operate or maintain any facility that is used for sectarian instruction or a place of worship.

On-the-Job Training Contract Employer Profile

Are you a:

<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> LLC	<input type="checkbox"/> Other
--------------------------------------	--------------------------------------	--	------------------------------	--------------------------------

Are you incorporated?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, what state:	Federal Identification Number:
------------------------------	-----------------------------	---------------------	--------------------------------

Full Legal Name of Your Business:

--

Please complete the attached W-9 form.

On-the-Job Training Contract Follow Up

(Questions to employer should be directed: skills training, attendance, attitude, etc. Comments should be detailed, objective info relating to specific questions asked; Documentation must be recorded in "Real Time")

One Week:	Date Resolved:	Date Document to Employment Consultant:
Comments:		
Issues and Actions:		

Two Weeks:	Date Resolved:	Date Document to Employment Consultant:
Comments:		
Issues and Actions:		

Four Weeks:	Date Resolved:	Date Document to Employment Consultant:
Comments:		
Issues and Actions:		

Six Weeks:	Date Resolved:	Date Document to Employment Consultant:
Comments:		
Issues and Actions:		

Eight Weeks:	Date Resolved:	Date Document to Employment Consultant:
Comments:		
Issues and Actions:		

End Paperwork:			
To Employer:	Fiscal:	Employment Consultant:	Employee;
Date:	Date:	Date:	Date:

Invoices Received and Submitted:

#1: Date Received:	#2: Date Received:	#3: Date Received:	#4: Date Received:
Date Submitted:	Date Submitted:	Date Submitted:	Date Submitted:

On-the-Job Training Contract Employment Update

FEP/CM: Renee' Hansen	DATE:
ESR: Renee' Hansen	PROGRAM:
FISCAL: Anita Seils	

EMPLOYEE:	EMPLOYER:
------------------	------------------

The above mentioned participant:

☐ Was involuntarily terminated from his / her employment on _____ because _____

☐ Voluntarily terminated his/her employment on _____ because he/she _____

☐ Successfully completed his/her _____ employment contract on _____ and will/will not remain as a full time, permanent _____ employee.

☐ Will be authorized an Extension for the length of _____ months, ending on _____ for the purpose of additional training.

☐ Other Action: _____

Starting Wage:	Ending Wage:
-----------------------	---------------------

Job Title:	Number of hours worked per week:
-------------------	---

Comments:

On-the-Job Training Contract Invoice

Employer Name & Address:	Contract Number:	Invoice Number:
	Report Period:	
Employer Phone:	Invoice Completion Date:	

*** Do not include sick pay, holiday pay or vacation pay.**

Employee Social Security #	Employee Name	Final Invoice		Actual Gross Monthly Regular Time Wages Paid @ contracted hours	Actual Monthly Hours Regular Time Worked @contracted hours	% Reimbursed	Subsidy Amount Paid	Funding Source
		YES	NO					
				\$		%	\$	
				\$		%	\$	
				\$		%	\$	
				\$		%	\$	
				\$		%	\$	
				\$		%	\$	
				\$		%	\$	
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				\$		%	\$	
				\$		%	\$	
				\$		%	\$	
				\$		%	\$	
				\$		%	\$	

I certify that the hours shown are in accord with the official records of this organization and that contract trainer performance was satisfactory. I am requesting subsidy reimbursement according to the agreement specifications.

Employer Signature:	Job Title:	Phone Number:	Date:
Program Coordinator Signature:	Job Title:	Phone Number:	Date:
WIA Program Coordinator Signature:	Job Title:	Phone Number:	Date:

Distribution	FISCAL:	WIA Program Coord	WIA Employment Consult	Incentive Broker	Other:
--------------	---------	-------------------	------------------------	------------------	--------



National Emergency Grant Verification of Employment History

I, _____ attest to, under penalties of perjury, that I have provided truthful employment information to the Racine County Workforce Development Center for the determination of eligibility for the National Emergency Grant Program for On- the-Job Training. I have indicated my unemployment status below.

_____ I have had no fewer than 18.2 weeks of unemployment/no work since January 1, 2008.

_____ I have been under-employed* no fewer than 18.2 weeks since January 1, 2008. (*I have been laid off and have taken employment for the purpose of income maintenance and have provided the requested information for determination.)

Printed Name: _____

Signature: _____

Date: _____

Attachment U Ten Youth Program Elements Policy/Description

Tutoring and Study Skills:

A primary goal of local WIA youth programming in SE WI WDA is to insure that in-school youth complete their high school education and receive a diploma. For out-of-school youth, who have not received their high school diploma, the primary goal is to insure their completion of a GED/HSED.

Alternative secondary school providers:

WIA youth programs will work closely with alternative schools throughout SE WI WDA. Alternative schools will be one source for referrals for eligible WIA Youth participants. WIA youth services will be designed to complement activities occurring within alternative schools. The primary goal will be for youth to obtain their high diploma or an equivalency diploma.

Summer employment opportunities:

The summer employment programs will be directly linked to academic and occupational learning. Work based learning will be the basis for most programs. This will allow the maximum integration of academic and occupational learning to occur. Paid and non-paid worksites may be in the public or private non-profit sector. Unpaid supervisors will serve as mentors and role models during summer programs. All youth will complete career learning activities. These programs will provide the youth the opportunity to attain core work maturity skills, return to secondary or post secondary school, or gain unsubsidized employment.

Through our WIA programs, youth learn to understand the relationship and relevance of academic and occupational learning. This will be fostered through encouraging businesses to participate in programming in order to reinforce the need to be successful in basic academics and occupational learning. In coordination with the school districts, WIA programs will develop and/or improve the education/business connection.

Paid and unpaid work experiences:

WIA programs will provide youth the opportunity for paid and unpaid work experiences, as appropriate, which may include internships and job shadowing. The private sector is encouraged to provide opportunities for youth to become familiar with employment opportunities. The One-Stop Business Services Teams promote the potential employment of youth with employers.

Participants will prepare for employment opportunities through the provision of various services including, but not limited to:

- basic skill remediation
- supervised work experiences
- pre-employment abilities such as career planning, resume preparation, use of labor market information, completing applications, and interviewing skills attainment

- attainment of core employability/work maturity skills such as dependability, honesty, problem solving skills, initiative, enthusiasm, team player,
- interpersonal skills, appearance, leadership, and cultural sensitivity

Leadership development opportunities:

Leadership development opportunities will be built in the design of each program. Youth will be encouraged to volunteer in community activities during and after the completion of programs.

Comprehensive guidance and counseling:

All youth programs will provide youth with comprehensive guidance and counseling. In school programs will make the necessary connections with school guidance departments, as appropriate. Career counseling will be an integral part of youth programming and provide the basis for individual employment plans. Out of school youth will be encouraged to utilize career counseling services located within the various job centers. All centers have career counselors available.

Occupational Skill training:

The WIA Youth programs follow through with career planning for enrolled youth. If the career planning includes occupational skills training, then connections are made with the appropriate educational institution for application as well as application for financial aid. Co-enrollment efforts are made with the WIA Adult program for potential financial support for the training.

Adult Mentoring:

The WIA Youth program providers match and arrange for Adult Mentors to provide the enrolled youth with guidance and advice for improving life and academic skills that lead to post secondary education or employment.

Supportive services:

Supportive services will be provided to WIA youth participants either through direct assistance, in-kind, or by an arrangement with other human service agencies when necessary and as funds permit to provide a participant with the necessary resources to achieve their career goals. Supportive services may include child care or transportation expenses.

Follow-up services:

Follow-up services for not less than 12 months after program completion, will be provided as appropriate. Program operator's case managers will be responsible for providing follow-up services.

Attachment V

List of Youth Providers

Also, describe the WDB's request-for-proposal process to be used in awarding contracts for youth services including the frequency of issuance, review criteria, and who reviews the proposals. "the local board shall identify eligible providers of youth activities in the local area by awarding grants or contracts on a competitive basis, based on the recommendations of the youth council." How does the WDB measure the success of youth service providers?

- Kaiser Group
- Kenosha Boys and Girls Club
- Professional Services Group
- Lakeside Curative
- Racine County Workforce Development Center
- UW Parkside
- Kenosha Human Development Services
- Goodwill Industries

Youth providers are selected through a procurement process that ranks proposals on a point system based upon demonstrated effectiveness and past performance. Contracts are released for competitive bid every three years or in compliance with local procurement policies and local program review and rating policies. Proposals are reviewed by center management, and a minimum of two other reviewers – one stop staff, youth council member, contract compliance officer, and/or WDB board member.

After all proposals are reviewed and ranked the information is shared with the youth council.

Providers are monitored against mandated performance standards and contracts are modified or terminated when services are not effective.

Attachment W**List of Youth Council Members**

List of Youth Council members, their titles, and the organizations they represent.

Name	Title	Organization
Vacant	TBD	Kenosha Unified School District
Vacant	TBD	University of Wisconsin-Parkside
John Milisaukas	Job Center Manager	Kenosha County Job Center
Bryan Albrecht	President	Gateway Technical College
Dr. F. Gregory Campbell	President	Carthage College
Wally Graffen	Executive Director	Boys & Girls Club of Kenosha, Inc.
David Houghton	Director	Professional Services Group
Dave Brooks	Admissions Counselor	Job Corps
Byron Wright	Executive Director	Kenosha Human Development Services
Veronica Judon	Program Coordinator	Kenosha Human Development Services
Phil Wattles	Workforce Investment Act Program Supervisor	Boys & Girls Club of Kenosha, Inc.
Tanya Woods	Workforce Investment Act Program Coordinator	Boys & Girls Club of Kenosha, Inc.
Mark Gesner	Director of Workforce Development	University of Wisconsin – Parkside Center for Community Partnerships
Brad Haag	School to Work Coordinator	Racine Unified School District
Alice Oliver	Manager	Racine County Workforce Development Center
Marcie Hayden-Barr	Walworth County WIA Youth Program Coordinator	Kaiser Group
Marilyn Putz	Walworth County Job Center Manager	Kaiser Group
Jenny Wehmeier	Family Living Coordinator	UW- Extension

Performance Measures: Performance Improvement Plan
Self-Assessment Survey
2011

Workforce Development Board: Southeastern Wisconsin WDA 1

WDB Contact Person's Name: Susan Koehn

Date: 10-27-2011

This self-assessment is a tool to analyze performance issues. The purpose of this self-assessment is to identify causes, and draw conclusions about, why performance standards have not been achieved. The results of this assessment should suggest solutions to performance deficiencies, and will be the basis for developing a Performance Improvement Plan and technical assistance and training needs.

1. Identify issues that contributed to the poor performance outcome per each common measure. *Incorrect data entry, inability to motivate program participants to participate in the assessment process, youth moving out of the region and some youth intentionally failing the post-test contributed to the failure to meet this performance metric.*
2. Identify activities per each common measure that the WDB will engage in to ensure the performance standard is met in the future. *The WDB staff have attended DWD Statewide Roundtables and have learned how to properly enter the data into ASSET. Lessons learned during the Roundtables include "best practices" in service delivery and they are being implemented. The WDB will use quarterly performance reports provided by DWD to monitor ongoing progress toward attainment of the goal. Each youth who is in the metric will receive additional assistance working toward improving their academic performance including incentives to re-test prior to the measurement period. Program managers and ASSET experts will provide ongoing oversight and review of this metric.*

Youth now sign a contract explaining the educational goals of the program. To help motivate the youth in achieving the educational goals, incentives are available to participants who improve their numeracy and literacy scores.

Additionally, semi- annual performance standard training will be offered to all staff and all staff will be required to complete performance measure assessments to ensure competencies are learned.

3. Does the WDB regularly review and address WIA performance outcomes? If yes, describe the process. *Program managers meet with case management staff in team meetings on a regular basis. During the meeting quarterly ASSET data is reviewed as well as individual customer data.*
4. Describe how the WDB ensures performance measures will be achieved through its service providers. *The WDB monitors contracts on an annual basis. Contracts may be let out for*

bid and failure to meet contract performance metrics can have a negative impact on the contractor during the review process.

5. What has the WDB done to ensure that all staff (WDB and service provider staff) have been trained on the WIA performance measures. *Please refer to the answer in question 2.*
6. Do staff regularly analyze performance to determine why performance measures were not met at any given time? If yes, what instruments were used and what staff gets information? *The WDB relies on ASSET quarterly performance reports. The data is reviewed, the ASSET records are reviewed and compared to the hardcopy and data in the individual files to determine if possible errors were made. When an error is found, an attempt to correct it is made and staff receive remediation.*
7. Is the WDB using additional local performance measures or critical indicators to identify issues that may affect performance results? If yes, please explain. *No, the WDB relies on the State's ASSET system for the data.*
8. Describe local processes for ensuring the accuracy and integrity of data entered into the ASSET system, (e.g., dedicated staffing, and on-line monitoring). *The WDB's uses multiple tactics to monitor data. Data may be monitor by peer-to-peer review, program managers review case worker data entry, and a regional expert who serves on the ASSET User's Group monitors selected records.*
9. Do staff review participant records in ASSET for accuracy and completeness? If yes, please explain and identify the staff title(s): *The process is described in response to question 8. The managers reviewing the files are: Mark Mundl, Strategic Coordinator; INSERT KENOSHA AND WALWORTH. The ASSET experts are Lynn Krause, TITLE and Julio Escobado, Data Analyst.*
10. Identify areas that the WDB would like addressed through technical assistance. *The WDB is receptive to regional training where DWD would provide a subject matter expert on ASSET entry and best practices for youth caseworkers. Additionally, this session should contain a segment for peer-to-peer sharing of best practices and challenges throughout the state.*

Performance Measures: Corrective Action Plan 2011
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WDB: Southeastern Wisconsin WDA #1

WDB Contact Person's Name: Susan Koehn

Date: 10-17-2011

Part 1: Performance Analysis

- Identify the performance measure(s) the WDB failed for two years in a row. This pertains to Program Years 2009 and 2010.

Youth literacy and numeracy gain.

- Identify issues that contributed to the poor performance outcome(s) for each measure(s).

Incorrect data entry, inability to motivate program participants to participate in the assessment process, youth moving out of the region and some youth intentionally failing the post-test contributed to the failure to meet this performance metric.

Part 2: Corrective Actions

- Identify activities the WDB will engage in to ensure the performance standard(s) is met in the future.
- Revise/refine service strategies to meet performance goals.
- What changes will the WDB make, including program goals, management or administrative remedies, etc., to address deficiencies?
- Identify how the WDB will monitor and measure the effectiveness of the corrective action activities to ensure performance improvement and correction of the failures.

SE WI WDA staff have attended DWD Statewide Roundtables and have learned how to properly enter the data into ASSET. Lessons learned during the Roundtables include "best practices" in service delivery and they are being implemented. SE WI WDA will use quarterly performance reports provided by DWD to monitor ongoing progress toward attainment of the goal. Each youth who is in the metric will receive additional assistance working toward improving their academic performance including incentives to re-test prior to the measurement period. Program managers and ASSET experts will provide ongoing oversight and review of this metric.

Youth now sign a contract explaining the educational goals of the program. To help motivate the youth in achieving the educational goals, incentives are available to participants who improve their numeracy and literacy scores.

Additionally, semi- annual performance standard training will be offered to all staff and all staff will be required to complete performance measure assessments to ensure competencies are learned.

Part 3: Technical Assistance (TA) Action Plan

- Identify the areas that the WDB would like addressed through local and/or statewide TA.
- Identify the preferred method of TA, (e.g. one-on-one TA in a statewide or regional setting).
- Identify preferred provider source(s) for TA.
- Identify reporting problems and specific remedies.

SE WI WDA is receptive to regional training where DWD would provide a subject matter expert on ASSET entry and best practices for youth caseworkers. Additionally, this session should contain a segment for peer-to-peer sharing of best practices and challenges throughout the state.

Originally, the region believed it had met the performance metric with a 30.8% literacy/numeracy gain. In the final report, the rate was 15.4%. This represents a 50% change in preliminary to final numbers. SE WI WDA would like to have this relatively dramatic change in the outcome explained.

Attachment Z Plan Review, Public Comment and Documentation

Input from Workforce Board members, local elected officials, One-Stop managers and staff, and community stakeholders was gathered informally throughout September and October, 2011. Formal meetings were held of the SE WI Workforce Development Board on October 13, 2011 and the Executive Committee of the SE WI Workforce Development Board on October 25, 2011. Public notice was posted locally on October 31, 2011 as the draft plan was posted.

Public Notice

The Tri-County Workforce Development Board announces its intent to revise and update the Workforce Investment Act Training (WIA) Plan that identifies employment and training programs funded by the WIA in the Tri-County area consisting of Kenosha, Racine and Walworth Counties. All programs are provided through Job or Workforce Development Centers in the three Counties.

The programs include the following activities for individuals: assessment, remedial education, skills training, work experience, job preparation/readiness skills, job placement and demonstration programs. These programs will be provided through levels of service that include core, intensive and training services. The general funding categories for WIA are Adult, Youth and Dislocated Worker. This plan will continue to be a work in progress in order to respond to changing job seeker and employer needs.

Draft copies of the plan will be available for review after November 1, 2011. Public meetings for review and comment for the plan are:

- on November 14 from 9:30 to 10:30 a.m. at the Kenosha County Job Center, Office of the Director Conference Room, 8600 Sheridan Road (entrance C), Kenosha.
- on November 14 from 1:30 to 2:30 p.m. at the Racine County Workforce Development Center, Public Hearing Room (South Entrance), 1717 Taylor Avenue, Racine

- on November 14 from 3:00 to 4:00 p.m. at the Walworth County Job Center, 1000 E. Centralia Street, Elkhorn

The draft plan and comments will be forwarded to the Wisconsin State Department of Workforce Development on December 1, 2011.

The draft plan will also be posted on the Center web sites on November 1, 2011, at the following Internet web addresses:

www.wdc.racineco.com

www.walworthcountyjobcenter.com

www.co.kenosha.wi.us/dhs/Divisions/DWD and through the Quick Links section

All plan documents can be also reviewed at SE WI WDA Coordinator's Office, c/o Kenosha County Job Center, Office of the Director, 8600 Sheridan Rd., Kenosha, WI 53143 by appointment. Appointments or questions can be directed to Susan Koehn, WDA Coordinator, at the above address or by calling (262) 957-6760.

October 25, 2011

Reggie Newson, Secretary
Wisconsin Department of Workforce Development
201 E. Washington Avenue, A400
Madison, Wisconsin 53707-7946

Dear Secretary Newson:

We, along with the chief elected official of the area and providers receiving funds under Title I of the Workforce Investment Act (WIA), are responsible for complying with all fiscal controls established in section 184 of WIA.

We assure that funds are spent in accordance with WIA legislation, regulations, written DOL guidance, DET guidance, and all other applicable federal and state laws.

We are providing this letter in connection with our role as a grant recipient under the state and federal workforce development programs. We confirm the following representations made to the Wisconsin Department of Workforce Development.

1. We are responsible for maintaining complete, accurate, and timely financial statements for the SE WI Workforce Development Board. We have submitted to DWD the most recent audited financial statements and will submit to DWD audited financial statements in November 2011 for the fiscal year ending June 30, 2011, that are free from material misstatement.
2. We have disclosed to the auditor and the Department of Workforce Development the methods and significant assumptions used in preparing the financial statements for the SE WI Workforce Development Board, including changes to these methods of accounting and reporting and/or assumptions from the previous year.
3. We are responsible for complying with the tax laws of the United States and the State of Wisconsin. We will submit a copy of the agency tax return for the year ended June 30, 2011, at the same time it is submitted to the IRS.
4. As part of our oversight of our Workforce Investment Act designated one-stop operator, we have received, reviewed, and submitted to the Department of Workforce Development a copy of the one-stop operator's most recent federal tax return where the one-stop operator is not a consortium of public agencies.
5. We are responsible for understanding and complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to all grants and contracts issued by Department of Workforce Development. We have assigned costs to federal grants consistent with the requirements of OMB Circular A-87 and A-122. All costs assigned to federal grants are reasonable, conform to the limitations and/or exclusions set forth in the grant, are determined using generally accepted accounting principles, and are adequately documented.
6. Federal grants do not include any costs which are unnecessary, do not directly benefit the programs, or are unallowable under the applicable Federal cost principles (e.g., public relations, bad debts, entertainment costs, fines and penalties, general government expenses, interest)

7. We will prepare and submit to DWD a full copy of the A-133 audit for fiscal year ending June 30, 2011, including the related Schedule of Federal Financial Assistance. We will include expenditures made during FY 2010-11 for all awards provided by federal agencies in the form of grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance. Where applicable, we separately identified on the schedule those expenditures funded by the 2009 American Recovery and Reinvestment Act (ARRA).
8. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for all state and federal programs that provides reasonable assurance that the SE WI Workforce Development Board is managing state and federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on each of the Department of Workforce Development's programs.
9. We are responsible for the design and implementation of programs and controls to prevent and detect fraud.
10. We have made available all contracts and grant agreements (including amendments, if any) to the auditor and the Department of Workforce Development that have a material impact on state and federal workforce development programs.
11. We have identified and disclosed to the auditor and the Department of Workforce Development all amounts questioned and all known noncompliance with the direct and material compliance requirements of state and federal grants and/or contracts. The current status of any unresolved disallowances and potential disallowances has been provided to the auditor and the Department of Workforce Development.
12. We have disclosed to the auditor and the Department of Workforce Development any communications from grantors and pass-through entities concerning possible noncompliance with the direct and material compliance requirements.
13. We have disclosed to the auditor and the Department of Workforce Development the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit.
14. We have provided to the auditor and the Department of Workforce Development our interpretations of any compliance requirements that are subject to varying interpretations.
15. We have informed subrecipients of the appropriate state and federal award and compliance requirements including, if applicable, additional ARRA-specific information and requirements and the amount of financial assistance subject to these additional requirements.
16. We have verified that subrecipients receiving assistance under ARRA are registered in the Central Contractor Registration and have obtained their Dun Bradstreet Data Universal Numbering System (DUNS) numbers.
17. We have monitored the subrecipient SE WI Workforce Development Board to determine whether the subrecipient has expended financial assistance in accordance with applicable laws and regulations.

18. If applicable, we have issued and submitted a copy of management decisions to DWD on a timely basis after our receipt of subrecipients' auditor's reports that identified noncompliance with state and federal laws, regulations, or the provisions of contracts or grant agreements, and have ensured that subrecipients have taken the appropriate and timely corrective action on findings.
19. If applicable, we have considered the results of subrecipient audits and have made any necessary adjustments to the SE WI Workforce Developments Board's own books and records.
20. We have disclosed to DWD any and/or all political contribution made by the SE WI Workforce Development Board.
21. We have disclosed to the auditor and the Department of Workforce Development all transactions with any entity in which a SE WI Workforce Development Board member or executive has greater than a 5% equity interest.
22. We have disclosed to the auditor and the Department of Workforce Development all SE WI Workforce Development Board staff and staff direct family members receiving assistance under SE WI Workforce Development Board directed programs funded by state and/or federal grants or contracts.
23. We have no knowledge of any fraud or suspected fraud affecting the SE WI Workforce Development Board involving:
 - a. Management;
 - b. Employees who have a significant role in internal control; or
 - c. Others where the fraud could have a material effect on the audit financial statements or the Schedule of Expenditures of Federal Awards.
24. We have no knowledge of any allegations of fraud or suspected fraud affecting the SE WI Workforce Development Board received in communications from employees, former employees, analysts, regulators, or others.
25. We have obtained and submitted to DWD conflict of interest forms signed by each board member.
26. We comply with the Fiscal Controls established in Section 184 of WIA.
27. We assure that funds will be spent in accordance with WIA legislation, regulations, written DOL Guidance, Division of Employment and Training (DET) Guidance and all other applicable federal and state laws.
28. We comply with the nondiscrimination provisions of WIA section 188, including an assurance that a Methods of Administration. We will provide to DWD the data necessary to show compliance with the nondiscrimination provisions of WIA section 188 upon reasonable request.
29. We provide veterans priority access to employment and training activities authorized in section 134 of WIA and will provide DWD with data necessary to show compliance with Section 134 upon reasonable request.
30. We will make WIA participants aware of a full range of career choices including orienting and exposing them to training and jobs with family-supporting wages.

31. We make financial literacy training/information available for all participants.
32. We do not use funds received under WIA to assist, promote, or deter union organizing.
33. We comply with section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act of 1990, as amended.
34. We developed the local workforce plan in consultation with the business community, labor organizations, and required partners.
35. We share all WDB and LEO Consortium meeting agendas and minutes with DET staff.
36. We will implement and abide by the Comprehensive Job Center Standards for all comprehensive job centers and assure the other service locations in the One Stop Service Delivery System follow the standards, as applicable.
37. We do not spend WIA funds on the development or operation of any data management systems that duplicate systems provided by the State of Wisconsin, especially ASSET, WorkNet, or Job Center of Wisconsin.
38. We developed a Continuity of Operations Plan (COOP) that outlines the methods by which the Board will function and services will be provided during a critical incident or pandemic, including:
 - Provisions for continuation of employment and training services under the WIA and other programs or services funded by the DWD as possible during a critical incident or pandemic as well as the restoration of full services when services have had to be limited or interrupted for a period of time.
 - Oversight of the status and activity of the WDA's Job Center sites during a critical incident or pandemic, including regular status reports to DET Services COOP Branch Director or designee as required.
 - Full cooperation with the DWD, DET Services in the preparation or implementation of a COOP as specified, including submittal of the Board's updated COOP Plan in April of each year upon request, and participation in COOP drills such as call trees, tabletop exercises and other plan reviews as scheduled.

We comply with state program priorities and directives set out in the state plan and any subsequent modifications.


To the best of our knowledge and beliefs, no events have occurred that would require adjustment to or disclosure to the audit financial statements of the SE WI Workforce Development Board or the Schedule of Expenditures of Federal Awards.



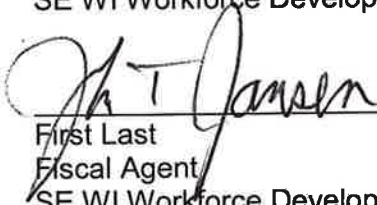
First Last
Chief Local Elected Official
SE WI Workforce Development Board



First Last
Board Chair
SE WI Workforce Development Board



First Last
WDA Coordinator
SE WI Workforce Development Board



First Last
Fiscal Agent
SE WI Workforce Development Board

Attachment BB Chief Local Elected Official Agreement/LEO Consortium and Signatures

Attached is SE WI WDA's 1999 LEO Consortium agreement, as amended in 2003. This document remains currently in effect. The Executive Committee of SE WI Workforce Development Board affirmed the continuation of this agreement at their most recent meeting on October 25, 2011. On this same date, the Executive Committee moved to review the WDA structure in early 2012 and develop a new agreement.

2003 04 31
John

**Southeastern Wisconsin Tri-County Consortium Agreement
Workforce Investment Act**

This Agreement, made this 3rd day of September, 1999, by and between the COUNTY OF KENOSHA, COUNTY OF RACINE and COUNTY OF WALWORTH, being counties in the State of Wisconsin (the "COUNTIES").

WITNESSETH:

WHEREAS, The Congress of the United States has enacted Public Law 105-220, the federal Workforce Investment Act of 1998 (the "Act") to establish programs to provide workforce investment activities, through statewide and local workforce investment systems, that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation; and

WHEREAS, the COUNTIES recognize that employment and training, problems transcend governmental jurisdictional boundaries; and

WHEREAS, the COUNTIES recognize that the Act provides for the establishment of a consortium to act with mutual cooperation in the planning and administration of programs under the Act to serve substantial parts of a labor market area; and

WHEREAS, the COUNTIES have passed separate resolutions to enter into a tri-county consortium agreement; and

WHEREAS, the consortium of COUNTIES desires to establish a Workforce Development Board and to develop and administer programs under the Act;

NOW, THEREFORE, the COUNTIES agree as follows:

1. The COUNTIES, pursuant to Sec. 66.30 Wis. Stats., hereby establish a Consortium within the meaning of Section 117 of the Act, for the purpose of being designated a service delivery area by the Governor and for implementing the programs under the Act. The consortium shall be referred to as the "Southeastern Wisconsin WIA Consortium."
2. The units of government which members of this Consortium and the geographical areas which will be served by the Consortium and designated a service delivery area are the Counties of Kenosha, Racine and Walworth.
3. The chief local elected officials ("LEO's" who are chairpersons of the County

Boards of Supervisors or County Executives) or the designees of said officials of the Counties in paragraph 2 shall constitute the Southeastern Wisconsin WIA Consortium Commissioners (hereinafter, the "Commissioners").

4. The Commissioners shall elect from its membership a Chairperson, a Vice Chairperson and such other officers as may be provided in separate by-laws to serve for a term of one year or until a successor is elected and qualified. Vacancies for these offices shall be filled by election for the residue of the unexpired term. The Chairperson shall appoint a staff person of one of the consortium member counties to serve as board clerk.
5. Robert's Rules of Order, Newly Revised, shall govern the procedures of the Consortium insofar as they do not conflict with applicable law or administrative rules or by-laws duly adopted by the Consortium.
6. By-laws or amendments thereto may be adopted by the affirmative vote of 2/3 of the entire membership of the Commissioners at any regular meeting called for that purpose, provided that written copies thereof are delivered to each member 15 days prior to consideration.
7. The Commissioners shall appoint the members of the Workforce Development Board for the tri-county area, under Section 117 (c)(1)(A) of the Act and applicable rules thereunder.
8. The Consortium shall execute an agreement with the Workforce Development Board for the tri-county area for the operation and functions of the Board under Section 117 of the Act, and shall approve all Local Plans under Section 118 of the Act.
9. The Consortium shall perform functions for LEO's as contained in the Act and as set forth in this agreement and any adopted by-laws.
10. This agreement shall be effective when approved by Resolutions adopted by the County Boards of Supervisors of each county which is a party hereto and executed by the appropriate county officials thereof pursuant to said resolution and shall thereupon act to repeal and supersede any and all prior written or oral consortium agreements between the parties under P.L. 102-367, the Job Training Partnership Act. The Workforce Development Board shall act as the PIC Board, once established, and carry out the duties and responsibilities of the PIC Board pursuant to P.L. 102-367, the Job Training Partnership Act, until that act expires or is repealed or terminated. All funds and assets (liquidated and unliquidated) of the PIC Board will be transferred to the Workforce Development

Board, once established.

11. Amendments to this agreement may be adopted with the concurrence of the Boards of Supervisors of each county party hereto. The Consortium may be dissolved and this agreement may be rescinded only with the consent of all the Boards of Supervisors of the counties party hereto and the Governor.
12. The Workforce Development Board for the tri-county area shall be named the Southeastern Wisconsin Workforce Development Board.
13. The members of the Workforce Development Board of Directors take office effective with their appointment by the Commissioners, and any adopted by-laws shall reflect the appointive, removal, substitution and replacement powers of the Directors by the Commissioners.
14. Under the provision of the Act, the Commissioners will convene the first meeting of the Southeastern Wisconsin Workforce Development Board within 30 days of the Governor's certification of the Tri-County Consortium.
15. The Consortium shall serve as the local grant funds recipient. The COUNTIES shall be liable for any misuse of the grant funds allocated to their local area under sections 128 and 133 of the Act. The local grant recipient shall disburse such funds for workforce investment activities at the direction of each county's local board, pursuant to the requirements of the Act. The local grant recipient shall disburse the funds immediately on receiving such direction from the local board. The Consortium designates Racine County as the fiscal agent for the Tri-County Consortium for the receipt of all funds provided pursuant to the Act.
16. The functions and duties of the Southern Wisconsin Workforce Development Board shall be those as set forth in the Act.
17. All funds distributed pursuant to the Act to the Southeastern Wisconsin WIA Consortium will be distributed to the three counties utilizing the following formula:
 - a. Administrative – The total designated percentage of administrative funding allowable will be distributed by the following:
 - 1) 15% to the County that assumes responsibility as Fiscal Agent, presently Racine County.
 - 2) 10% to the County that employs the Chief WIA Manager, presently Racine County.

3) 75% pursuant to the distribution formula described below:

- b. Programmatic Funding – All programmatic funding and 75% of the administrative funds provided to the Workforce Development Board on behalf of the Tri-County Area will be disbursed to the COUNTIES using the following distribution: Racine County – 50%; Kenosha County – 36%; Walworth County – 14%.
 - c. Plant Specific Dislocated Worker Projects – Funding will be accepted by the fiscal agent on behalf of the county affected by the dislocation. If the dislocation affects multiple counties, a distribution of funding will be based upon the number of affected workers in each county. The county serving as fiscal agent will receive 15% and the county serving as Lead WIA Manager will receive 10% of the total administrative funding for the project. Presently both are provided by Racine County.
18. Racine County, as Fiscal Agent for the Southeastern Wisconsin WIA Consortium for funds received pursuant to the Act, will be responsible for:
- a. Contracting with the other two counties for their portion of the funding;
 - b. Reimbursing counties for their actual expenditures authorized by the Act, based upon receipt of invoices;
 - c. Invoicing the Department of Workforce Development for funds for the entire Tri-County Area;
 - d. Maintaining combined fiscal records for the Tri-County Area;
 - e. Monitoring fiscal compliance by all three counties.
19. Kenosha and Walworth Counties' responsibilities shall include:
- a. Ensuring that the funding is expended for appropriate services;
 - b. Ensuring that fiscal requirements and reporting mechanisms are in place and complied with;
 - c. Submitting timely invoices to the Fiscal Agent in compliance with reporting requirements of the Act and of the State of Wisconsin.
 - d. Submitting all reports and data which the fiscal agent needs to prepare

any reports, audits or comply with any procedures required under the Act or by the State of Wisconsin.

20. a. The counties of Racine, Kenosha and Walworth shall jointly indemnify, protect and defend the Southeastern Wisconsin Workforce Development Board, its board members and the Southeastern Wisconsin WIA Consortium from any liability and/or costs arising out of the actions or omissions of these parties in connection with their official duties under the Act. The costs for each county to be based proportionally on the percentage distribution of WIA funds received by each county as of the time that claim arose. This protection contained in this paragraph shall not apply to the county based WDB's which shall be the responsibility solely of the individual county which created each respective county based WDB.
 - b. Each county (Indemnifying county) shall protect, defend, indemnify and hold harmless the other counties for any and all claims, damages, liabilities and/or lawsuits arising out of:
 - (i) Any misuse or disallowance of grant funds which is the result of the actions or omissions of the indemnifying county;
 - (ii) Any violation of any state or federal rules, regulations or guidelines attributable to the indemnifying county
21. Each county shall be responsible for the delivery of program services consistent with the plan developed by the Southeastern Wisconsin Workforce Development Board through their respective Job Centers. Each County shall:
- a. Create and staff its respective county-based Workforce Development Board ("county based WDB");
 - b. Develop a unified county plan as directed by its county-based WDB;
 - c. Develop Memorandums of Understanding as directed by county-based WDB;
 - d. Budget and monitor funding distributed through the county-based WDB;
 - e. Plan, implement and monitor workforce development services as directed by the county-based WDB;

- f. Collect data relative to performance measurement requirements.
22. Racine County shall designate, employ and have a Chief (Wisconsin Investment Act) WIA Manager. This individual will be responsible for the following:
- a. Single point of contact with the State regarding funding provided pursuant to the Act.
 - b. Staff the Southeastern Wisconsin Workforce Development Board.
 - c. Combine the unified plans, the Memorandums of Understanding, and other programmatic reporting from all three counties for submittal to the State through the Southeastern Wisconsin Workforce Development Board and Chief Local Elected Official.
23. Each county shall designate a rapid response team to react to local dislocations. The Chief WIA Manager will develop specific project proposals for submittal to the State for funding as necessary. The project proposals will be reviewed by the affected county-based WDB and will require approval by both the Chief Elected Officer in the affected county, the Chairman of the Consortium and the Chairman of the Workforce Development Board.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the day and year first above written.

RACINE COUNTY

BY: Joan C. Rennert Joan C. Rennert
Racine County Clerk

BY: Robert N. Miller 9-3-99 ROBERT N. MILLER
RACINE COUNTY BOARD CHA

Date 9-2-99
Certified to be correct as to fact.
By Mark J. Smith
Racine County Corporation Counsel

KENOSHA COUNTY

BY: Allyson K. [Signature]

REVIEWED BY
KENOSHA COUNTY
CORPORATION COUNSEL

SEP 21 1999

[Signature]

REVIEWED BY FINANCE DIRECTOR
[Signature] 9/1/99
Date

WALWORTH COUNTY.

BY: Thomas P. Ketchum

APPROVED AS TO FORM
Deanna D. Roberts
C. 7/14/99 TION COUNSEL
DATE

07/24/03

**2003 Amendment to
Southeastern Wisconsin Tri-County Consortium Agreement
Workforce Investment Act**

This is the first Amendment to the September 3, 1999 Agreement by and between the **County of Kenosha, County of Racine and County of Walworth** that was created to act with mutual cooperation in the planning and administration of programs under the U.S. Workforce Investment Act of 1998 (hereafter the "Act") to provide a framework for State and local workforce investment activities and systems that increase the employment, retention and earnings of participants, and increase the occupational skill and quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation.

Whereas, the Southeastern Wisconsin WIA Consortium (hereafter Consortium) operates successfully through its system of Consortium Commissioners (consisting of the chief elected officials of the three counties or their designees) and its Bylaws, and by the WIA Boards, approving all Local Plans under Section 118 of the Act, receiving all Federal and State funds which it distributes for the purposes enumerated, and complying with State and Federal policy and regulations; and

Whereas, the original September 3, 1999 Consortium agreement described a process for the Consortium Commissioners to select a new Chairperson, Vice Chairperson and such other officers as provided in the Bylaws; However, the original agreement failed to provide for a process to change the **Fiscal Agent** of the Consortium (initially designated as Racine County) or to change the **Chief WIA Manager** (initially designated as Racine County), and it would be beneficial to have a process designated to change the fiscal agent and chief manager from time to time.

The Counties therefore agree as follows:

The September 3, 1999 Agreement by the parties titled the "Southeastern Wisconsin Tri-County Consortium Agreement/ Workforce Investment Act" is hereby amended to authorize changes in the designation of the **Fiscal Agent** for the Consortium, and/or changes in the designation of the **Chief WIA Manager** for the Consortium, from time to time, as provided in the Bylaws of the Consortium Commissioners, as such Bylaws may be amended from time to time. Except for the changes to the original September 3, 1999 Agreement contained in this amendment, all other terms and conditions of the original September 3, 1999 Agreement remain in full force and effect.

Agreed and duly executed by all parties below. This amendment shall be effective as of the date of the 1st day of July, 2003.

KENOSHA COUNTY

RACINE COUNTY

WALWORTH COUNTY

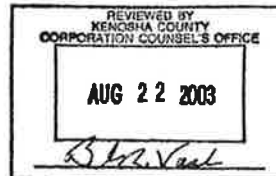
by: *[Signature]*
Kenosha County Executive

by: *[Signature]*
Joan C. Rennert
Racine County Clerk

by: *[Signature]*
Kimberly S. Bushey
Walworth County Clerk

[Signature]
WILLIAM L. McREYNOLDS
RACINE COUNTY EXECUTIVE

[Signature]
OK KENOSHA COUNTY FINANCE



REVIEWED BY FINANCE DIRECTOR
[Signature] 7/25/03
Sign Date

Date 7-28-03
Certified to be correct as to form
By *[Signature]*
Racine County Corporation Counsel

Attachment CC

WDB Membership and Conflict of Interest Templates and Signatures
State policy, industrial mix and demographics.

Conflict of Interest – Disclosure Statement
(July 1, 2011 through June 30, 2012)

Name: Todd Battle

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒ Employee: ☐ Grantee: ☐ Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

If you responded "Yes" to the above question, please explain below:

Yes. I am a trustee of Gateway Technical College.

It is also possible given my role as KABA's president that we would work with the WDB on an Economic Development/Training Project.

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

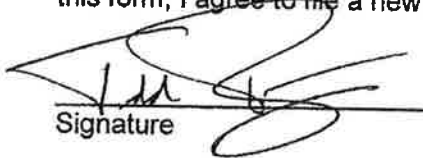
Yes No

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.


Signature

10/11/11
Date

Todd Battle
Print Name

Conflict of Interest – Disclosure Statement

(July 1, 2011 through June 30, 2012)

Name:

Donald J. Gillespie

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒

Employee: ☐

Grantee: ☐

Grant Applicant: ☐

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Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement:



Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

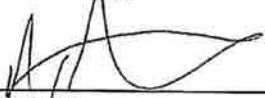
Yes No

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.


Signature

10/18/2011
Date


Print Name

Conflict of Interest – Disclosure Statement

(July 1, 2011 through June 30, 2012)

Name: Adelene Greene

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒

Employee: ☐

Grantee: ☐

Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

Yes

☒ No

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes ☒ No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

Adelene Greene
Signature

10-10-11
Date

ADELENE GREENE
Print Name

Conflict of Interest – Disclosure Statement
(July 1, 2011 through June 30, 2012)

Name: Benjamin R. Harbach

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒

Employee: ☐

Grantee: ☐ Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

Yes

☒ No

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes ☒ No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

Benjamin R. Harbach 10/20/11
Signature Date

Benjamin R. Harbach
Print Name

Conflict of Interest – Disclosure Statement
(July 1, 2011 through June 30, 2012)

Name: Lou Molitor

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒ Employee: ☐ Grantee: ☐ Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

☒ Yes

No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

Yes

☒ No

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes ☒ No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

Lou Molitor
Signature

10/17/11
Date

Lou Molitor
Print Name

Conflict of Interest – Disclosure Statement

(July 1, 2011 through June 30, 2012)

Name: Rene O'Connor

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒

Employee: ☐

Grantee: ☐

Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

Yes No

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

René O'Connor
Signature

10-11-11
Date

René O'Connor
Print Name

Conflict of Interest – Disclosure Statement

(July 1, 2011 through June 30, 2012)

Name: Michael Pollocoff

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒ Employee: ☐ Grantee: ☐ Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes ☐ No ☒

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes ☐ No ☒

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

Yes ☐ No ☒

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes ☒ No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

Michael R. Pollocoff 10.10.11
Signature Date

Michael R. Pollocoff
Print Name

Conflict of Interest – Disclosure Statement
(July 1, 2011 through June 30, 2012)

Name: Silvana Presta

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: X Employee: Grantee: Grant Applicant:

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Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes **X** No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: I agree

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

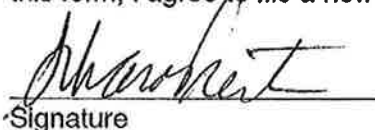
Yes No

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.


Signature

10/10/11
Date

SILVANAMESTA
Print Name

Conflict of Interest – Disclosure Statement
(July 1, 2011 through June 30, 2012)

Name: Gary D. Vaillancourt

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: **X** Employee: ☐ Grantee: ☐ Grant Applicant: ☐

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Board members and employees, please respond to the following questions:

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Yes No **X**

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: **X**

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

Yes No

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.



10/19/2011

Signature

Date

Gary D. Vaillancourt
Print Name

Conflict of Interest – Disclosure Statement

(July 1, 2011 through June 30, 2012)

Name: William R. Whyte

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒

Employee: ☐

Grantee: ☐ Grant Applicant: ☐

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Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

☒ Yes

☐ No

If you responded "Yes" to the above question, please explain below:

EMPLOYED BY GATEWAY TECHNICAL COLLEGE

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes ☐ No ☐

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

Yes ☐ No ☐

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

William R. Whyte
Signature

10/18/11
Date

William R. Whyte
Print Name

Conflict of Interest – Disclosure Statement
(July 1, 2011 through June 30, 2012)

Name: Michael Van Den Bosch

Affiliation with the SE WI Workforce Development Board (Walworth) (*Check One*):

Board Member: ☒X Employee: ☐ Grantee: ☐ Grant Applicant: ☐

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Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the SE WI Workforce Development Board?

Yes

☒No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒X

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the SE WI Workforce Development Board?

Yes No

2. Does any member of the SE WI Workforce Development Board serve on your organization's board of directors or advisory council?

Yes No

3. Do you have a business or employment relationship with any board member of the SE WI Workforce Development Board?

Yes No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.


Signature

9/30/11
Date

Michael Van Der Bosch
Print Name

Conflict of Interest – Disclosure Statement
(July 1, 2011 through June 30, 2012)

Name: JAMES A. LADWIG

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☐ Employee: ☐ Grantee: ☐ Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

Yes

☒ No

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes ☒ No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

James A. Ludwig 10/25/11
Signature Date

JAMES A. LAOWIG
Print Name

Conflict of Interest – Disclosure Statement

(July 1, 2011 through June 30, 2012)

Name: Bryan Albrecht

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒

Employee: ☐

Grantee: ☐

Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

Yes

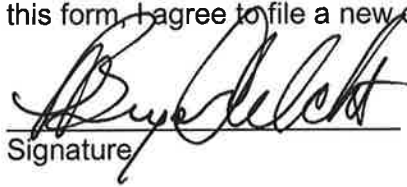
☒ No

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes ☒ No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.


Signature

10-11-11
Date

Bryan Albrecht
Print Name

Conflict of Interest – Disclosure Statement
(July 1, 2011 through June 30, 2012)

Name: MANOJ BABU

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒ Employee: ☐ Grantee: ☐ Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

Yes

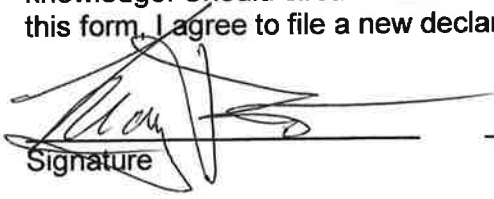
☒ No

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes ☐ No ☒

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.


Signature

10/31/11
Date

MANOJ BABU
Print Name

Conflict of Interest – Disclosure Statement
(July 1, 2011 through June 30, 2012)

Name: Mary Becker

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒ Employee: ☐ Grantee: ☐ Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

☒ Yes

No

Dr. Gregory Campbell is on the Board of United Hospital System

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

Mary Becker
Signature

10/11/2011
Date

Mary Becker
Print Name

Conflict of Interest – Disclosure Statement

(July 1, 2011 through June 30, 2012)

Name: Kev Fellman

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒ Employee: ☐ Grantee: ☐ Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes ☐ No ☒

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes ☐ No ☒

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

Yes ☐ No ☒

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

☒ Yes ☐ No

If you responded "Yes" to any of the above questions, please explain below:

A number of board members and/or their
respective employees have banking relationships
with my employer.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

[Signature]

Signature

10/20/11

Date

Ken Fellman

Print Name

Conflict of Interest – Disclosure Statement
(July 1, 2011 through June 30, 2012)

Name: DEBORAH L. FORD

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒

Employee: ☐

Grantee: ☐

Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

☒ Yes

☐ No

If you responded "Yes" to the above question, please explain below:

The University has or may have relationships or contracts
with the SE WI Workforce Development Board

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes ☐ No ☐

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

Yes ☐ No ☐

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

Deborah Ford
Signature

10/22/11
Date

DEBORAH L. FORD
Print Name

Conflict of Interest – Disclosure Statement
(July 1, 2011 through June 30, 2012)

Name: Ronald J. Frederick

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: x Employee: Grantee: Grant Applicant:

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

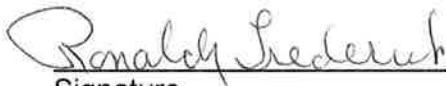
Yes No

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.


Signature

OCT 11 2011
Date

RONALD J. FREDERICK
Print Name

Conflict of Interest – Disclosure Statement

(July 1, 2011 through June 30, 2012)

Name: Virgil Gentz

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒

Employee: ☐

Grantee: ☐ Grant Applicant: ☐

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Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

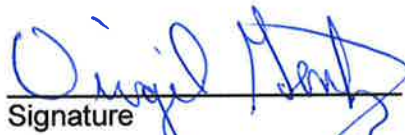
Yes No

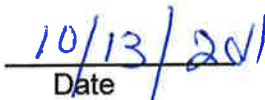
3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.


Signature


Date


Print Name

Conflict of Interest – Disclosure Statement

(July 1, 2011 through June 30, 2012)

Name: Wally Grafton

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒

Employee: ☐

Grantee: ☐

Grant Applicant: ☐

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Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

☒ Yes

☐ No

If you responded "Yes" to the above question, please explain below:

The Boys & Girls Club of Kenosha (my Employer) receives funds to implement WIA programs.

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: YES

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

☒ Yes

☐ No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

☒ Yes

☐ No

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

☒ Yes ☐ No

If you responded "Yes" to any of the above questions, please explain below:

My organization receives funds & donations from almost 1/2 of the Board. In addition GTC President Bryan Albrecht serves on my board.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

[Signature] 10/11/11
Signature Date

Wally Graben
Print Name

Conflict of Interest – Disclosure Statement
(July 1, 2011 through June 30, 2012)

Name: Earl Hawley

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒ Employee: ☐ Grantee: ☐ Grant Applicant: ☐

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Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yesxxx No

If you responded "Yes" to the above question, please explain below: Contract with
kenosha County Dept of
Aging

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yesxx No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

Yes Noxx

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes Noxx

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

Earl Hawley
Signature

10-11-11
Date

Earl Hawley
Print Name

Conflict of Interest – Disclosure Statement

(July 1, 2011 through June 30, 2012)

Name: DAVID M HOUGHTON

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒

Employee: ☐

Grantee: ☐

Grant Applicant: ☐

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Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

☒ Yes ☐ No

If you responded "Yes" to the above question, please explain below:

My agency is contracted by Kenosha County to provide Workforce Development services in Career Assessment and Business Services, and also by Racine County for Workforce Development programming in Workshop Instruction and Youth services.

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

☒ Yes ☐ No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

☒ Yes ☐ No I DO

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes ☒ No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.


Signature

10/17/11
Date

DAVID M HOUGHTON
Print Name

Conflict of Interest – Disclosure Statement

(July 1, 2011 through June 30, 2012)

Name: John Jansen

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒

Employee: ☐

Grantee: ☐

Grant Applicant: ☐

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Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

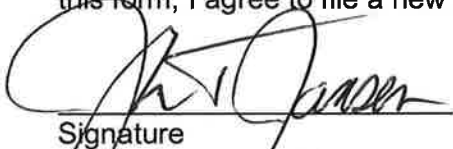
Yes No

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.


Signature

10/10/11
Date

John Tansen
Print Name

Conflict of Interest – Disclosure Statement

(July 1, 2011 through June 30, 2012)

Name: Terri A. Johnson

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒

Employee: ☒

Grantee: ☐ Grant Applicant: ☐

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Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

☒ Yes ☐ No

If you responded "Yes" to the above question, please explain below:

I am subcontracted for the WIA Dislocated Worker
Program for Kenosha County.

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

☒ Yes ☐ No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

☒ Yes ☐ No

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

If you responded "Yes" to any of the above questions, please explain below:

I am subcontracted for Dislocated Worker Services
for WIA.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

Terri A. Johnson
Signature

10/11/11
Date

Terri A. Johnson
Print Name

Conflict of Interest – Disclosure Statement

(July 1, 2011 through June 30, 2012)

Name:

Jim Kreuser

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒

Employee: ☐

Grantee: ☐

Grant Applicant: ☐

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Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement:

XK

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

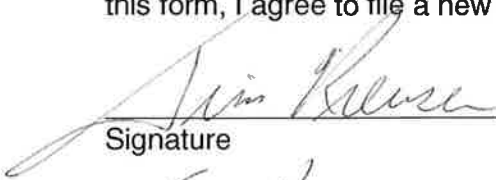
Yes No

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

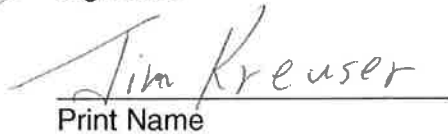
Yes No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.


Signature


Date


Print Name

Conflict of Interest – Disclosure Statement
(July 1, 2011 through June 30, 2012)

Name: JOHN MILISAUSKAS

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒

Employee: ☐

Grantee: ☒

Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: jam

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

Yes

☒ No

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

John Milisauskas
Signature

10-10-11
Date

JOHN MILISAUSKAS
Print Name

Conflict of Interest – Disclosure Statement

(July 1, 2011 through June 30, 2012)

Name: Jennie Turkiewicz

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒

Employee: ☐

Grantee: ☐

Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes

☒ No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☐

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

Yes No

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

If you responded “Yes” to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

Signature _____ Date 10-11-11

Date _____

Jennie A. Turkiewicz
Print Name

Print Name

Conflict of Interest - Disclosure Statement
(July 1, 2011 through June 30, 2012)

Name: Paula Williams

Affiliation with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board
(Check One):

Board Member: ☒ Employee: ☐ Grantee: ☐ Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes ☒ No ☐

If you responded "Yes" to the above question, please explain below:

Kenosha Achievement Center contract

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes ☐ No ☐

2. Does any member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board serve on your organization's board of directors or advisory council?

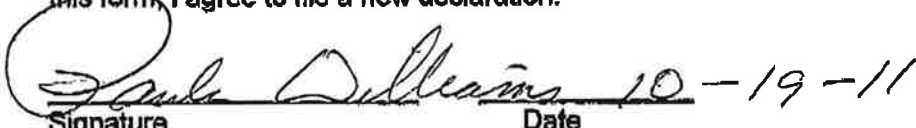
Yes ☐ No ☐

3. Do you have a business or employment relationship with any board member of the Tri-County or SE WI (Kenosha Co.) Workforce Development Board?

Yes No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.


Signature

Date

Paula Williams
Print Name

Conflict of Interest – Disclosure Statement
(July 1, 2011 through June 30, 2012)

Name: JOSEPH B CARDIFF

Affiliation with the SE WI Workforce Development Board (Walworth) (Check One):

Board Member: ☒ Employee: ☐ Grantee: ☐ Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the SE WI Workforce Development Board?

Yes

☒ No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the SE WI Workforce Development Board?

Yes No

2. Does any member of the SE WI Workforce Development Board serve on your organization's board of directors or advisory council?

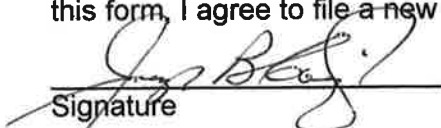
Yes No

3. Do you have a business or employment relationship with any board member of the SE WI Workforce Development Board?

Yes No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.


Signature

12.6.11
Date

JOSEPH B CARDIFF
Print Name

Conflict of Interest – Disclosure Statement
(July 1, 2011 through June 30, 2012)

Name: Briana Fox

Affiliation with the SE WI Workforce Development Board (Walworth) (*Check One*):

Board Member: X Employee: Grantee: Grant Applicant:

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the SE WI Workforce Development Board?

Yes

No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: Y

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the SE WI Workforce Development Board?

Yes No

2. Does any member of the SE WI Workforce Development Board serve on your organization's board of directors or advisory council?

Yes No

3. Do you have a business or employment relationship with any board member of the SE WI Workforce Development Board?

Yes No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

Signature

Date

Print Name

RECEIVED

OCT 5 2011

Conflict of Interest – Disclosure Statement
(July 1, 2011 through June 30, 2012)

WALWORTH COUNTY BOARD

Name: Nancy Russell

Affiliation with the SE WI Workforce Development Board (Walworth) (Check One):

Board Member: X Employee: Grantee: Grant Applicant:

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the SE WI Workforce Development Board?

Yes No

If you responded "Yes" to the above question, please explain below:

Chair + Elected Supervisor of Walworth County Board - term expires
April, 2012

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: X

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the SE WI Workforce Development Board?

Yes No

2. Does any member of the SE WI Workforce Development Board serve on your organization's board of directors or advisory council?

Yes No

3. Do you have a business or employment relationship with any board member of the SE WI Workforce Development Board?

☒ Yes ☐ No

If you responded "Yes" to any of the above questions, please explain below:

Wd worth County contracts with Kaiser group, Marilyn Putz, mgr
(Employee) to run the Wd worth County Job Center

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

Nancy Russell

Signature

10-6-11

Date

Nancy Russell

Print Name

Conflict of Interest – Disclosure Statement
(July 1, 2011 through June 30, 2012)

Name: Cynthia Simonson

Affiliation with the SE WI Workforce Development Board (Walworth) (Check One):

Board Member: ☒ X Employee: ☐ Grantee: ☐ Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the SE WI Workforce Development Board?

Yes

No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the SE WI Workforce Development Board?

Yes No

2. Does any member of the SE WI Workforce Development Board serve on your organization's board of directors or advisory council?

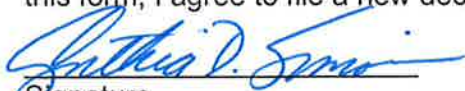
Yes No

3. Do you have a business or employment relationship with any board member of the SE WI Workforce Development Board?

Yes No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.


Signature

9-30-11
Date

Cynthia D. Simonson
Print Name

Conflict of Interest – Disclosure Statement
(July 1, 2011 through June 30, 2012)

Name: Marilyn Putz

Affiliation with the SE WI Workforce Development Board (Walworth) (Check One):

Board Member: X Employee: Grantee: Grant Applicant: X

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the SE WI Workforce Development Board?

☒ Yes No

If you responded "Yes" to the above question, please explain below:

I am employed by the organization that is the One Stop Operator
of the Walworth County Job Center and the provider
of WIA program services via a subcontract

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement:

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the SE WI Workforce Development Board?

☒ Yes No

2. Does any member of the SE WI Workforce Development Board serve on your organization's board of directors or advisory council?

Yes ☒ No

3. Do you have a business or employment relationship with any board member of the SE WI Workforce Development Board?

Yes ☒ No

If you responded "Yes" to any of the above questions, please explain below:

I am employed by the organization that is the one stop
operator of the Walworth County Job Center and
the provider of WIA program services via a subcontract

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

Marilyn Putz
Signature

10-11-11
Date

Marilyn Putz
Print Name

Conflict of Interest – Disclosure Statement
(July 1, 2011 through June 30, 2012)

Name: CHARLES L. COLMAN

Affiliation with the SE WI Workforce Development Board (Walworth) (Check One):

Board Member: X Employee: Grantee: Grant Applicant:

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the SE WI Workforce Development Board?

Yes

No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ✓

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the SE WI Workforce Development Board?

Yes No

2. Does any member of the SE WI Workforce Development Board serve on your organization's board of directors or advisory council?

Yes No

Conflict of Interest – Disclosure Statement
(July 1, 2011 through June 30, 2012)

Name: LISA Furseth

Affiliation with the SE WI Workforce Development Board (Walworth) (Check One):

Board Member: X

Employee:

Grantee:

Grant Applicant:

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the SE WI Workforce Development Board?

Yes

No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ✓

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the SE WI Workforce Development Board?

Yes No

2. Does any member of the SE WI Workforce Development Board serve on your organization's board of directors or advisory council?

Yes No

3. Do you have a business or employment relationship with any board member of the SE WI Workforce Development Board?

Yes No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.


Signature

10/7/11
Date

Lisa Firsirotu
Print Name

Conflict of Interest – Disclosure Statement
July 1, 2011 through June 30, 2012

Name: Laura Cesar

Affiliation with the Racine County Workforce Development Board (*Check One*):

Board Member: ☒ Employee: ☐ Grantee: ☐ Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Racine County Workforce Development Board?

Yes

☒ No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Racine County Workforce Development Board?

☒ Yes ☐ No

2. Does any member of the Racine County Workforce Development Board serve on your organization's board of directors or advisory council?

Yes ☒ No

3. Do you have a business or employment relationship with any board member of the Racine County Workforce Development Board?

Yes

☒ No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

Laura Cesar
Signature

10-14-11
Date

Laura Cesar
Print Name

Conflict of Interest – Disclosure Statement
July 1, 2011 through June 30, 2012

Name: Jonathan Delagrave

Affiliation with the Racine County Workforce Development Board (*Check One*):

Board Member: ☒ Employee: ☐ Grantee: ☐ Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Racine County Workforce Development Board?

Yes

☒ No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Racine County Workforce Development Board?

Yes

☒ No

2. Does any member of the Racine County Workforce Development Board serve on your organization's board of directors or advisory council?

Yes

☒ No

3. Do you have a business or employment relationship with any board member of the Racine County Workforce Development Board?

Yes

☒ No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

Signature

Date

Print Name

JONATHAN DELAGRAVE

10/18/11

Conflict of Interest – Disclosure Statement
July 1, 2011 through June 30, 2012

Name: Marlene H. Haigh

Affiliation with the Racine County Workforce Development Board (*Check One*):

Board Member: ☒ Employee: ☐ Grantee: ☐ Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Racine County Workforce Development Board?

Yes No

If you responded "Yes" to the above question, please explain below:

I facilitate sessions for the ProTech program.

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Racine County Workforce Development Board?

Yes No

2. Does any member of the Racine County Workforce Development Board serve on your organization's board of directors or advisory council?

Yes No

3. Do you have a business or employment relationship with any board member of the Racine County Workforce Development Board?

Yes No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

Marlene H. Haigh
Signature

9/28/2011
Date

Marlene H. Haigh
Print Name

Conflict of Interest – Disclosure Statement
July 1, 2011 through June 30, 2012

Name: David Hazen

Affiliation with the Racine County Workforce Development Board (Check One):

Board Member: ☒ Employee: ☐ Grantee: ☐ Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Racine County Workforce Development Board?

☒ Yes ☐ No

If you responded "Yes" to the above question, please explain below:

I work for the Racine School District which
may at times have programs jointly
with the workforce development board

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Racine County Workforce Development Board?

☒ Yes ☐ No

2. Does any member of the Racine County Workforce Development Board serve on your organization's board of directors or advisory council?

Yes ☒ No

3. Do you have a business or employment relationship with any board member of the Racine County Workforce Development Board?

Yes

☒ No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

David Hazen
Signature

10/19/11
Date

David Hazen
Print Name

Conflict of Interest – Disclosure Statement
July 1, 2011 through June 30, 2012

Name: Gordon Kacala

Affiliation with the Racine County Workforce Development Board (Check One):

Board Member: ☒ Employee: ☐ Grantee: ☐ Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Racine County Workforce Development Board?

☒ Yes ☐ No

If you responded "Yes" to the above question, please explain below:

I work for Racine County Economic Development Corp. which receives WDC money as a contractor.

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: yes ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Racine County Workforce Development Board?

☒ Yes ☐ No

2. Does any member of the Racine County Workforce Development Board serve on your organization's board of directors or advisory council?

☒ Yes ☐ No

3. Do you have a business or employment relationship with any board member of the Racine County Workforce Development Board?

Yes ☒ No

If you responded "Yes" to any of the above questions, please explain below:

Chancellor Debra Ford serves on
the RCEDC Board of Directors

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

Gordon Kacala

Signature

10-5-11

Date

GORDON KACALA

Print Name

Conflict of Interest -- Disclosure Statement
July 1, 2011 through June 30, 2012

Name: MICHAEL T. KOBYLKA

Affiliation with the Racine County Workforce Development Board (*Check One*):

Board Member: ☒ Employee: ☐ Grantee: ☐ Grant Applicant: ☐

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Racine County Workforce Development Board?

☒ Yes ☐ No

If you responded "Yes" to the above question, please explain below:

RAMAC CONTRACTS WITH WORK FORCE DEVELOPMENT

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ☒

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Racine County Workforce Development Board?

☒ Yes ☐ No

2. Does any member of the Racine County Workforce Development Board serve on your organization's board of directors or advisory council?

Yes ☐ No ☒

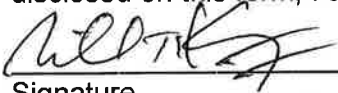
3. Do you have a business or employment relationship with any board member of the Racine County Workforce Development Board?

Yes

☒ No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.


Signature

10-14-11
Date

MICHAEL KOBYLKA
Print Name

Conflict of Interest – Disclosure Statement
July 1, 2011 through June 30, 2012

Name: John Rote

Affiliation with the Racine County Workforce Development Board (*Check One*):

Board Member: X Employee: Grantee: Grant Applicant:

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Racine County Workforce Development Board?

Yes No

If you responded "Yes" to the above question, please explain below:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement: ✓

Grantees and grant applicants, please respond to the following questions:

1. Do you, or an immediate family member, serve on the Racine County Workforce Development Board?

Yes No

2. Does any member of the Racine County Workforce Development Board serve on your organization's board of directors or advisory council?

Yes No

3. Do you have a business or employment relationship with any board member of the Racine County Workforce Development Board?

Yes ☒ No

If you responded "Yes" to any of the above questions, please explain below:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

John Rote
Signature

9-29-11
Date

John Rote
Print Name

WDB MEMBERSHIP FORM

Attachment CC

Contact Person		Membership #		Date				WDA#		
	Member Name and Title (number each entry)	Business or Organization's Name, Address & E-mail Address	Sector (Public or Private)	Organization Nominated by (where required)	Term Starts on (M/DD/YY)	Term Ends on (M/DD/YY)	Sex (M/F)	Minority (Y/N)	NAICS Code*	Firm Size (Large/ Small)
1	Bryan Albrecht President	Gateway Technical College 3520 - 30th Avenue Kenosha WI 53144-1690 albrechtb@gtc.edu	Public	Kenosha Area Business Alliance	The WDA does not have term limits		M	N	61	Large
2	Mike Batten Chairman, Chief Executive Officer	Twin Disc Inc 1328 Racine Street Racine WI 53403 Batten.ME@twindisc.com	Private	RAMAC			M	N	33	Large
3	Todd Battle President	Kenosha Area Business Alliance 5500 Sixth Avenue, Suite 200 Kenosha WI 53140 tbattle@kaba.org	Private	LEO from KCWDB			M	N	81	Small
4	Joe Cardiff Executive Director	Geneva Lakes Development Corp 725 Pine Tree Lane Lake Geneva WI 53147 jcardiff@genevaonline.com	Private	Chamber			M	N	81	Small
5	Laura Cesar Director of Human Resources	LDV, Inc 180 Industrial Drive Burlington WI 53105 lcesar@ldvusa.com	Private	RAMAC			F	N	81	Small
6	Charles Colman President	Colman Group Inc 555 Koopman Lane Elkhorn WI 53121 ccolman@thecolmangroup.com	Private	Chamber			M	N	32	Small

7	Jonathan Delagrave Director of Human Services	Racine County Human Services 1717 Taylor Ave Racine WI 53403 Jonathan.Delagrave@goRacine.org	Public	LEO				M	N	92	Large
8	Kenneth Fellman President	M & I Marshall & Isley Bank 5935 - 7th Avenue Kenosha WI 53140-4150 ken.fellman@micorp.com	Private	LEO from KCWDB				M	N	52	Large
9	Brianna Fox SER National SCSEP WI Coordinator	SER-Jobs for Progress National Inc 611 W National Ave Suite 310 Milwaukee WI 53204 bfox@ser-national.org	Public	LEO				F	N	81	Small
10	Ron Frederick President	Kenosha County AFL-CIO Central Labor Council 3030 - 39th Avenue Kenosha WI 53144 rjf@wi.twcbc.com	Public	LEO from KCWDB				M	N	81	Small
11	Don Gillespie Chief Executive Officer	AM Community Credit Union 6715 Green Bay Road Kenosha WI 53142-1425 DJGilles@amccu.org	Private	KABA				M	N	52	Large
12	Marlene Haigh President	Project Management Associates 1532 Michigan Blvd Racine WI 53402 marlene@pmanatl.com	Private	RAMAC				F	N	54	Small
13	David Hazen Chief Financial Officer	Racine Unified School District 2220 Northwestern Avenue Racine WI 53404 David.Hazen@racine.k12.wi.us	Public	Regional or Local Education Agencies				M	N	81	Large
14	David Houghton President	Professional Services Group 6233-39th Avenue Kenosha WI 53142-7015 dhoughton@psgcp.com	Private	Chamber				M	N	62	Small
15	John Jansen Director, Department of Human Services	Kenosha County Job Center/Human Services Building 8600 Sheridan Road Suite 100 Kenosha WI 53143-6507 John.Jansen@kenoshacounty.org	Public	LEO from KCWDB				M	N	92	Large

16	Terri Johnson Project Coordinator	WI State AFL-CIO/LETC Kenosha County Job Center/Human Services Building 8600 Sheridan Road Kenosha WI 53143-6508 Terri.Johnson@kenoshacounty.org	Public	Local Labor Federation			F	N	81	Small
17	Patricia Johnson WDA Director	Division of Vocational Rehabilitation 1516 South Green Bay Rd Suite 100 Racine WI 53406 PatriciaL1.Johnson@dwd.wisconsin.gov	Public	State DWD			F	N	92	Large
18	Gordon Kacala Executive Director	Racine County Economic Development Corporation 2320 Renaissance Blvd Sturtevant WI 53177 gkacala@racinecountyledc.org	Private	LEO from RCWDB			M	N	81	Small
19	Mike Kobyka President	Racine Area Manufacturers & Commerce [RAMAC] 300 - 5th Street Racine WI 53403 mkobyka@racinechamber.com	Private	RAMAC			M	N	81	Small
20	Tina Koehn Vice President Public Administration	United Migrant Opportunity Services [UMOS] 929 W Mitchell Street Milwaukee WI 53204 Tina.Koehn@umos.org	Public	State DWD			F	N	81	Large
21	Rene O'Connor District Director	Wisconsin Job Service Kenosha County Job Center/Human Services Building 8600 Sheridan Road Kenosha WI 53143 Rene.Oconnor@dwd.wisconsin.gov	Public	State DWD			F	N	92	Large
22	Silvana Presta Director Human Resources	SuperValu Warehouse 7400 - 95th Street Pleasant Prairie WI 53143 Silvana.Presta@supervalu.com	Private	Chamber			F	N	49	Large
23	Marilyn Putz Director of Operations for W-2 Program	Kaiser Group Inc 1000 E Centralia Street Elkhorn WI 53121-2032 mputz@DWFS.us	Private	LEO from WCWDB			F	N	62	Small

24	John Rote Vice President to the Chairman	SC Johnson 15265 Howe Street Racine WI 53403 jrrrote@scj.com	Private	Chamber				M	N	32	Large
25	Cynthia Simonsen Executive Director	VIP Services Inc 530 E Centralia Street Elkhorn WI 53121-2008 CynthiaSimonsen@vipservices-inc.org	Private	LEO from WCWDB				F	N	62	Small
26	Mike Van Den Bosch Executive Director	Walworth County Economic Development Alliance 1000 E Centralia Street Elkhorn WI 53121-2032 mike@walworthbusiness.com	Private	LEO from WCWDB				M	N	81	Small
27	William Whyte Vice President Human Resources	Gateway Technical College 3520 - 30th Avenue Kenosha WI 53144-1690 WhyteW@gtc.edu	Public	KABA				M	N	81	Small

*Enter the appropriate NAICS Code that can be found on the US Census Bureau website at <http://www.census.gov/epcd/naics02/naicod02.htm>

Note: Use Attachment CC – WDB Membership Form to submit proposed membership.

Composition Requirements	Nomination Process Criteria
<i>Private Sector Business</i>	
<p>The majority of the board must be represented by businesses from the area, and must be businesses with employment opportunities that reflect employment opportunities within the area.</p>	<ul style="list-style-type: none"> • To ensure that business members are those with employment opportunities in the area, we strongly encourage the following: Industries that make up more than 10% of the industries in an area should have members equal to at least one per every 10%, i.e. 33% manufacturing would mean at least 3 business representatives from manufacturing businesses; 25% service would mean at least 2 service industry representatives. • Additional industry representation would be chosen from other industries in order to comply with the WIA requirement of a private sector majority. • If an area chooses not to follow this guideline, you must provide an explanation of why you used a different industry mix, i.e. focusing on particular industries to deal with needs in the area. • An industry matrix that shows percentages for each area is included as Attachment DD.
<p>The board must be chaired by a business representative</p>	<ul style="list-style-type: none"> • The local workforce development board must elect their chair from the business representatives.
<p>Nominations must be made by local business organizations and business trade organizations</p>	<ul style="list-style-type: none"> • Nominations must be actively sought from local business organizations and trade associations from the entire area. Only 1 nomination per board seat is needed.
<p>Nominees must be business owners, chief executives, or operating officers or employers with optimum policy-making or hiring authority</p>	<ul style="list-style-type: none"> • Efforts should be made to seek representatives who will have an interest and background in youth issues for possible appointment to the Youth Council.

Two or more representatives from each of the following categories:	
Local educational entities selected from nominations by regional or local educational agencies	<ul style="list-style-type: none"> Nominations must be sought from regional or local educational agencies. Efforts should be made to seek representatives who will have an interest and background in youth issues for possible appointment to the Youth Council.
Labor organizations nominated by local labor federations	<ul style="list-style-type: none"> Nominations must be sought from local labor federations (or, for a local area in which no employees are represented by such organization, other representatives of employees).
Community based organizations	<ul style="list-style-type: none"> WIA includes a wide variety of new programs. LEO's should actively approach agencies that serve those groups, i.e. HUD, veterans, older individuals.
Economic Development organizations	<ul style="list-style-type: none"> May also be private sector economic development organizations.
Others as deemed appropriate by the chief local elected official	<ul style="list-style-type: none"> LEOs have the option locally of appointing additional members, however keep in mind that this will increase the overall size and require additional private sector members to maintain majority.
Representative(s) from the mandatory One-Stop Service Delivery Partners: (These are minimum requirements with discretion at the local level for additional representatives.)	
WIA activities for Adults; Youth & Dislocated Workers Welfare-to-Work	One representative to serve for these programs.
Job Service - Labor Exchange (Wagner-Peyser) Trade Adjustment Assistance (and NAFTA – TAA) Veterans E & T Services, & local veteran's outreach programs	One representative to serve for these programs. DWD will provide the names of representatives for each area when there are vacancies.
Vocational Rehabilitation	One representative to serve for this program. DWD will provide the names of representatives for each area when there are vacancies.
Unemployment Insurance	One representative to serve for this program. DWD will provide the names of representatives for each area when they are vacancies.

TANF (W-2) Food Stamp Employment & Training	These program partners are required in the Wisconsin State Plan and so therefore are a required One-Stop partner in Wisconsin. Minimum requirements for representation of these programs is one for WDAs with four or fewer W-2 agencies and two for WDAs with five or more W-2 agencies. The process for selection is at the discretion of local elected officials but nominations from Tribal TANF agencies should be considered.
Adult Education and Family Literacy Postsecondary Vocational Education	One representative to serve for these programs. Contact local technical colleges for representatives.
Community Service Employment for Older Americans	This could include agencies such as Green Thumb, County Commissions on Aging, etc.
Community Services Block Grants (CSBG)	This could include a CAP agency.
Housing and Urban Development -Employment & Training Activities	This program might be represented by same agency that represents the CSBG program if that agency also operates a HUD E & T program.
Representatives from national programs - if present in area:	
Native American Programs	Under WIA, each of these national programs are required One-Stop partners and will require a separate representative where they are present in their local area . If they are local “One-Stop partners” then they must also be represented on the board. This should be reviewed every two years to see if they still have a presence in the area.
Migrant and Seasonal Farmworker Programs	
Job Corps	
Youth Opportunity Grants	
Veterans Workforce Investment Program	
Others LEOs may add additional members such as:	
National and Community Services	Additional members could be added based on their involvement and/or interest in the One-Stop delivery system.
Wisconsin Service Corps	
Conservation Corps	
Literacy Councils	
Child Care agencies	
Others	

Additional State policy requirements:

- To ensure demographic diversity on the local boards, membership must be comprised of at least 20 percent female members; and
- If there are at least 3 percent minority population in an area, there must be at least one minority representative appointed to the local board.

Racial and Hispanic Distribution by WDA (Estimated Population)

Population	Population of one race:	White	Black or African American	American Indian and Alaska Native	Native Hawaiian and Other Pacific Islander	Some other race	Population of two or more races:	Hispanic (may be of any race)
	Total:							
Southeast	461,956	397,813	30,858	1,353	5,127	18,019	8,622	44,280
Milwaukee	953,864	608,166	240,015	6,156	29,162	49,698	20,375	20,375
WOW	592,448	562,027	7,466	953	11,798	3,679	6,453	17,321
Fox Valley	573,956	541,249	5,838	4,145	10,244	5,781	6,654	16,712
Bay Area	616,072	562,769	6,837	13,735	13,221	11,390	7,843	24,972
North Central	410,414	386,153	2,370	4,766	10,571	1,875	4,627	6,058
Northwest	179,429	166,610	924	7,700	856	602	2,652	2,198
West Central	450,581	433,150	2,592	2,526	6,238	1,685	4,226	5,616
Western	287,966	272,687	2,929	3,158	4,649	1,737	2,795	4,909
South Central	771,918	699,139	24,671	2,732	21,327	9,994	13,992	33,362
Southwest	300,816	282,144	8,160	801	2,287	3,951	3,359	11,246

Percentage	Minority	White	Black or African American	American Indian and Alaska Native	Native Hawaiian and Other Pacific Islander	Some other race	Population of two or more races:	Hispanic (may be of any race)
Southeast	13.9	86.1	6.7	0.3	1.1	3.9	1.9	9.6
Milwaukee	36.2	63.8	25.2	0.6	3.1	5.2	2.1	2.1
WOW	5.1	94.9	1.3	0.2	2.0	0.6	1.1	2.9
Fox Valley	5.7	94.3	1.0	0.7	1.8	1.0	1.2	2.9
Bay Area	8.7	91.3	1.1	2.2	2.1	1.8	1.3	4.1
North Central	5.9	94.1	0.6	1.2	2.6	0.5	1.1	1.5
Northwest	7.1	92.9	0.5	4.3	0.5	0.3	1.5	1.2
West Central	3.9	96.1	0.6	0.6	1.4	0.4	0.9	1.2
Western	5.3	94.7	1.0	1.1	1.6	0.6	1.0	1.7
South Central	9.4	90.6	3.2	0.4	2.8	1.3	1.8	4.3
Southwest	6.2	93.8	2.7	0.3	0.8	1.3	1.1	3.7

Source: American Community Survey (2005-2009)

Attachment CC

Employment	Southwest										
	Southeast	Milwaukee	WOW	Fox Valley	Bay Area	North Central	Northwest	West Central	Western	South Central	Southwest
Total, All Industries	159,184	479,790	313,528	274,116	289,734	180,589	63,495	175,198	127,410	412,395	107,886
Agriculture, Forestry, Fishing & Hunting	853	54	712	2,754	3,919	3,251	715	2,069	1,551	3,211	1,527
Mining, Quarrying, and Oil & Gas Extraction	32	39	303	660	280	115	64	237	205	266	136
Utilities	495	2,788	1,099	662	2,917	648	425	580	939	2,110	663
Construction	5,107	11,138	15,336	14,118	11,596	6,489	2,247	6,096	4,465	16,284	3,978
Manufacturing	31,775	52,379	61,885	59,814	64,910	31,189	11,081	30,763	20,908	51,146	15,786
Wholesale Trade	6,829	18,927	21,017	11,720	11,549	8,104	2,254	5,907	5,750	16,715	5,793
Retail Trade	19,735	46,857	35,987	29,743	27,339	22,663	7,054	22,629	15,543	42,301	19,221
Transportation & Warehousing	4,538	16,153	10,045	7,904	10,411	9,031	2,793	8,792	5,565	11,051	3,383
Information	1,022	10,700	6,435	5,091	4,837	2,784	1,069	2,059	1,488	10,861	2,240
Finance & Insurance	3,939	33,638	15,515	11,569	14,157	9,705	1,517	6,837	4,410	24,490	2,914
Real Estate & Rental & Leasing	1,233	7,169	3,156	2,092	1,978	1,094	573	1,076	931	5,525	671
Professional, Scientific, and Technical Services	3,627	23,294	14,853	7,668	8,789	4,370	1,264	5,074	2,781	20,488	2,201
Management of Companies & Enterprises	1,038	16,561	7,865	4,437	6,087	1,416	951	2,866	2,205	5,375	1,029
Administrative & Support & Waste Management & Remediation Services	8,590	31,796	17,759	12,760	11,820	4,123	1,640	6,350	4,390	17,059	3,401
Educational Services	14,657	44,044	18,304	19,350	20,830	12,003	5,727	15,797	10,557	44,471	11,336
Health Care & Social Assistance	22,273	85,085	34,947	35,287	37,286	30,183	8,054	26,224	22,603	51,097	14,691
Arts, Entertainment, and Recreation	3,146	9,148	5,209	2,954	5,318	2,700	1,598	2,947	1,320	7,410	1,269
Accommodation & Food Services	16,096	35,298	22,416	22,147	25,570	14,521	6,566	14,677	10,818	35,093	8,470
Other Services (except Public Administration)	4,907	16,843	10,919	10,074	9,133	6,625	1,788	4,814	3,451	14,085	2,885
Public Administration	9,292	17,879	9,766	13,312	11,008	9,575	6,115	9,404	7,530	33,357	6,292
Other	0	0	0	0	0	0	0	0	0	0	0
Percentage											
Total, All Industries	99.9	99.9	100.0	100.2	100.1	100.1	100.0	100.1	100.0	99.9	99.8
Natural Resources	0.6	0.0	0.3	1.2	1.4	1.9	1.2	1.3	1.4	0.8	1.5

Composition of Boards Minimum Membership by Industry

Industry	Southeast	Milwaukee	WOW	Fox Valley	Bay Area	North Central	Northwest	West Central	Western	South Central	Southwest
Natural Resources	0	0	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0	0
Manufacturing	2	1	2	2	2	2	2	2	2	1	2
Trade, Transportation, Utilities	2	2	2	2	2	2	2	2	2	2	3
Information	0	0	0	0	0	0	0	0	0	0	0
Financial Activities	0	0	0	0	0	0	0	0	0	0	0
Professional & Business Services	0	2	1	1	1	0	0	0	0	1	0
Education & Health	2	3	2	2	2	2	2	3	3	3	3
Leisure & Hospitality	1	1	0	1	1	1	1	1	1	1	1
Other Services	0	0	0	0	0	0	0	0	0	0	0
Total	7	9	7	8	8	7	7	8	8	8	9
Previous Composition											
Industry											
Natural Resources	0	0	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0	0
Manufacturing	2	1	2	2	2	2	2	2	2	1	2
Trade, Transportation, Utilities	2	2	2	2	2	2	2	2	2	2	3
Information	0	0	0	0	0	0	0	0	0	0	0
Financial Activities	0	0	0	0	0	0	0	0	0	0	0
Professional & Business Services	0	1	1	0	0	0	0	0	0	0	0
Education & Health	2	2	1	2	2	2	2	2	2	2	2
Leisure & Hospitality	1	0	0	0	1	0	1	0	1	0	0
Other Services	0	0	0	0	0	0	0	0	0	0	0
Total	7	6	6	6	7	6	7	6	7	5	7

Highlighted Areas will need to change to be in compliance with stated guidelines

Note: Education and Health Services include employers that are publicly owned (methodology is consistent with previous reporting guidelines)

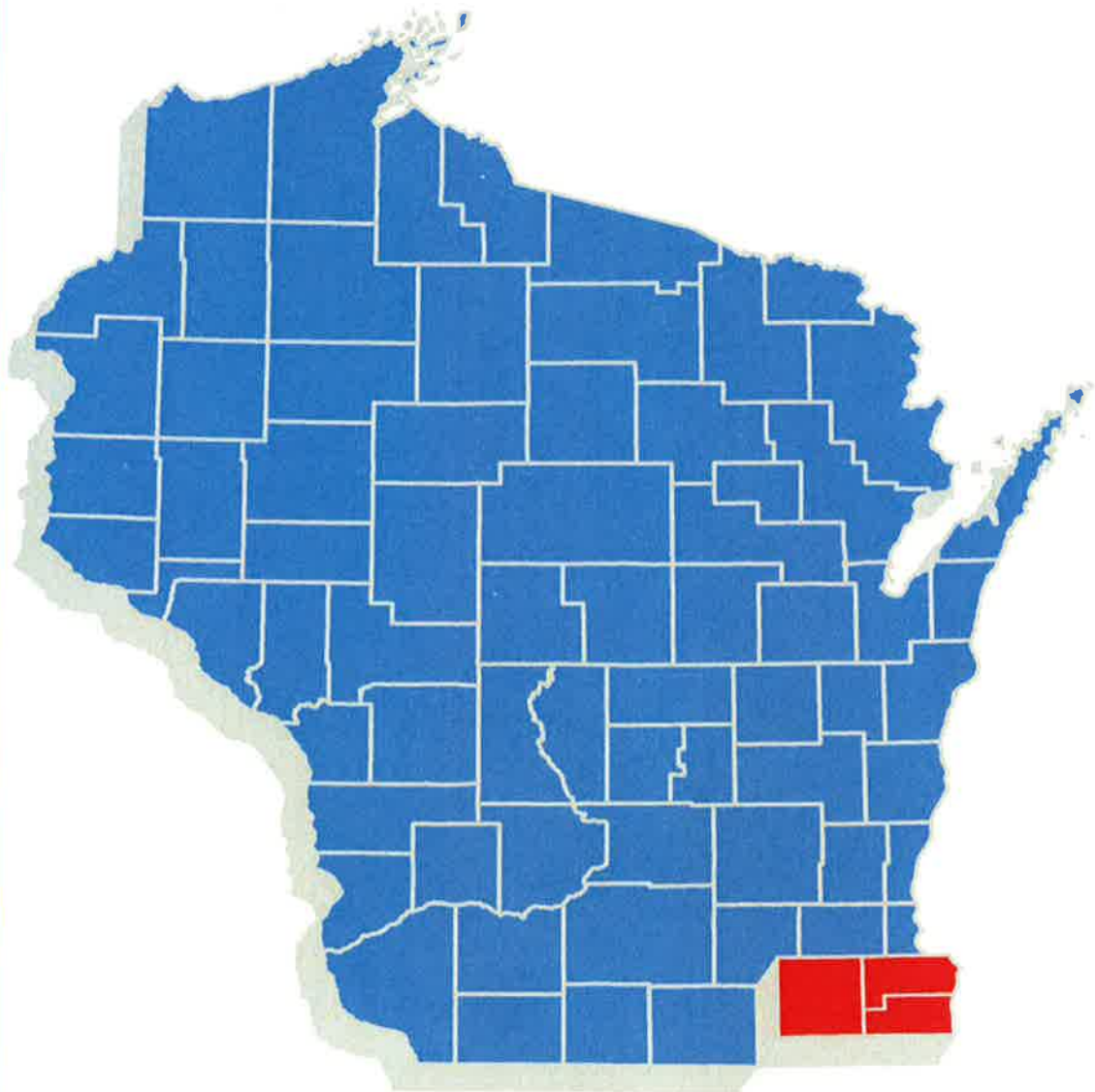
Source: LED data by WDA, DWD - LMI Section

Construction	3.2	2.3	4.9	5.2	4.0	3.6	3.5	3.5	3.5	3.9	3.7
Manufacturing	20.0	10.9	19.7	21.8	22.4	17.3	17.5	17.6	16.4	12.4	14.6
Trade, Transportation, Utilities	19.8	17.7	21.7	18.3	18.0	22.4	19.7	21.6	21.8	17.5	26.9
Information	0.6	2.2	2.1	1.9	1.7	1.5	1.7	1.2	1.2	2.6	2.1
Financial Activities	3.2	8.5	6.0	5.0	5.6	6.0	3.3	4.5	4.2	7.3	3.3
Professional & Business Services	8.3	14.9	12.9	9.1	9.2	5.5	6.1	8.2	7.4	10.4	6.1
Education & Health	23.2	26.9	17.0	19.9	20.1	23.4	21.7	24.0	26.0	23.2	24.1
Leisure & Hospitality	12.1	9.3	8.8	9.2	10.7	9.5	12.9	10.1	9.5	10.3	9.0
Other Services	3.1	3.5	3.5	3.7	3.2	3.7	2.8	2.7	2.7	3.4	2.7
Public Administration	5.8	3.7	3.1	4.9	3.8	5.3	9.6	5.4	5.9	8.1	5.8

Note: Those cells shaded need to have representation on the local board. Total may not add to 100 due to rounding.

Southeast Workforce Development Area Economic Brief

**Kenosha, Racine and Walworth counties
Wisconsin Department of Workforce Development
Office of Economic Advisors
May 2011**



Southeast Workforce Development Area

Kenosha, Racine and Walworth counties

I. Population and Demographics

Population

	<u>2000 Census</u>	<u>2010 Census</u>	<u>10-yr. # Change</u>	<u>10-yr. % Change</u>	<u>2010 - 2020 Projected Growth Rate*</u>
U.S.	281,421,906	309,050,816	27,628,910	9.8%	8.7%
Wisconsin	5,363,675	5,664,218	300,543	5.6%	7.5%
Southeast WDA	432,167	467,855	35,688	8.3%	8.9%

Source: U.S. Census and WI Department of Administration, Demographic Services

*Projected population growth rates to be revised based upon full release of 2010 Census

Share of Total Population by Age

Age Group	U.S.	Wisconsin	Southeast WDA
0-4	6.9%	6.4%	6.6%
5-17	17.7%	17.2%	18.4%
18-24	9.9%	10.5%	10.2%
25-34	13.4%	12.3%	12.0%
35-44	14.2%	14.0%	14.7%
45-54	14.5%	15.4%	15.5%
55-64	10.8%	11.1%	10.6%
65-74	6.5%	6.6%	6.0%
75+	6.1%	6.6%	6.0%
Total	100.0%	100.0%	100.0%

Median Age	36.5	37.8	37.1
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Percent Working Age (18-64)	62.8%	63.2%	63.0%
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Percent Retirement Age (65+)	12.6%	13.2%	12.0%
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Source: U.S. Census, 2005-2009 American Community Survey

Highest Educational Attainment (Ages 25+)

	U.S.	Wisconsin	Southeast WDA
Less than High School Graduate	15.4%	11.0%	12.7%
High School Graduate/GED	29.3%	34.3%	34.2%
Some College, no degree	20.3%	20.5%	21.6%
Associate Degree	7.4%	8.8%	8.6%
Bachelor's Degree	17.4%	17.0%	15.3%
Graduate/Professional Degree	10.1%	8.4%	7.5%
Total	100.0%	100.0%	100.0%

Source: U.S. Census, 2005-2009 American Community Survey

Southeast Workforce Development Area

Kenosha, Racine and Walworth counties

II. Labor Market and Job Base

Labor Force and Unemployment Rate (Annual Average)

	2000		
	<u>U.S.</u>	<u>Wisconsin</u>	<u>Southeast WDA</u>
Labor Force	142,583,000	2,996,100	235,196
Number of Employed	136,891,000	2,894,900	226,519
Number of Unemployed	5,692,000	101,200	8,677
Unemployment Rate	4.0%	3.4%	3.7%

	2010		
	<u>U.S.</u>	<u>Wisconsin</u>	<u>Southeast WDA</u>
Labor Force	153,889,000	3,062,600	237,996
Number of Employed	139,064,000	2,807,300	214,189
Number of Unemployed	14,825,000	255,300	23,807
Unemployment Rate	9.6%	8.3%	10.0%

Source: U.S. Bureau of Labor Statistics, Local Area Unemployment Statistics Program (LAUS) and Current Population Survey (CPS)

2000-2010 Labor Force Growth

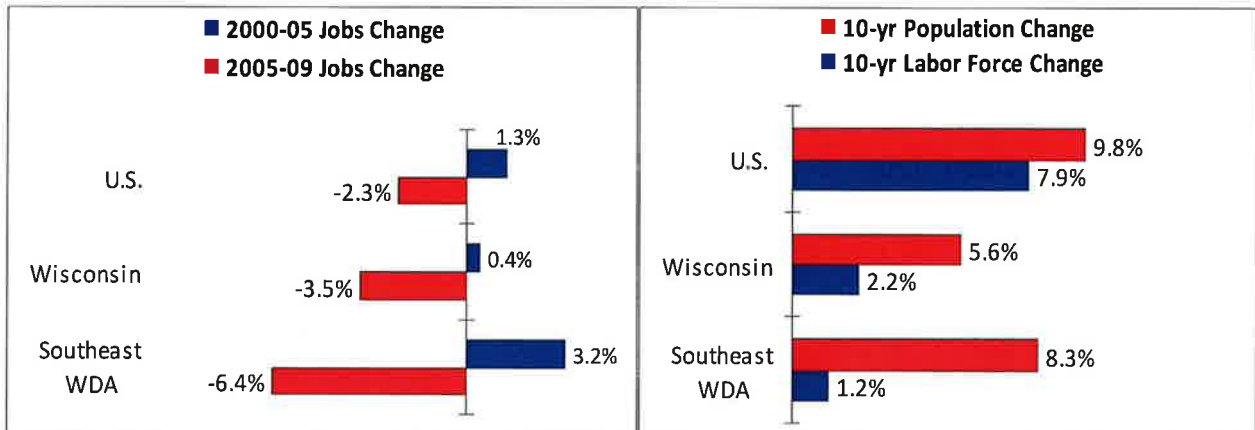
	<u>U.S.</u>	<u>Wisconsin</u>	<u>Southeast WDA</u>
Labor Force	7.9%	2.2%	1.2%
Number of Employed	1.6%	-3.0%	-5.4%
Number of Unemployed	160.5%	152.3%	174.4%

Source: U.S. Bureau of Labor Statistics, Local Area Unemployment Statistics Program (LAUS) and Current Population Survey (CPS)

Labor Force Participation Rate (Ages 16-64), 2005-2009 Average

U.S.	74.7%
Wisconsin	79.9%
Southeast WDA	78.2%

Source: U.S. Census, 2005-2009 American Community Survey



Southeast Workforce Development Area

Kenosha, Racine and Walworth counties

III. Labor Market Information

Industry Employment Share of Job Base, 2009

	U.S	Wisconsin	Southeast WDA
Total, All Industries	100.0%	100.0%	100.0%
Agriculture, Forestry, Fishing and Hunting	0.8%	0.8%	0.5%
Mining, Quarrying, and Oil and Gas Extraction	0.5%	0.1%	0.0%
Utilities	0.7%	0.5%	0.3%
Construction	4.7%	3.9%	3.4%
Manufacturing	9.5%	17.0%	20.3%
Wholesale Trade	4.5%	4.5%	4.4%
Retail Trade	11.5%	11.3%	12.3%
Transportation and Warehousing	3.5%	3.5%	2.8%
Information	2.4%	2.0%	0.7%
Finance and Insurance	4.5%	5.0%	2.7%
Real Estate and Rental and Leasing	1.6%	1.0%	0.8%
Professional, Scientific, and Technical Services	6.0%	3.7%	2.2%
Management of Companies and Enterprises	1.6%	1.9%	0.7%
Administrative and Support and Waste Mgmt.	5.6%	4.3%	5.0%
Educational Services	9.5%	8.3%	9.2%
Health Care and Social Assistance	13.7%	14.1%	13.5%
Arts, Entertainment, and Recreation	1.8%	1.6%	2.0%
Accommodation and Food Services	8.6%	8.1%	10.1%
Other Services (except Public Administration)	3.5%	3.3%	3.1%
Public Administration	4.8%	5.2%	5.8%

Source: U.S. Bureau of Census, Local Employment Dynamics (LED)

Occupational Share of Job Base, 2009

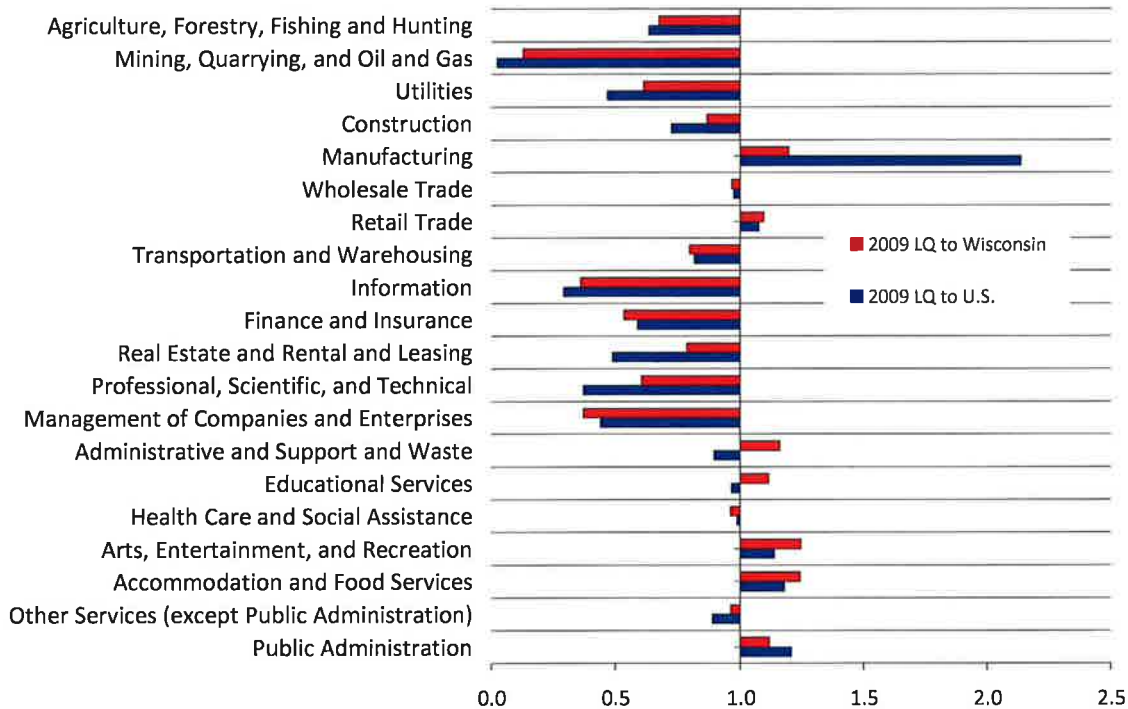
	U.S	Wisconsin	Southeast WDA
Total, All Occupations	100.0%	100.0%	100.0%
Management	4.7%	4.0%	3.5%
Business and financial operations	4.6%	4.2%	3.0%
Computer and mathematical science	2.5%	2.0%	1.0%
Architecture and engineering	1.8%	1.7%	1.4%
Life, physical, and social science	1.0%	0.9%	0.8%
Community and social services	1.4%	1.2%	1.2%
Legal	0.8%	0.5%	0.4%
Education, training, and library	6.5%	5.8%	7.1%
Arts, design, entertainment, sports, and media	1.3%	1.3%	1.1%
Healthcare practitioner and technical	5.5%	5.7%	4.8%
Healthcare support	3.0%	3.4%	3.5%
Protective service	2.4%	2.0%	3.2%
Food preparation and serving related	8.6%	8.8%	10.1%
Building and grounds cleaning and maintenance	3.3%	3.2%	4.0%
Personal care and service	2.6%	2.8%	2.6%
Sales and related	10.5%	10.1%	10.3%
Office and administrative support	17.1%	15.7%	14.8%
Farming, fishing, and forestry	0.3%	0.2%	0.1%
Construction and extraction	4.4%	3.7%	3.5%
Installation, maintenance, and repair	3.9%	3.8%	3.4%
Production	6.8%	11.4%	12.9%
Transportation and material moving	6.8%	7.6%	7.5%

Source: U.S. Bureau of Labor Statistics, OES Program, and DWD, OEA Section, EDS Program

Southeast Workforce Development Area

Kenosha, Racine and Walworth counties

Southeast WDA Industry Sector Location Quotients



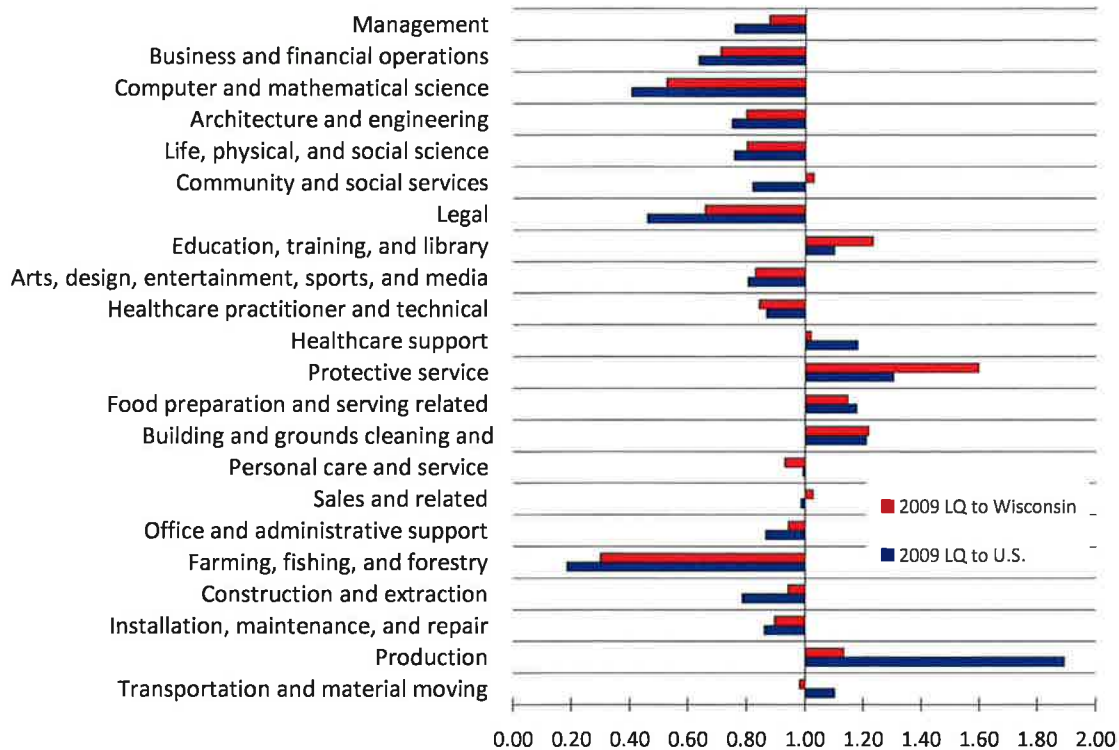
	2009 LQ to Wisconsin	2009 LQ to U.S.
Agriculture, Forestry, Fishing and Hunting	0.67	0.63
Mining, Quarrying, and Oil and Gas Extraction	0.13	0.02
Utilities	0.61	0.47
Construction	0.87	0.72
Manufacturing	1.20	2.14
Wholesale Trade	0.97	0.98
Retail Trade	1.10	1.08
Transportation and Warehousing	0.80	0.82
Information	0.36	0.29
Finance and Insurance	0.53	0.59
Real Estate and Rental and Leasing	0.79	0.49
Professional, Scientific, and Technical Services	0.60	0.37
Management of Companies and Enterprises	0.37	0.44
Administrative and Support and Waste Mgmt.	1.16	0.90
Educational Services	1.11	0.97
Health Care and Social Assistance	0.96	0.99
Arts, Entertainment, and Recreation	1.25	1.14
Accommodation and Food Services	1.24	1.18
Other Services (except Public Administration)	0.96	0.89
Public Administration	1.12	1.21

Source: U.S. Bureau of Census, Local Employment Dynamics (LED)

Southeast Workforce Development Area

Kenosha, Racine and Walworth counties

Southeast WDA Occupational Employment Location Quotients



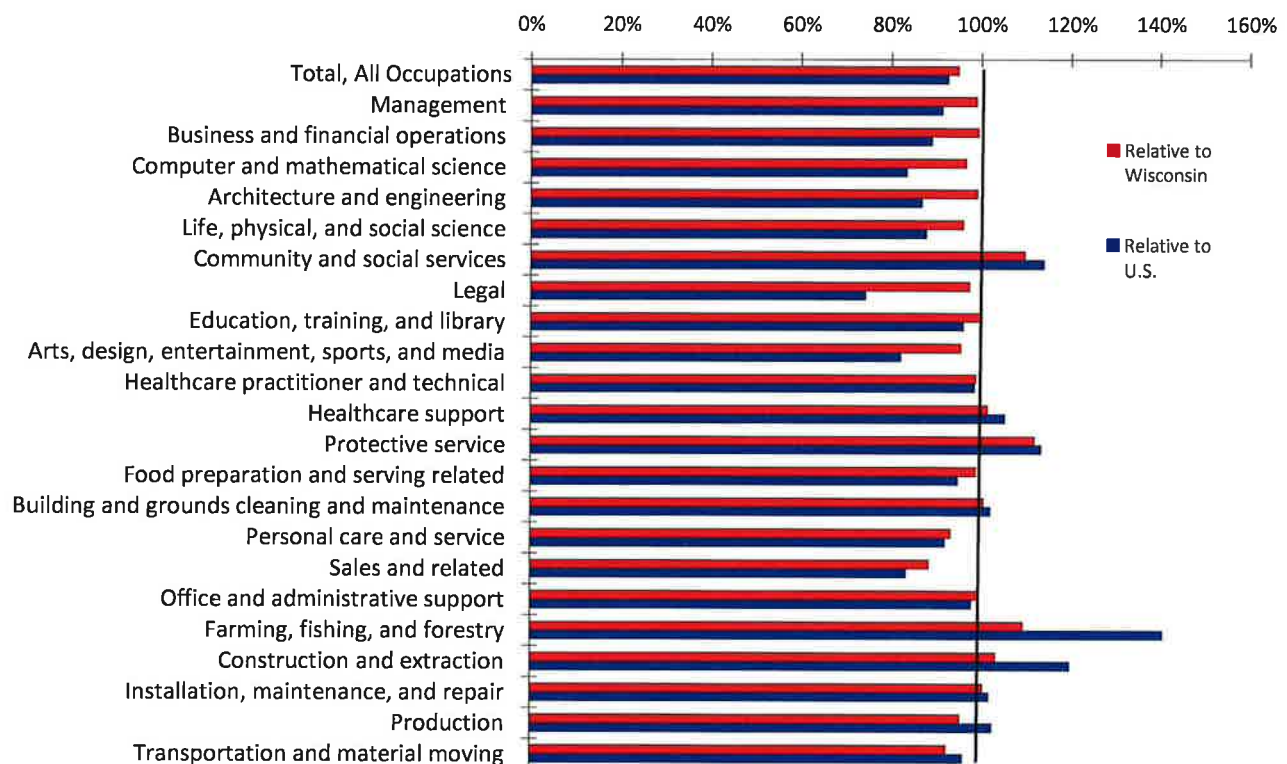
	2009 LQ to Wisconsin	2009 LQ to U.S.
Management	0.88	0.76
Business and financial operations	0.71	0.64
Computer and mathematical science	0.52	0.41
Architecture and engineering	0.80	0.75
Life, physical, and social science	0.80	0.76
Community and social services	1.03	0.82
Legal	0.66	0.46
Education, training, and library	1.23	1.10
Arts, design, entertainment, sports, and media	0.83	0.80
Healthcare practitioner and technical	0.84	0.87
Healthcare support	1.02	1.18
Protective service	1.60	1.30
Food preparation and serving related	1.15	1.18
Building and grounds cleaning and maintenance	1.22	1.21
Personal care and service	0.93	0.99
Sales and related	1.03	0.99
Office and administrative support	0.94	0.87
Farming, fishing, and forestry	0.30	0.19
Construction and extraction	0.94	0.78
Installation, maintenance, and repair	0.90	0.86
Production	1.13	1.89
Transportation and material moving	0.98	1.10

Source: U.S. Bureau of Labor Statistics, OES Program, and DWD, OEA Section, EDS Program

Southeast Workforce Development Area

Kenosha, Racine and Walworth counties

Southeast WDA Median Hourly Wage in 2009 by Occupation



Median Hourly Wage by Occupational Group, 2009

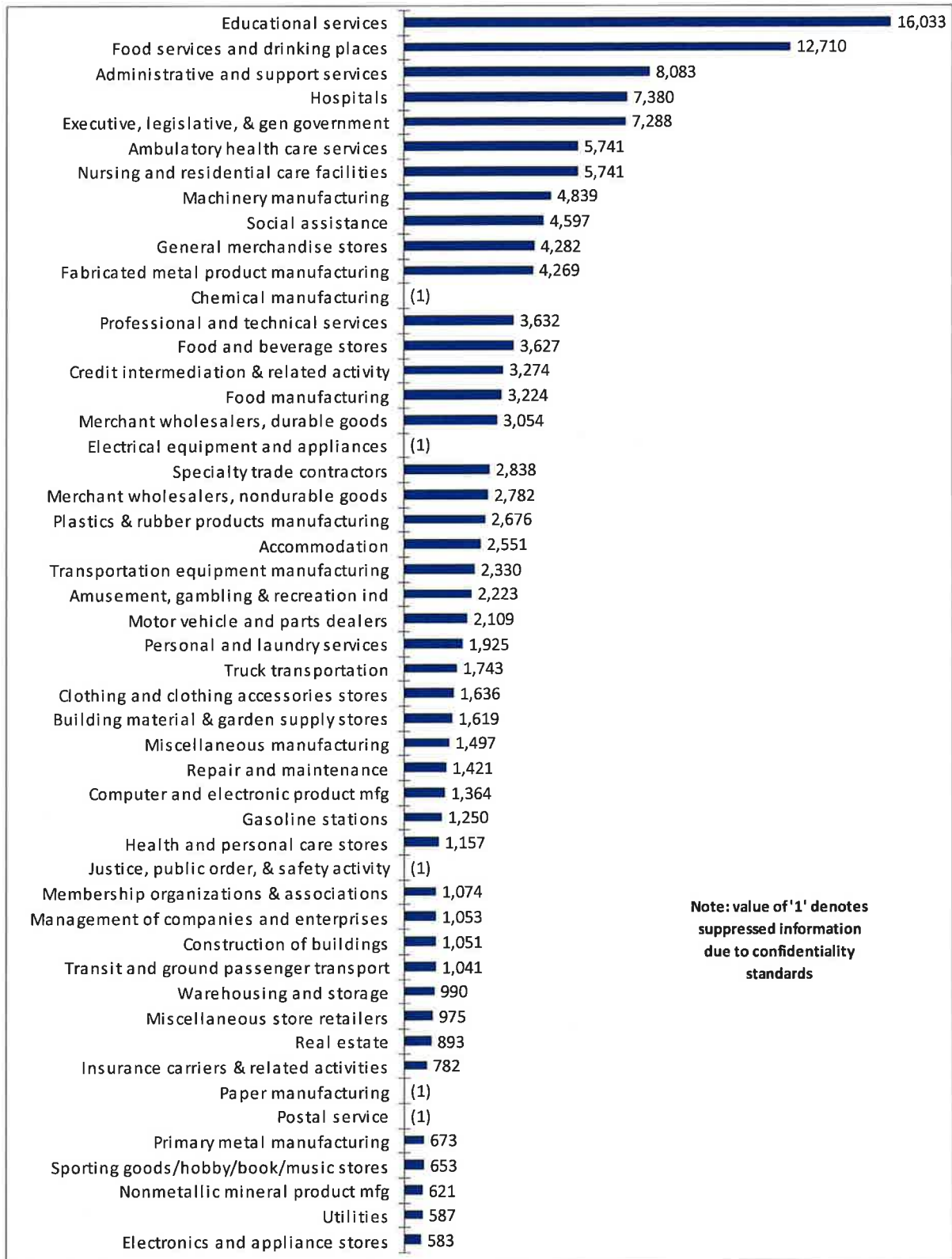
	<u>U.S.</u>	<u>Wisconsin</u>	<u>Southeast WDA</u>
Total, All Occupations	\$15.95	\$15.56	\$14.77
Management	\$42.95	\$39.68	\$39.24
Business and financial operations	\$28.32	\$25.38	\$25.21
Computer and mathematical science	\$35.05	\$30.28	\$29.27
Architecture and engineering	\$33.07	\$28.96	\$28.71
Life, physical, and social science	\$28.03	\$25.63	\$24.62
Community and social services	\$18.74	\$19.47	\$21.36
Legal	\$35.59	\$27.16	\$26.47
Education, training, and library	\$21.74	\$20.94	\$20.89
Arts, design, entertainment, sports, and media	\$20.41	\$17.56	\$16.78
Healthcare practitioner and technical	\$27.74	\$27.66	\$27.34
Healthcare support	\$11.89	\$12.36	\$12.53
Protective service	\$17.39	\$17.62	\$19.72
Food preparation and serving related	\$8.89	\$8.53	\$8.44
Building and grounds cleaning and maintenance	\$10.75	\$10.91	\$10.97
Personal care and service	\$9.99	\$9.86	\$9.20
Sales and related	\$11.51	\$10.85	\$9.60
Office and administrative support	\$14.62	\$14.40	\$14.31
Farming, fishing, and forestry	\$9.43	\$12.11	\$13.26
Construction and extraction	\$18.64	\$21.62	\$22.33
Installation, maintenance, and repair	\$19.04	\$19.31	\$19.39
Production	\$14.41	\$15.48	\$14.77
Transportation and material moving	\$13.46	\$13.99	\$12.93

Source: U.S. Bureau of Labor Statistics, OES Program, and DWD, OEA Section, EDS Program

Southeast Workforce Development Area

Kenosha, Racine and Walworth counties

50 Industries Reporting the Greatest Employment in March 2010



Southeast Workforce Development Area

Kenosha, Racine and Walworth counties

Top 50 Largest Private-Sector Employers

<u>Employer Name</u>	<u>Industry</u>	<u>Size Range</u>
Wheaton Franciscan Healthcare	General medical & surgical hospitals	1,000+
S C Johnson & Son Inc	Polish & other sanitation good mfg.	1,000+
United Hospital System Inc	General medical & surgical hospitals	1,000+
Aurora Health Care of Southern Lake	General medical & surgical hospitals	1,000+
Walmart	Discount department stores	1,000+
CNH America LLC	Farm machinery & equipment manufacturing	1,000+
Aurora Medical Group Inc	Offices of physicians, except mental health	1,000+
Society's Assets Inc	Services for the elderly & disabled	1,000+
QPS Employment Group Inc	Temporary help services	1,000+
Emerson Electric Co	Other major household appliance mfg.	500-999
Grand Geneva LLC	Hotels & motels, except casino hotels	500-999
Johnson Diversey Inc	Polish & other sanitation good mfg.	500-999
Ruud Lighting Inc	Residential electric lighting fixture mfg.	500-999
McEssy Investment Co	Limited-service restaurants	500-999
Mega Marts LLC	Supermarkets & other grocery stores	500-999
Sta-Rite Industries LLC	Pump & pumping equipment manufacturing	500-999
Johnson Bank	Commercial banking	500-999
Halpin Personnel Inc	Temporary help services	500-999
Chrysler Group LLC	Gasoline engine & engine parts mfg.	500-999
Wisconsin Electric Power Co	Electric power distribution	500-999
Menard Inc	Home centers	500-999
Express Services Inc	Temporary help services	250-499
Adecco USA Inc	Temporary help services	250-499
Unified Solutions Inc	Packaging & labeling services	250-499
Nestle USA Inc	Confectionery mfg. from cacao beans	250-499
Piggly Wiggly Midwest LLC	Supermarkets & other grocery stores	250-499
Carthage College	Colleges, universities & professional schools	250-499
Miniature Precision Components Inc	All other plastics product manufacturing	250-499
Modine Mfg Co	All other motor vehicle parts manufacturing	250-499
Manheim Remarketing Inc	Motor vehicle merchant wholesalers	250-499
Kindred Nursing Centers Ltd Ptrnshp	Nursing care facilities	250-499
BRP US Inc	Other engine equipment manufacturing	250-499
Supervalu Holdings Inc	General line grocery merchant wholesalers	250-499
Target Corporation	Discount department stores	250-499
Walgreens	Pharmacies & drug stores	250-499
Kenosha Beef Int'l Ltd	Animal, except poultry, slaughtering	250-499
Kohls Value Services Inc	Discount department stores	250-499
Twin Disc Inc	Motor vehicle power train components mfg.	250-499
New Holland Credit Co LLC	Sales financing	250-499
Birds Eye Foods LLC	Frozen fruit & vegetable manufacturing	250-499
Mc Donald's	Limited-service restaurants	250-499
Lakeview Neurorehab Center	Other specialty hospitals	250-499
Kindred Rehab Services Inc	Nursing care facilities	250-499
Raintree Enterprises Abbey Inc	Hotels & motels, except casino hotels	250-499
Ocean Spray Cranberries Inc	Fruit & vegetable canning	250-499
SPX Corp	Pump & pumping equipment manufacturing	250-499
Jockey Intl Inc	Managing offices	250-499
Saint-Gobain Containers LLC	Glass container manufacturing	250-499
Delavan Resort Hospitality LLC	Hotels & motels, except casino hotels	250-499
Hy Pro Inc	Machine shops	250-499

Source: DWD, LMI Section QCEW, June 2010

Southeast Workforce Development Area

Kenosha, Racine and Walworth counties

Southeast Workforce Development Areas Industry Employment Projections, 2008-2018

Kenosha, Racine and Walworth counties

NAICS	Industry Title	Employment			
		2008 Estimate	2018 Projection	Change	% Change
	Total, All Nonfarm Industries	171,560	177,120	5,570	3.2%
1133, 21, 23	Construction/Mining/Natural Resources	6,730	7,100	360	5.4%
31-33	Manufacturing	35,810	32,390	- 3,410	- 9.5%
42, 44-45	Trade	27,010	26,930	- 80	- 0.3%
48-49, 22	Transportation and Utilities (Including US Postal)	5,890	6,140	250	4.2%
52-53	Financial Activities	5,750	5,850	90	1.6%
611	Educational Services (Including State and Local Government)	14,560	14,750	200	1.3%
621	Hospitals (Including State and Local Government)	6,930	7,810	880	12.6%
71-72	Leisure and Hospitality	19,880	21,040	1,170	5.9%
51, 54-56, 81	Information/Prof. Services/Other Services	24,520	26,540	2,020	8.2%
	Government (Excluding US Postal, State and Local Education and Hospitals)	10,350	10,650	310	2.9%

Notes:

Employment is a count of jobs rather than people, and includes all part- and full-time nonfarm jobs. Employment does not include jobs among self-employed, unpaid family, or railroad workers. Employment is rounded to the nearest ten, with employment less than five rounded to zero. Totals may not add due to rounding.

Government employment includes tribal owned operations, which are part of Local Government employment.

Information is derived using 2008 CES and 2008 QCEW data. Unpublished data from the US Bureau of Labor Statistics and the US Census Bureau is also used. To the extent possible, the projections take into account anticipated changes in Wisconsin's economy from 2008 to 2018. It is important to note that unanticipated events may affect the accuracy of the projections.

Source: Office of Economic Advisors, Wisconsin Department of Workforce Development, April 2011.

Southeast Workforce Development Area

Kenosha, Racine and Walworth counties

Southeast Workforce Development Area Occupational Projections, 2008-2018

Kenosha, Racine and Walworth counties

Broad Occupational Group	Estimated Employment				Annual Openings			2009
	2008	2018	Change	% Change	New Jobs	Replacements	Total	Median Hourly Wage
Total, All Occupations	171,560	177,120	5,560	3.2%	560	4,020	4,580	\$ 14.77
Management	6,670	6,560	- 110	- 1.6%	0	170	170	\$ 39.24
Business and Financial Operations	6,150	6,660	510	8.3%	50	130	180	\$ 25.21
Computer and Mathematical	2,450	2,650	200	8.2%	20	50	70	\$ 29.27
Architecture and Engineering	3,170	3,130	- 40	- 1.3%	0	70	70	\$ 28.71
Life, Physical, and Social Science	1,750	1,880	130	7.4%	10	50	60	\$ 24.62
Community and Social Services	2,070	2,410	340	16.4%	30	50	80	\$ 21.36
Legal	610	640	30	4.9%	<5	10	10	\$ 26.47
Education, Training, and Library	10,090	10,580	490	4.9%	50	220	270	\$ 20.89
Arts, Design, Entertainment, Sports, and Media	1,960	2,060	100	5.1%	10	50	60	\$ 16.78
Healthcare Practitioners and Technical	8,650	10,060	1,410	16.3%	140	180	320	\$ 27.34
Healthcare Support	5,350	6,540	1,190	22.2%	120	60	180	\$ 12.53
Protective Service	4,460	4,830	370	8.3%	40	130	170	\$ 19.72
Food Preparation and Serving Related	17,130	18,250	1,120	6.5%	110	610	720	\$ 8.44
Building and Grounds Cleaning and Maintenance	6,140	6,150	10	0.2%	<5	100	100	\$ 10.97
Personal Care and Service	5,880	7,250	1,370	23.3%	140	140	280	\$ 9.20
Sales and Related	17,080	17,060	- 20	- 0.1%	0	530	530	\$ 9.60
Office and Administrative Support	24,090	24,160	70	0.3%	10	520	530	\$ 14.31
Farming, Fishing, and Forestry	220	220	0	0.0%	<5	10	10	\$ 13.26
Construction and Extraction	6,190	6,310	120	1.9%	10	110	120	\$ 22.33
Installation, Maintenance, and Repair	6,880	7,000	120	1.7%	10	130	140	\$ 19.39
Production	22,280	20,640	- 1,640	- 7.4%	0	440	440	\$ 14.77
Transportation and Material Moving	12,320	12,070	- 250	- 2.0%	0	290	290	\$ 12.93

Notes:

Employment is a count of jobs rather than people, and includes all part- and full-time nonfarm jobs. Employment does not include jobs among self-employed, unpaid family workers, or railroad workers. Employment is rounded to the nearest ten. Totals may not add due to rounding.

Replacements are an estimate of the number of job openings expected because people have permanently left a given occupation. Permanent exits occur if someone dies, retires, or otherwise leaves the labor force. Permanent exits also include openings resulting from someone permanently changing occupations.

Total openings are the sum of new jobs and replacements. Total openings are an indication of how many new people are needed to enter a given occupation.

Information was derived using the 2009 OES Survey and 2008 QCEW data. Unpublished data from the US Bureau of Labor Statistics and US Census Bureau was also used. To the extent possible, the projections take into account anticipated changes in Wisconsin's economy from 2008 to 2018. It is important to note that unanticipated events may affect the accuracy of these projections.

Source: Office of Economic Advisors, Wisconsin Department of Workforce Development, April 2011

Southeast Workforce Development Area

Kenosha, Racine and Walworth counties

IV. Economy

Gross Regional Product, 2008

	<u>Total Value Added</u> <u>('Gross Regional</u> <u>Product')</u>	<u>Total Output</u>	<u>Output per Employed</u>
U.S.	\$14,441,400,089,504	\$27,507,783,498,592	\$156,013
Wisconsin	\$240,732,268,642	\$517,899,217,829	\$147,866
Southeast WDA	\$15,410,077,837	\$32,611,482,603	\$151,596

Source: Minnesota IMPLAN Group, 2008

Personal Income, 2009

	<u>U.S.</u>	<u>Wisconsin</u>	<u>Southeast WDA</u>
Total Personal Income (millions)	\$12,168,161,000	\$211,337,133	\$16,159,069
Total Personal Income, 10-yr. Growth	53.9%	43.3%	39.8%
Per Capita Personal Income	\$39,635	\$37,373	\$34,633
Per Capita Personal Income, 10-yr. Growth	39.9%	35.2%	28.6%
Per Capita Personal Income, 10-yr. Growth, Inflation adjusted	8.6%	5.0%	-0.2%

Source: U.S. Bureau of Economic Analysis

Personal Income Composition, 2009

	<u>U.S.</u>	<u>Wisconsin</u>	<u>Southeast WDA</u>
Earnings by Place of Work	64.5%	64.4%	64.8%
Dividends, Interest, and Rent	18.0%	17.2%	17.3%
Personal Current Transfer Receipts	17.5%	18.4%	17.9%
Total	100.0%	100.0%	100.0%

Source: U.S. Bureau of Economic Analysis

The Wisconsin Department of Workforce Development's Office of Economic Advisors (OEA) is charged with assisting all interested parties in better understanding their local economies. OEA has labor economists positioned throughout Wisconsin to help those involved in economic and workforce development.

For more information about this region please contact:

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Please visit the OEA Webpage at <http://dwd.wisconsin.gov/oea/>

OEA-We're more than just data

		Southeast	
<u>Population</u>	U.S.	Wisconsin	WDA
2000 Census Population	281,421,906	5,363,675	432,167
2010 Census Population	309,050,816	5,664,218	467,855
2000-2010 Numeric Change	27,628,910	300,543	35,688
2000-2010 Percent Change	9.8%	5.6%	8.3%
2010-2020 Projected Growth	NA	7.5%	8.9%

Source: U.S. Census and WI Department of Administration, Demographic Services

		Southeast	
<u>Age Distribution</u>	U.S.	Wisconsin	WDA
0-4	6.9%	6.4%	6.6%
5-17	17.7%	17.2%	18.4%
18-24	9.9%	10.5%	10.2%
25-34	13.4%	12.3%	12.0%
35-44	14.2%	14.0%	14.7%
45-54	14.5%	15.4%	15.5%
55-64	10.8%	11.1%	10.6%
65-74	6.5%	6.6%	6.0%
75+	6.1%	6.6%	6.0%
Total	100.0%	100.0%	100.0%

Source: U.S. Census, 2005-2009, Five-year average, American Community Survey, Table B01001

		Southeast	
<u>Median Age</u>	U.S.	Wisconsin	WDA
	36.5	37.8	37.1

Source: U.S. Census, 2005-2009, Five-year average, American Community Survey, Table B01002

		Southeast	
<u>Percent Working Age (18-64)</u>	U.S.	Wisconsin	WDA
	62.8%	63.2%	63.0%
<u>Percent Retirement Age (65+)</u>	U.S.	Wisconsin	WDA
	12.6%	13.2%	12.0%

Source: U.S. Census, 2005-2009, Five-year average, American Community Survey, Table B01001

		Southeast	
<u>Highest Educational Attainment (Ages 25+)</u>	U.S.	Wisconsin	WDA
Less than High School Graduate	15.4%	11.0%	12.7%
High School Graduate/GED	29.3%	34.3%	34.2%
Some College, no degree	20.3%	20.5%	21.6%
Associate Degree	7.4%	8.8%	8.6%
Bachelor's Degree	17.4%	17.0%	15.3%
Graduate/Professional Degree	10.1%	8.4%	7.5%
Total	100.0%	100.0%	100.0%

Source: U.S. Census, 2005-2009, Five-year average, American Community Survey, Table B15002

Labor Force and Unemployment Rate (Annual Average)**Labor Force**

Employed

Unemployed

Unemployment Rate

U.S.	U.S.	Wisconsin	Wisconsin	Southeast WDA	Southeast WDA
2000	2010	2000	2010	2000	2010
142,583,000	153,889,000	2,996,091	3,062,636	235,196	237,996
136,891,000	139,064,000	2,894,884	2,807,301	226,519	214,189
5,692,000	14,825,000	101,207	255,335	8,677	23,807
4.0%	9.6%	3.4%	8.3%	3.7%	10.0%

Source: U.S. Bureau of Labor Statistics, Local Area Unemployment Statistics Program (LAUS) and Current Population Survey (CPS)

2000-2010 Labor Force Growth**Labor Force**

Employed

Unemployed

U.S.	Wisconsin	Southeast WDA
7.9%	2.2%	1.2%
1.6%	-3.0%	-5.4%
160.5%	152.3%	174.4%

Source: U.S. Bureau of Labor Statistics, Local Area Unemployment Statistics Program (LAUS) and Current Population Survey (CPS)

Labor Force Participation Rate (Ages 16-64), 2005-2009**Average**

U.S.	Wisconsin	Southeast WDA
74.7%	79.9%	78.2%

Source: U.S. Census, 2005-2009, Five-year average, American Community Survey, Table GCT2301

Change in Total Job Base, 2000-2005**Change in Total Job Base, 2005-2009**

U.S.	Wisconsin	Southeast WDA
1.3%	0.4%	3.2%
2.3%	-3.5%	-6.4%

Source: U.S. Census, Local Employment Dynamics (LED)

Industry Employment Share of Job Base, 2009

Agriculture, Forestry, Fishing and Hunting

Mining, Quarrying, and Oil and Gas Extraction

Utilities

Construction

Manufacturing

Wholesale Trade

Retail Trade

Transportation and Warehousing

Information

Finance and Insurance

Real Estate and Rental and Leasing

Professional, Scientific, and Technical Services

Management of Companies and Enterprises

Administrative and Support and Waste Mgmt.

Educational Services

Health Care and Social Assistance

Arts, Entertainment, and Recreation

Accommodation and Food Services

Other Services (except Public Administration)

Public Administration

Total, All Industries

U.S.	Wisconsin	Southeast WDA
0.8%	0.8%	0.5%
0.5%	0.1%	0.0%
0.7%	0.5%	0.3%
4.7%	3.9%	3.4%
9.5%	17.0%	20.3%
4.5%	4.5%	4.4%
11.5%	11.3%	12.3%
3.5%	3.5%	2.8%
2.4%	2.0%	0.7%
4.5%	5.0%	2.7%
1.6%	1.0%	0.8%
6.0%	3.7%	2.2%
1.6%	1.9%	0.7%
5.6%	4.3%	5.0%
9.5%	8.3%	9.2%
13.7%	14.1%	13.5%
1.8%	1.6%	2.0%
8.6%	8.1%	10.1%
3.5%	3.3%	3.1%
4.8%	5.2%	5.8%
100.0%	100.0%	100.0%

Source: U.S. Census, Local Employment Dynamics (LED)

Occupational Share of Job Base, 2009	U.S.	Wisconsin	Southeast WDA
Management	4.7%	4.0%	3.5%
Business and financial operations	4.6%	4.2%	3.0%
Computer and mathematical science	2.5%	2.0%	1.0%
Architecture and engineering	1.8%	1.7%	1.4%
Life, physical, and social science	1.0%	0.9%	0.8%
Community and social services	1.4%	1.2%	1.2%
Legal	0.8%	0.5%	0.4%
Education, training, and library	6.5%	5.8%	7.1%
Arts, design, entertainment, sports, and media	1.3%	1.3%	1.1%
Healthcare practitioner and technical	5.5%	5.7%	4.8%
Healthcare support	3.0%	3.4%	3.5%
Protective service	2.4%	2.0%	3.2%
Food preparation and serving related	8.6%	8.8%	10.1%
Building and grounds cleaning and maintenance	3.3%	3.2%	4.0%
Personal care and service	2.6%	2.8%	2.6%
Sales and related	10.5%	10.1%	10.3%
Office and administrative support	17.1%	15.7%	4.8%
Farming, fishing, and forestry	0.3%	0.2%	0.1%
Construction and extraction	4.4%	3.7%	3.5%
Installation, maintenance, and repair	3.9%	3.8%	3.4%
Production	6.8%	11.4%	12.9%
Transportation and material moving	6.8%	7.6%	7.5%
Total, All Occupations	100.0%	100.0%	100.0%

Source: U.S. Bureau of Labor Statistics, Occupational Employment Statistics Program, and Department of Workforce Development, Office of Economic Advisors, Estima

Median Hourly Wage by Occupational Group, 2009	U.S.	Wisconsin	Southeast WDA
Management	\$42.95	\$39.68	\$39.24
Business and financial operations	\$28.32	\$25.38	\$25.21
Computer and mathematical science	\$35.05	\$30.28	\$29.27
Architecture and engineering	\$33.07	\$28.96	\$28.71
Life, physical, and social science	\$28.03	\$25.63	\$24.62
Community and social services	\$18.74	\$19.47	\$21.36
Legal	\$35.59	\$27.16	\$26.47
Education, training, and library	\$21.74	\$20.94	\$20.89
Arts, design, entertainment, sports, and media	\$20.41	\$17.56	\$16.78
Healthcare practitioner and technical	\$27.74	\$27.66	\$27.34
Healthcare support	\$11.89	\$12.36	\$12.53
Protective service	\$17.39	\$17.62	\$19.72
Food preparation and serving related	\$8.89	\$8.53	\$8.44
Building and grounds cleaning and maintenance	\$10.75	\$10.91	\$10.97
Personal care and service	\$9.99	\$9.86	\$9.20
Sales and related	\$11.51	\$10.85	\$9.60
Office and administrative support	\$14.62	\$14.40	\$14.31
Farming, fishing, and forestry	\$9.43	\$12.11	\$13.26
Construction and extraction	\$18.64	\$21.62	\$22.33
Installation, maintenance, and repair	\$19.04	\$19.31	\$19.39
Production	\$14.41	\$15.48	\$14.77
Transportation and material moving	\$13.46	\$13.99	\$12.93
Total, All Occupations	\$15.95	\$15.56	\$14.77

Source: U.S. Bureau of Labor Statistics, Occupational Employment Statistics Program, and Department of Workforce Development, Office of Economic Advisors, Estima

	2008 Total Value Added ('Gross Regional Product')	2008 Total Output	2008 Output per Employed
U.S.	\$14,441,400,089,504	\$27,507,783,498,592	\$156,013
Wisconsin	\$240,732,268,642	\$517,899,217,829	\$147,866
Southeast WDA	\$15,410,077,837	\$32,611,482,603	\$151,596

Source: Minnesota IMPLAN Group, 2008

	2009 Total Personal Income (millions)	Total Personal Income, 10-yr. Growth	2009 Per Capita Personal Income	Per Capita Personal Income, 10-yr. Growth	Per Capita Personal Income, 10-yr. Growth, Inflation adjusted
U.S.	\$12,168,161,000	53.9%	\$39,635	39.9%	8.6%
Wisconsin	\$211,337,133	43.3%	\$37,373	35.2%	5.0%
Southeast WDA	\$16,159,069	39.8%	\$34,633	28.6%	-0.2%

Source: U.S. Bureau of Economic Analysis

Location Quotient Relative to Wisconsin

Sector	U.S.	Wisconsin	Southeast WDA
Total, All Industries	1.00	1.00	1.00
Agriculture, Forestry, Fishing and Hunting	1.06	1.00	0.67
Mining, Quarrying, and Oil and Gas Extraction	5.55	1.00	0.13
Utilities	1.31	1.00	0.61
Construction	1.20	1.00	0.87
Manufacturing	0.56	1.00	1.20
Wholesale Trade	0.99	1.00	0.97
Retail Trade	1.02	1.00	1.10
Transportation and Warehousing	0.98	1.00	0.80
Information	1.24	1.00	0.36
Finance and Insurance	0.91	1.00	0.53
Real Estate and Rental and Leasing	1.61	1.00	0.79
Professional, Scientific, and Technical Services	1.62	1.00	0.60
Management of Companies and Enterprises	0.84	1.00	0.37
Administrative and Support and Waste Mgmt.	1.30	1.00	1.16
Educational Services	1.15	1.00	1.11
Health Care and Social Assistance	0.97	1.00	0.96
Arts, Entertainment, and Recreation	1.09	1.00	1.25
Accommodation and Food Services	1.05	1.00	1.24
Other Services (except Public Administration)	1.08	1.00	0.96
Public Administration	0.93	1.00	1.12

Source: U.S. Census, Local Employment Dynamics (LED)

Location Quotient Relative to United States

Sector	U.S.	Wisconsin	Southeast WDA
Total, All Industries	1.00	1.00	1.00
Agriculture, Forestry, Fishing and Hunting	1.00	0.94	0.63
Mining, Quarrying, and Oil and Gas Extraction	1.00	0.18	0.02
Utilities	1.00	0.76	0.47
Construction	1.00	0.83	0.72
Manufacturing	1.00	1.79	2.14
Wholesale Trade	1.00	1.01	0.98
Retail Trade	1.00	0.98	1.08
Transportation and Warehousing	1.00	1.02	0.82
Information	1.00	0.81	0.29
Finance and Insurance	1.00	1.10	0.59
Real Estate and Rental and Leasing	1.00	0.62	0.49
Professional, Scientific, and Technical Services	1.00	0.62	0.37
Management of Companies and Enterprises	1.00	1.18	0.44
Administrative and Support and Waste Mgmt.	1.00	0.77	0.90
Educational Services	1.00	0.87	0.97
Health Care and Social Assistance	1.00	1.03	0.99
Arts, Entertainment, and Recreation	1.00	0.91	1.14
Accommodation and Food Services	1.00	0.95	1.18
Other Services (except Public Administration)	1.00	0.92	0.89
Public Administration	1.00	1.08	1.21

Source: U.S. Census, Local Employment Dynamics (LED)

Southeast Workforce Development Area Occupational Projections, 2008-2018

(Racine, Kenosha, and Walworth counties)

Occupations that actually had employment = 0 were deleted.

Filters have been applied to the columns. Look for an arrow at the top of each column. Clicking on these arrows allows you to sort the columns based on various criteria. To get back to the original list, select (All) in each column.

SOC Code	Occupational Title	Estimated Employment ⁽¹⁾			Annual Openings			Typical Education and Training Path ⁽⁴⁾	Estimated Salary and Wages		
		2008	2018	Change	% Change	New Jobs	Replacements ⁽²⁾	Total ⁽³⁾	25 th percent-ile	50 th percent-ile	75 th percent-ile
00-0000	Total, All Occupations	171,560	177,120	5,560	3.2%	560	4,020	4,580	\$ 9.97	\$ 14.77	\$ 22.67
29-1111	Registered Nurses	3,010	3,620	610	20.3%	60	50	110	\$ 25.57	\$ 28.99	\$ 32.83
43-4051	Customer Service Representatives	2,170	2,410	240	11.1%	20	70	90	\$ 12.74	\$ 15.44	\$ 19.48
53-3032	Truck Drivers, Heavy and Tractor-Trailer	2,330	2,480	150	6.4%	20	40	60	\$ 16.70	\$ 20.96	\$ 26.27
25-2021	Elementary School Teachers, Except Special Education	1,790	1,860	70	3.9%	10	40	50	*	*	*
33-3012	Correctional Officers and Jailers	*	*	*	*	20	30	50	*	*	*
49-9042	Maintenance and Repair Workers, General	1,890	1,970	80	4.2%	10	30	40	\$ 14.36	\$ 18.47	\$ 22.58
13-2011	Accountants and Auditors	1,010	1,080	70	6.9%	10	20	30	\$ 22.93	\$ 27.70	\$ 35.00
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers	1,240	1,280	40	3.2%	<5	30	30	\$ 16.13	\$ 20.57	\$ 27.64
29-2061	Licensed Practical and Licensed Vocational Nurses	640	740	100	15.6%	10	20	30	\$ 16.68	\$ 18.93	\$ 21.72
25-2022	Middle School Teachers, Except Special and Vocational Education	800	830	30	3.8%	<5	20	20	*	*	*
25-3099	Teachers and Instructors, All Other	680	730	50	7.4%	10	10	20	*	*	*
27-2022	Coaches and Scouts	350	400	50	14.3%	10	10	20	*	*	*
29-2021	Dental Hygienists	260	320	60	23.1%	10	10	20	\$ 27.19	\$ 30.43	\$ 33.97
15-1081	Network Systems and Data Communications Analysts	290	400	110	37.9%	10	10	20	\$ 22.92	\$ 26.56	\$ 32.05
27-3031	Public Relations Specialists	300	350	50	16.7%	10	10	20	\$ 16.67	\$ 21.73	\$ 29.71
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	340	390	50	14.7%	10	10	20	\$ 17.09	\$ 21.11	\$ 26.08
47-2061	Construction Laborers	720	810	90	12.5%	10	10	20	\$ 14.73	\$ 20.87	\$ 24.55
21-1093	Social and Human Service Assistants	410	520	110	26.8%	10	10	20	\$ 12.74	\$ 16.57	\$ 20.76
31-9091	Dental Assistants	320	390	70	21.9%	10	10	20	\$ 13.48	\$ 15.96	\$ 18.72

SOC Code	Occupational Title	Estimated Employment ⁽¹⁾				Annual Openings			Typical Education and Training Path ⁽⁴⁾	Estimated Salary and Wages		
		2008	2018	Change	% Change	New Jobs	Replacements ⁽²⁾	Total ⁽³⁾		25 th percentile	50 th percentile	75 th percentile
51-9023	Mixing and Blending Machine Setters, Operators, and Tenders	490	600	110	22.4%	10	10	20	Moderate-term on-the-job training	\$ 13.37	\$ 15.67	\$ 20.34
19-4021	Biological Technicians	*	*	*	*	<5	10	10	Bachelor's degree	*	*	*
25-2012	Kindergarten Teachers, Except Special Education	220	230	10	4.5%	<5	10	10	Bachelor's degree	*	*	*
25-2041	Special Education Teachers, Preschool, Kindergarten, and Elementary School	210	230	20	9.5%	<5	10	10	Bachelor's degree	*	*	*
29-1069	Physicians and Surgeons, All Other	320	360	40	12.5%	<5	10	10	First professional degree	\$ 51.12	*	*
39-3031	Ushers, Lobby Attendants, and Ticket Takers	*	*	*	*	<5	10	10	Short-term on-the-job training	*	*	*
29-1051	Pharmacists	330	350	20	6.1%	<5	10	10	First professional degree	\$ 50.10	\$ 56.69	\$ 62.16
11-2022	Sales Managers	440	470	30	6.8%	<5	10	10	Bachelor's or higher degree + work experience	\$ 33.57	\$ 47.09	\$ 62.67
13-1111	Management Analysts	400	440	40	10.0%	<5	10	10	Bachelor's or higher degree + work experience	\$ 26.91	\$ 40.02	\$ 52.60
15-1031	Computer Software Engineers, Applications	380	430	50	13.2%	10	<5	10	Bachelor's degree	\$ 30.99	\$ 37.40	\$ 43.51
11-9111	Medical and Health Services Managers	270	310	40	14.8%	<5	10	10	Bachelor's or higher degree + work experience	\$ 29.95	\$ 37.18	\$ 44.52
29-1123	Physical Therapists	230	280	50	21.7%	10	<5	10	Master's degree	\$ 29.39	\$ 33.20	\$ 38.50
17-2112	Industrial Engineers	460	480	20	4.3%	<5	10	10	Bachelor's degree	\$ 27.25	\$ 32.20	\$ 40.67
41-1012	First-Line Supervisors/Managers of Non-Retail Sales Workers	250	260	10	4.0%	<5	10	10	Work experience in a related occupation	\$ 22.34	\$ 32.15	\$ 42.11
47-1011	First-Line Supervisors/Managers of Construction Trades and Extraction Workers	390	420	30	7.7%	<5	10	10	Work experience in a related occupation	\$ 27.92	\$ 32.06	\$ 37.88
11-3011	Administrative Services Managers	240	250	10	4.2%	<5	10	10	Bachelor's or higher degree + work experience	\$ 25.70	\$ 29.93	\$ 36.96
15-1071	Network and Computer Systems Administrators	310	320	10	3.2%	<5	10	10	Bachelor's degree	\$ 22.92	\$ 28.35	\$ 35.74
13-1051	Cost Estimators	310	340	30	9.7%	<5	10	10	Bachelor's degree	\$ 21.91	\$ 27.79	\$ 34.17
13-1023	Purchasing Agents, Except Wholesale, Retail, and Farm Products	480	510	30	6.3%	<5	10	10	Bachelor's degree	\$ 20.50	\$ 25.99	\$ 32.58
21-1021	Child, Family, and School Social Workers	290	320	30	10.3%	<5	10	10	Bachelor's degree	\$ 21.51	\$ 25.80	\$ 29.69
21-1012	Educational, Vocational, and School Counselors	230	250	20	8.7%	<5	10	10	Master's degree	\$ 21.10	\$ 25.16	\$ 31.21
47-2073	Operating Engineers and Other Construction Equipment Operators	430	470	40	9.3%	<5	10	10	Moderate-term on-the-job training	\$ 19.37	\$ 24.69	\$ 29.07
43-5052	Postal Service Mail Carriers	400	440	40	10.0%	<5	10	10	Short-term on-the-job training	\$ 20.28	\$ 24.49	\$ 26.65
49-9041	Industrial Machinery Mechanics	520	550	30	5.8%	<5	10	10	Long-term on-the-job training	\$ 19.40	\$ 23.84	\$ 28.59
41-3099	Sales Representatives, Services, All Other	530	550	20	3.8%	<5	10	10	Work experience in a related occupation	\$ 15.58	\$ 22.90	\$ 32.35

SOC Code	Occupational Title	Estimated Employment ⁽¹⁾				Annual Openings			Typical Education and Training Path ⁽⁴⁾	Estimated Salary and Wages		
		2008	2018	Change	% Change	New Jobs	Replacements ⁽²⁾	Total ⁽³⁾		25 th percent-ile	50 th percent-ile	75 th percent-ile
13-1073	Training and Development Specialists	250	280	30	12.0%	<5	10	10	Bachelor's degree	\$ 17.30	\$ 22.60	\$ 31.53
21-1023	Mental Health and Substance Abuse Social Workers	200	230	30	15.0%	<5	10	10	Master's degree	\$ 16.96	\$ 20.75	\$ 25.51
13-1071	Employment, Recruitment, and Placement Specialists	220	260	40	18.2%	<5	10	10	Bachelor's degree	\$ 13.90	\$ 20.10	\$ 31.23
21-1022	Medical and Public Health Social Workers	160	210	50	31.3%	10	<5	10	Bachelor's degree	\$ 16.58	\$ 19.45	\$ 24.64
39-1021	First-Line Supervisors/Managers of Personal Service Workers	200	230	30	15.0%	<5	10	10	Work experience in a related occupation	\$ 15.05	\$ 18.93	\$ 26.35
51-3021	Butchers and Meat Cutters	200	210	10	5.0%	<5	10	10	Long-term on-the-job training	\$ 14.47	\$ 17.63	\$ 19.96
25-3021	Self-Enrichment Education Teachers	180	230	50	27.8%	10	<5	10	Work experience in a related occupation	\$ 12.04	\$ 16.49	\$ 25.60
33-9099	Protective Service Workers, All Other	100	110	10	10.0%	<5	10	10	Short-term on-the-job training	\$ 12.04	\$ 15.69	\$ 19.41
43-3021	Billing and Posting Clerks and Machine Operators	480	500	20	4.2%	<5	10	10	Short-term on-the-job training	\$ 13.27	\$ 15.37	\$ 19.07

SOC Code	Occupational Title	Estimated Employment ⁽¹⁾				Annual Openings			Typical Education and Training Path ⁽⁴⁾	Estimated Salary and Wages		
		2008	2018	Change	% Change	New Jobs	Replacements ⁽²⁾	Total ⁽³⁾				

⁽¹⁾ **Employment** is a count of jobs rather than people, and includes all part- and full-time nonfarm jobs. Employment does not include jobs among self-employed, unpaid family workers, or railroad workers. Employment is rounded to the nearest ten, with employment less than five rounded to zero. Totals may not add due to rounding.

⁽²⁾ **Replacements** are an estimate of the number of job openings expected because people have permanently left a given occupation. Permanent exits occur if someone dies, retires, or otherwise leaves the labor force. Permanent exits also include openings resulting from someone permanently changing occupations. For example, a person leaves their job as a cashier and becomes a truck driver. Openings resulting from people changing employers, but staying in the same occupation are not included.

⁽³⁾ **Total openings** are the sum of new jobs and replacements. Total openings are an indication of how many new people are needed to enter a given occupation.

⁽⁴⁾ **Typical Education and Training Path** gives a general indication of the education or training typically needed in the occupation. There may be other pathways into the occupation, as well as **Short-Term On-the-Job Training**: These occupations require no more than one month of on-the-job training and the training usually happens at the workplace.

Moderate-Term On-the-Job Training: Training for these occupations usually occurs at the workplace and lasts from one to twelve months.

Long-Term On-the-Job Training: These occupations require more than one year of on-the-job training, or combined work experience and classroom instruction.

Work Experience in Related Occupation: Occupations in this category require skills and experience gained in other jobs.

Postsecondary Vocational Training: These formal training programs last from a few weeks to more than a year, and are offered at vocational or technical schools.

Associate Degree: This degree requires two years of full-time academic work beyond high school.

Bachelor's Degree: This degree requires four or five years of full-time academic work at a college or university.

Master's Degree: This degree requires one to two years of full-time study beyond a bachelor's degree.

Doctoral Degree: This degree usually requires at least three years of full-time study beyond a bachelor's degree.

First Professional Degree: These degrees typically require at least two years of full-time study beyond a bachelor's degree.

Bachelor's or higher degree, plus work experience: These occupations require a bachelor's or higher degree, in addition to work experience in a related non-managerial position.

⁽⁵⁾ Either a bachelor's or an associate degree is accepted in this occupation. It depends on the specifics of the position and the employer.

* Information is not available.

Information is derived using the 2009 OES Survey and 2008 QCEW data. Unpublished data from the US Bureau of Labor Statistics and US Census Bureau was also used. To the extent possible, the projections take into account anticipated changes in Wisconsin's economy from 2008 to 2018. It is important to note that unanticipated events may affect the accuracy of these projections.

Source: Office of Economic Advisors, Wisconsin Department of Workforce Development, April 2011

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B07204. GEOGRAPHICAL MOBILITY IN THE PAST YEAR FOR CURRENT RESIDENCE--STATE
 Data Set: 2005-2009 American Community Survey 5-Year Estimates
 Survey: American Community Survey

	Kenosha County, Wisconsin	Milwaukee County, Wisconsin	Ozaukee County, Wisconsin	Racine County, Wisconsin	Walworth County, Wisconsin	Washington County, Wisconsin	Waukesha County, Wisconsin
Total:	160,809	938,942	84,898	186,431	99,961	126,542	375,086
Same house 1 year ago	135,313	764,375	75,264	171,116	82,554	111,806	331,986
Different house in United States 1 year ago:	24,937	170,166	9,282	24,873	16,059	14,547	42,286
Same city or town:	10,711	100,681	1,831	8,895	4,341	4,514	9,592
Same county	10,711	100,661	1,831	9,865	4,269	4,514	9,592
Different county (same state)	0	20	0	30	72	0	0
Elsewhere:							
Same county	14,226	69,485	7,451	14,978	11,718	10,033	32,694
Same county	5,097	34,263	1,940	5,872	5,155	3,819	12,149
Different county:	9,129	35,222	5,511	9,106	6,563	6,214	20,545
Same state	3,370	18,675	3,737	6,247	3,995	5,181	14,582
Different state:	5,759	16,547	1,774	2,859	2,568	1,033	5,963
Northeast	378	1,322	38	117	206	65	719
Midwest	4,429	8,198	875	1,405	1,282	433	3,089
South	581	4,520	655	875	576	263	1,279
West	370	2,507	208	482	504	272	876
Abroad 1 year ago:	559	4,401	150	442	348	189	824
Puerto Rico	94	540	0	0	0	0	0
U.S. Island Areas	0	56	0	0	0	0	0
Foreign country	465	3,805	150	442	348	189	824

Inflow/Outflow Report

* check on
what area(s)
used

Selection Area Labor Market Size (Primary Jobs)

	2009	
	Count	Share
Employed in the Selection Area	146,315	100.0%
Living in the Selection Area	196,403	134.2%
Net Job Inflow (+) or Outflow (-)	-50,088	-

In-Area Labor Force Efficiency (Primary Jobs)

	2009	
	Count	Share
Living in the Selection Area	196,403	100.0%
Living and Employed in the Selection Area	104,375	53.1%
Living in the Selection Area but Employed Outside	92,028	46.9%

compare
to state?

In-Area Employment Efficiency (Primary Jobs)

	2009	
	Count	Share
Employed in the Selection Area	146,315	100.0%
Employed and Living in the Selection Area	104,375	71.3%
Employed in the Selection Area but Living Outside	41,940	28.7%

Outflow Job Characteristics (Primary Jobs)

	2009	
	Count	Share
External Jobs Filled by Residents	92,028	100.0%
Workers Aged 29 or younger	22,141	24.1%
Workers Aged 30 to 54	55,089	59.9%
Workers Aged 55 or older	14,798	16.1%
Workers Earning \$1,250 per month or less	18,554	20.2%
Workers Earning \$1,251 to \$3,333 per month	31,938	34.7%
Workers Earning More than \$3,333 per month	41,536	45.1% #
Workers in the "Goods Producing" Industry Class	21,586	23.5%
Workers in the "Trade, Transportation, and Utilities" Industry Class	23,801	25.9%
Workers in the "All Other Services" Industry Class	46,641	50.7%

Inflow Job Characteristics (Primary Jobs)

	2009	
	Count	Share
Internal Jobs Filled by Outside Workers	41,940	100.0%
Workers Aged 29 or younger	12,002	28.6%
Workers Aged 30 to 54	22,669	54.1%
Workers Aged 55 or older	7,269	17.3%
Workers Earning \$1,250 per month or less	11,578	27.6%
Workers Earning \$1,251 to \$3,333 per month	14,852	35.4%
Workers Earning More than \$3,333 per month	15,510	37.0% ↓
Workers in the "Goods Producing" Industry Class	10,009	23.9%
Workers in the "Trade, Transportation, and Utilities" Industry Class	12,139	28.9%
Workers in the "All Other Services" Industry Class	19,792	47.2%

Interior Flow Job Characteristics (Primary Jobs)

	2009	
	Count	Share
Internal Jobs Filled by Residents	104,375	100.0%
Workers Aged 29 or younger	24,224	23.2%
Workers Aged 30 to 54	59,327	56.8%
Workers Aged 55 or older	20,824	20.0%
Workers Earning \$1,250 per month or less	28,222	27.0%
Workers Earning \$1,251 to \$3,333 per month	40,304	38.6%
Workers Earning More than \$3,333 per month	35,849	34.3%
Workers in the "Goods Producing" Industry Class	27,215	26.1%
Workers in the "Trade, Transportation, and Utilities" Industry Class	17,030	16.3%
Workers in the "All Other Services" Industry Class	60,130	57.6%

Area	Year	Period	Industry	# Estab	Avg Emp
Kenosha County	2010	1st quarter	Construction	258	1416
Milwaukee County	2010	1st quarter	Construction	1112	9707
Ozaukee County	2010	1st quarter	Construction	274	935
Racine County	2010	1st quarter	Construction	454	1762
Walworth County	2010	1st quarter	Construction	337	996
Washington County	2010	1st quarter	Construction	483	1745
Waukesha County	2010	1st quarter	Construction	1486	10463
Construction Total				4404	27024
Kenosha County	2010	1st quarter	Education & Health Services	424	14627
Milwaukee County	2010	1st quarter	Education & Health Services	3248	129340
Ozaukee County	2010	1st quarter	Education & Health Services	319	7563
Racine County	2010	1st quarter	Education & Health Services	447	16906
Walworth County	2010	1st quarter	Education & Health Services	237	7624
Washington County	2010	1st quarter	Education & Health Services	244	8550
Waukesha County	2010	1st quarter	Education & Health Services	1240	37642
Education & Health Services Total				6159	222252
Kenosha County	2010	1st quarter	Financial Activities	250	1431
Milwaukee County	2010	1st quarter	Financial Activities	1901	34745
Ozaukee County	2010	1st quarter	Financial Activities	274	2176
Racine County	2010	1st quarter	Financial Activities	335	2799
Walworth County	2010	1st quarter	Financial Activities	205	1201
Washington County	2010	1st quarter	Financial Activities	237	2284
Waukesha County	2010	1st quarter	Financial Activities	1284	14168
Financial Activities Total				4486	58804
Kenosha County	2010	1st quarter	Information	30	279
Milwaukee County	2010	1st quarter	Information	285	9660
Ozaukee County	2010	1st quarter	Information	37	326
Racine County	2010	1st quarter	Information	39	457
Walworth County	2010	1st quarter	Information	34	245
Washington County	2010	1st quarter	Information	35	707
Waukesha County	2010	1st quarter	Information	166	5061
Information Total				626	16735
Kenosha County	2010	1st quarter	Leisure & Hospitality	372	6075
Milwaukee County	2010	1st quarter	Leisure & Hospitality	1991	41141
Ozaukee County	2010	1st quarter	Leisure & Hospitality	231	3734
Racine County	2010	1st quarter	Leisure & Hospitality	406	6059
Walworth County	2010	1st quarter	Leisure & Hospitality	344	5751
Washington County	2010	1st quarter	Leisure & Hospitality	278	4906
Waukesha County	2010	1st quarter	Leisure & Hospitality	915	17247
Leisure & Hospitality Total				4537	84913
Kenosha County	2010	1st quarter	Manufacturing	198	6848
Milwaukee County	2010	1st quarter	Manufacturing	1136	51586
Ozaukee County	2010	1st quarter	Manufacturing	222	8009
Racine County	2010	1st quarter	Manufacturing	353	16229
Walworth County	2010	1st quarter	Manufacturing	208	7281
Washington County	2010	1st quarter	Manufacturing	325	11456
Waukesha County	2010	1st quarter	Manufacturing	1079	40031
Manufacturing Total				3521	141440
Kenosha County	2010	1st quarter	Natural Resources & Mining	22	150
Milwaukee County	2010	1st quarter	Natural Resources & Mining	12	73
Ozaukee County	2010	1st quarter	Natural Resources & Mining	24	162

Racine County	2010 1st quarter	Natural Resources & Mining	26	209
Walworth County	2010 1st quarter	Natural Resources & Mining	36	241
Washington County	2010 1st quarter	Natural Resources & Mining	33	306
Waukesha County	2010 1st quarter	Natural Resources & Mining	46	438
Natural Resources & Mining Total			199	1579
Kenosha County	2010 1st quarter	Other Services	269	1599
Milwaukee County	2010 1st quarter	Other Services	3209	15615
Ozaukee County	2010 1st quarter	Other Services	265	1207
Racine County	2010 1st quarter	Other Services	363	2015
Walworth County	2010 1st quarter	Other Services	228	1086
Washington County	2010 1st quarter	Other Services	284	1665
Waukesha County	2010 1st quarter	Other Services	1093	7598
Other Services Total			5711	30785
Kenosha County	2010 1st quarter	Professional & Business Services	372	5154
Milwaukee County	2010 1st quarter	Professional & Business Services	3439	66879
Ozaukee County	2010 1st quarter	Professional & Business Services	545	3819
Racine County	2010 1st quarter	Professional & Business Services	547	5614
Walworth County	2010 1st quarter	Professional & Business Services	338	2294
Washington County	2010 1st quarter	Professional & Business Services	439	2619
Waukesha County	2010 1st quarter	Professional & Business Services	2252	28163
Professional & Business Services Total			7932	114542
Kenosha County	2010 1st quarter	Public Administration	32	3063
Milwaukee County	2010 1st quarter	Public Administration	107	21210
Ozaukee County	2010 1st quarter	Public Administration	27	1596
Racine County	2010 1st quarter	Public Administration	54	3854
Walworth County	2010 1st quarter	Public Administration	60	2243
Washington County	2010 1st quarter	Public Administration	44	1880
Waukesha County	2010 1st quarter	Public Administration	86	5817
Public Administration Total			410	39663
Kenosha County	2010 1st quarter	Trade, Transportation, Utilities	727	10673
Milwaukee County	2010 1st quarter	Trade, Transportation, Utilities	4359	77623
Ozaukee County	2010 1st quarter	Trade, Transportation, Utilities	589	6424
Racine County	2010 1st quarter	Trade, Transportation, Utilities	965	13514
Walworth County	2010 1st quarter	Trade, Transportation, Utilities	610	6390
Washington County	2010 1st quarter	Trade, Transportation, Utilities	735	11255
Waukesha County	2010 1st quarter	Trade, Transportation, Utilities	2982	45624
Trade, Transportation, Utilities Total			10967	171503
Kenosha County	2011 1st quarter	Construction	240	1316
Milwaukee County	2011 1st quarter	Construction	1112	8426
Ozaukee County	2011 1st quarter	Construction	255	881
Racine County	2011 1st quarter	Construction	453	1812
Walworth County	2011 1st quarter	Construction	325	907
Washington County	2011 1st quarter	Construction	471	1684
Waukesha County	2011 1st quarter	Construction	1483	10393
Construction Total			4339	25419
Kenosha County	2011 1st quarter	Education & Health Services	434	14719
Milwaukee County	2011 1st quarter	Education & Health Services	3324	128216
Ozaukee County	2011 1st quarter	Education & Health Services	320	8254
Racine County	2011 1st quarter	Education & Health Services	470	16837
Walworth County	2011 1st quarter	Education & Health Services	244	7916
Washington County	2011 1st quarter	Education & Health Services	260	8797
Waukesha County	2011 1st quarter	Education & Health Services	1259	38274

		Education & Health Services Total	6311	223013
Kenosha County	2011 1st quarter	Financial Activities	253	1372
Milwaukee County	2011 1st quarter	Financial Activities	1927	33880
Ozaukee County	2011 1st quarter	Financial Activities	274	2045
Racine County	2011 1st quarter	Financial Activities	320	2673
Walworth County	2011 1st quarter	Financial Activities	202	1081
Washington County	2011 1st quarter	Financial Activities	238	2274
Waukesha County	2011 1st quarter	Financial Activities	1301	13982
		Financial Activities Total	4515	57307
Kenosha County	2011 1st quarter	Information	25	305
Milwaukee County	2011 1st quarter	Information	262	9852
Ozaukee County	2011 1st quarter	Information	31	326
Racine County	2011 1st quarter	Information	38	426
Walworth County	2011 1st quarter	Information	33	258
Washington County	2011 1st quarter	Information	34	673
Waukesha County	2011 1st quarter	Information	S	S
		Information Total	423	11840
Kenosha County	2011 1st quarter	Leisure & Hospitality	382	6113
Milwaukee County	2011 1st quarter	Leisure & Hospitality	2080	42025
Ozaukee County	2011 1st quarter	Leisure & Hospitality	245	3847
Racine County	2011 1st quarter	Leisure & Hospitality	420	5993
Walworth County	2011 1st quarter	Leisure & Hospitality	349	5551
Washington County	2011 1st quarter	Leisure & Hospitality	284	4882
Waukesha County	2011 1st quarter	Leisure & Hospitality	953	17547
		Leisure & Hospitality Total	4713	85958
Kenosha County	2011 1st quarter	Manufacturing	196	6508
Milwaukee County	2011 1st quarter	Manufacturing	1110	52566
Ozaukee County	2011 1st quarter	Manufacturing	216	8231
Racine County	2011 1st quarter	Manufacturing	351	17017
Walworth County	2011 1st quarter	Manufacturing	214	7938
Washington County	2011 1st quarter	Manufacturing	321	12226
Waukesha County	2011 1st quarter	Manufacturing	1059	41779
		Manufacturing Total	3467	146265
Kenosha County	2011 1st quarter	Natural Resources & Mining	23	147
Milwaukee County	2011 1st quarter	Natural Resources & Mining	14	87
Ozaukee County	2011 1st quarter	Natural Resources & Mining	27	165
Racine County	2011 1st quarter	Natural Resources & Mining	25	168
Walworth County	2011 1st quarter	Natural Resources & Mining	34	296
Washington County	2011 1st quarter	Natural Resources & Mining	36	330
Waukesha County	2011 1st quarter	Natural Resources & Mining	46	342
		Natural Resources & Mining Total	205	1535
Kenosha County	2011 1st quarter	Other Services	299	1610
Milwaukee County	2011 1st quarter	Other Services	3887	16561
Ozaukee County	2011 1st quarter	Other Services	280	1217
Racine County	2011 1st quarter	Other Services	400	2089
Walworth County	2011 1st quarter	Other Services	253	1104
Washington County	2011 1st quarter	Other Services	292	1706
Waukesha County	2011 1st quarter	Other Services	1144	7776
		Other Services Total	6555	32063
Kenosha County	2011 1st quarter	Professional & Business Services	384	5925
Milwaukee County	2011 1st quarter	Professional & Business Services	3487	71277
Ozaukee County	2011 1st quarter	Professional & Business Services	552	4358

Racine County	2011 1st quarter	Professional & Business Services	572	6407
Walworth County	2011 1st quarter	Professional & Business Services	347	2573
Washington County	2011 1st quarter	Professional & Business Services	457	3099
Waukesha County	2011 1st quarter	Professional & Business Services	2304	30450
		Professional & Business Services Total	8103	124089
Kenosha County	2011 1st quarter	Public Administration	30	3025
Milwaukee County	2011 1st quarter	Public Administration	129	21595
Ozaukee County	2011 1st quarter	Public Administration	29	1478
Racine County	2011 1st quarter	Public Administration	52	3607
Walworth County	2011 1st quarter	Public Administration	63	2030
Washington County	2011 1st quarter	Public Administration	46	1875
Waukesha County	2011 1st quarter	Public Administration	92	5829
		Public Administration Total	441	39439
Kenosha County	2011 1st quarter	Trade, Transportation, Utilities	737	11185
Milwaukee County	2011 1st quarter	Trade, Transportation, Utilities	4397	77677
Ozaukee County	2011 1st quarter	Trade, Transportation, Utilities	584	6361
Racine County	2011 1st quarter	Trade, Transportation, Utilities	984	13608
Walworth County	2011 1st quarter	Trade, Transportation, Utilities	613	6317
Washington County	2011 1st quarter	Trade, Transportation, Utilities	741	11357
Waukesha County	2011 1st quarter	Trade, Transportation, Utilities	2948	46235
		Trade, Transportation, Utilities Total	11004	172740
		Grand Total	99028	1828908

(Racine, Kenosha, and Walworth counties)

NAICS	Industry Title	Employment ⁽¹⁾			
		2008 Estimate	2018 Projection	Change	% Change
	Total, All Nonfarm Industries	171,560	177,120	5,570	3.2%
1133, 21, 23	Construction/Mining/Natural Resources	6,730	7,100	360	5.4%
31-33	Manufacturing	35,810	32,390	- 3,410	- 9.5%
333	Machinery Manufacturing	5,660	5,430	- 230	- 4.0%
332	Fabricated Metal Product Manufacturing	5,590	5,030	- 560	- 10.0%
325	Chemical Manufacturing	3,700	3,710	10	0.2%
42, 44-45	Trade	27,010	26,930	- 80	- 0.3%
452	General Merchandise Stores	4,140	4,330	180	4.4%
48-49, 22	Transportation and Utilities (Including US Postal)	5,890	6,140	250	4.2%
52-53	Financial Activities	5,750	5,850	90	1.6%
61-62	Education and Health Services (Including State and Local Government)	35,620	40,480	4,860	13.6%
611	Educational Services (Including State and Local Government)	14,560	14,750	200	1.3%
622	Hospitals (Including State and Local Government)	6,930	7,810	880	12.6%
71-72	Leisure and Hospitality	19,880	21,040	1,170	5.9%
51, 54-56, 81	Information/Prof. Services/Other Services	24,520	26,540	2,020	8.2%
	Government (Excluding US Postal, State and Local Education and Hospitals) ⁽²⁾	10,350	10,650	310	2.9%

Notes:

⁽¹⁾ Employment is a count of jobs rather than people, and includes all part- and full-time nonfarm jobs. Employment does not include jobs among self-employed, unpaid family, or railroad workers. Employment is rounded to the nearest ten, with employment less than five rounded to zero. Totals may not add due to rounding.

⁽²⁾ Government employment includes tribal owned operations, which are part of Local Government employment. Information is derived using 2008 CES and 2008 QCEW data. Unpublished data from the US Bureau of Labor Statistics and the US Census Bureau is also used. To the extent possible, the projections take into account anticipated changes in Wisconsin's economy from 2008 to 2018. It is important to note that unanticipated events may affect the accuracy of the projections.

Source: Office of Economic Advisors, Wisconsin Department of Workforce Development, April 2011

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Southeast Workforce Development Area Occupational Projections, 2008-2018

(Racine, Kenosha, and Walworth counties)

Occupations that actually had employment = 0 were deleted.

Filters have been applied to the columns. Look for an arrow at the top of each column. Clicking on these arrows allows you to sort the columns based on various criteria. To get back to the original list, select (All) in each column.

SOC Code	Occupational Title	Estimated Employment ⁽¹⁾			Annual Openings			Typical Education and Training Path ⁽⁴⁾	Estimated Salary and Wages		
		2008	2018	Change	% Change	New Jobs	Replacements ⁽²⁾	Total ⁽³⁾	25 th percent-ile	50 th percent-ile	75 th percent-ile
11-1011	Chief Executives	280	250	- 30	- 10.7%	0	10	10	\$ 50.95	\$ 77.70	*
11-1021	General and Operations Managers	1,640	1,510	- 130	- 7.9%	0	50	50	\$ 32.04	\$ 44.28	\$ 61.11
11-1031	Legislators	240	230	- 10	- 4.2%	0	10	10	*	*	*
11-3031	Financial Managers	470	460	- 10	- 2.1%	0	10	10	\$ 35.76	\$ 44.73	\$ 56.00
11-3051	Industrial Production Managers	400	360	- 40	- 10.0%	0	10	10	\$ 30.58	\$ 39.25	\$ 49.80
11-9033	Education Administrators, Postsecondary	160	150	- 10	- 6.3%	0	10	10	\$ 27.92	\$ 34.85	\$ 47.66
11-9041	Engineering Managers	250	240	- 10	- 4.0%	0	10	10	\$ 38.12	\$ 44.84	\$ 57.15
15-1021	Computer Programmers	310	270	- 40	- 12.9%	0	10	10	\$ 23.93	\$ 32.02	\$ 38.70
15-1041	Computer Support Specialists	430	420	- 10	- 2.3%	0	10	10	\$ 16.18	\$ 20.13	\$ 25.87
17-2071	Electrical Engineers	210	190	- 20	- 9.5%	0	10	10	\$ 27.01	\$ 34.48	\$ 42.12
17-2141	Mechanical Engineers	530	520	- 10	- 1.9%	0	10	10	\$ 25.26	\$ 32.76	\$ 39.04
17-3013	Mechanical Drafters	250	220	- 30	- 12.0%	0	10	10	\$ 20.42	\$ 23.72	\$ 27.81
25-2031	Secondary School Teachers, Except Special and Vocational Education	1,180	1,150	- 30	- 2.5%	0	30	30	*	*	*
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	2,970	2,860	- 110	- 3.7%	0	60	60	\$ 8.64	\$ 10.79	\$ 13.72
41-2021	Counter and Rental Clerks	540	510	- 30	- 5.6%	0	10	10	\$ 7.47	\$ 8.65	\$ 11.28
41-2022	Parts Salespersons	310	290	- 20	- 6.5%	0	10	10	\$ 8.99	\$ 10.70	\$ 14.90
41-9031	Sales Engineers	130	120	- 10	- 7.7%	0	10	10	\$ 32.57	\$ 40.90	\$ 47.06
41-9041	Telemarketers	410	340	- 70	- 17.1%	0	10	10	\$ 7.87	\$ 8.65	\$ 9.43
43-3051	Payroll and Timekeeping Clerks	220	190	- 30	- 13.6%	0	10	10	\$ 12.44	\$ 15.41	\$ 18.18

SOC Code	Occupational Title	Estimated Employment ⁽¹⁾				Annual Openings			Typical Education and Training Path ⁽⁴⁾	Estimated Salary and Wages		
		2008	2018	Change	% Change	New Jobs	Replacements ⁽²⁾	Total ⁽³⁾		25 th percent-ile	50 th percent-ile	75 th percent-ile
43-4071	File Clerks	210	150	- 60	- 28.6%	0	10	10	Short-term on-the-job training	\$ 8.93	\$ 11.91	\$ 15.33
43-4151	Order Clerks	350	240	- 110	- 31.4%	0	10	10	Short-term on-the-job training	\$ 12.10	\$ 14.85	\$ 17.87
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	200	180	- 20	- 10.0%	0	10	10	Short-term on-the-job training	\$ 13.86	\$ 16.89	\$ 21.42
43-4199	Information and Record Clerks, All Other	170	140	- 30	- 17.6%	0	10	10	Short-term on-the-job training	\$ 12.83	\$ 15.43	\$ 19.29
43-5061	Production, Planning, and Expediting Clerks	450	430	- 20	- 4.4%	0	10	10	Moderate-term on-the-job training	\$ 16.07	\$ 21.23	\$ 26.44
43-5071	Shipping, Receiving, and Traffic Clerks	1,110	970	- 140	- 12.6%	0	30	30	Short-term on-the-job training	\$ 12.21	\$ 14.61	\$ 17.95
43-6014	Secretaries, Except Legal, Medical, and Executive	1,570	1,480	- 90	- 5.7%	0	20	20	Moderate-term on-the-job training	\$ 12.86	\$ 14.93	\$ 17.56
47-2111	Electricians	770	740	- 30	- 3.9%	0	20	20	Long-term on-the-job training	\$ 22.31	\$ 28.81	\$ 33.87
47-2211	Sheet Metal Workers	240	230	- 10	- 4.2%	0	10	10	Long-term on-the-job training	\$ 17.46	\$ 26.47	\$ 30.38
49-1011	First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	500	490	- 10	- 2.0%	0	10	10	Work experience in a related occupation	\$ 21.36	\$ 26.43	\$ 32.87
49-3021	Automotive Body and Related Repairers	240	230	- 10	- 4.2%	0	10	10	Long-term on-the-job training	\$ 14.88	\$ 18.27	\$ 22.65
49-3023	Automotive Service Technicians and Mechanics	870	850	- 20	- 2.3%	0	20	20	Postsecondary vocational training	\$ 11.62	\$ 16.15	\$ 21.55
51-1011	First-Line Supervisors/Managers of Production and Operating Workers	1,450	1,330	- 120	- 8.3%	0	20	20	Work experience in a related occupation	\$ 20.07	\$ 25.88	\$ 31.35
51-2022	Electrical and Electronic Equipment Assemblers	640	560	- 80	- 12.5%	0	10	10	Short-term on-the-job training	\$ 10.29	\$ 13.27	\$ 17.32
51-2023	Electromechanical Equipment Assemblers	390	330	- 60	- 15.4%	0	10	10	Short-term on-the-job training	\$ 18.58	\$ 20.14	\$ 21.83
51-2041	Structural Metal Fabricators and Fitters	270	250	- 20	- 7.4%	0	10	10	Moderate-term on-the-job training	\$ 12.36	\$ 15.77	\$ 20.86
51-2092	Team Assemblers	2,870	2,680	- 190	- 6.6%	0	70	70	Moderate-term on-the-job training	\$ 10.11	\$ 12.52	\$ 16.36
51-2099	Assemblers and Fabricators, All Other	800	760	- 40	- 5.0%	0	20	20	Moderate-term on-the-job training	\$ 13.07	\$ 17.72	\$ 27.69
51-4031	Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic	750	610	- 140	- 18.7%	0	20	20	Moderate-term on-the-job training	\$ 11.82	\$ 14.51	\$ 17.45
51-4033	Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic	380	310	- 70	- 18.4%	0	10	10	Moderate-term on-the-job training	\$ 11.39	\$ 13.80	\$ 17.10
51-4041	Machinists	1,280	1,200	- 80	- 6.3%	0	20	20	Long-term on-the-job training	\$ 12.28	\$ 15.97	\$ 20.18

SOC Code	Occupational Title	Estimated Employment ⁽¹⁾			Annual Openings			Typical Education and Training Path ⁽⁴⁾	Estimated Salary and Wages		
		2008	2018	Change	% Change	New Jobs	Replacements ⁽²⁾	Total ⁽³⁾	25 th percent-ile	50 th percent-ile	75 th percent-ile
51-4072	Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic	930	870	- 60	- 6.5%	0	20	20	\$ 11.67	\$ 13.76	\$ 15.79
51-4081	Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	400	330	- 70	- 17.5%	0	10	10	*	*	*
51-4121	Welders, Cutters, Solderers, and Brazers	1,100	1,020	- 80	- 7.3%	0	30	30	\$ 14.08	\$ 17.32	\$ 20.91
51-4122	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders	200	180	- 20	- 10.0%	0	10	10	\$ 13.35	\$ 16.79	\$ 19.48
51-5023	Printing Machine Operators	230	220	- 10	- 4.3%	0	10	10	\$ 13.23	\$ 16.76	\$ 20.84
51-6011	Laundry and Dry-Cleaning Workers	280	270	- 10	- 3.6%	0	10	10	\$ 8.82	\$ 10.00	\$ 11.92
51-9032	Cutting and Slicing Machine Setters, Operators, and Tenders	230	210	- 20	- 8.7%	0	10	10	\$ 12.03	\$ 13.60	\$ 15.77
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	1,150	1,070	- 80	- 7.0%	0	20	20	\$ 12.47	\$ 15.69	\$ 18.73
51-9196	Paper Goods Machine Setters, Operators, and Tenders	320	250	- 70	- 21.9%	0	10	10	\$ 14.25	\$ 18.04	\$ 21.77
51-9198	Helpers—Production Workers	750	690	- 60	- 8.0%	0	10	10	\$ 9.61	\$ 11.74	\$ 14.00
51-9199	Production Workers, All Other	380	330	- 50	- 13.2%	0	10	10	\$ 10.45	\$ 12.28	\$ 14.58
53-3033	Truck Drivers, Light or Delivery Services	970	960	- 10	- 1.0%	0	20	20	\$ 9.95	\$ 12.12	\$ 15.24
53-7051	Industrial Truck and Tractor Operators	1,110	1,070	- 40	- 3.6%	0	30	30	\$ 11.90	\$ 14.30	\$ 17.62
53-7061	Cleaners of Vehicles and Equipment	430	410	- 20	- 4.7%	0	20	20	\$ 7.84	\$ 9.02	\$ 11.51
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	2,930	2,700	- 230	- 7.8%	0	90	90	\$ 8.53	\$ 11.08	\$ 14.81
53-7064	Packers and Packagers, Hand	1,260	1,160	- 100	- 7.9%	0	20	20	\$ 8.30	\$ 10.60	\$ 14.11

SOC Code	Occupational Title	Estimated Employment ⁽¹⁾				Annual Openings			Typical Education and Training Path ⁽⁴⁾	Estimated Salary and Wages		
		2008	2018	Change	% Change	New Jobs	Replacements ⁽²⁾	Total ⁽³⁾				

⁽¹⁾ **Employment** is a count of jobs rather than people, and includes all part- and full-time nonfarm jobs. Employment does not include jobs among self-employed, unpaid family workers, or railroad workers. Employment is rounded to the nearest ten, with employment less than five rounded to zero. Totals may not add due to rounding.

⁽²⁾ **Replacements** are an estimate of the number of job openings expected because people have permanently left a given occupation. Permanent exits occur if someone dies, retires, or otherwise leaves the labor force. Permanent exits also include openings resulting from someone permanently changing occupations. For example, a person leaves their job as a cashier and becomes a truck driver. Openings resulting from people changing employers, but staying in the same occupation are not included.

⁽³⁾ **Total openings** are the sum of new jobs and replacements. Total openings are an indication of how many new people are needed to enter a given occupation.

⁽⁴⁾ **Typical Education and Training Path** gives a general indication of the education or training typically needed in the occupation. There may be other pathways into the occupation, as well **Short-Term On-the-Job Training:** These occupations require no more than one month of on-the-job training and the training usually happens at the workplace.

Moderate-Term On-the-Job Training: Training for these occupations usually occurs at the workplace and lasts from one to twelve months.

Long-Term On-the-Job Training: These occupations require more than one year of on-the-job training, or combined work experience and classroom instruction.

Work Experience in Related Occupation: Occupations in this category require skills and experience gained in other jobs.

Postsecondary Vocational Training: These formal training programs last from a few weeks to more than a year, and are offered at vocational or technical schools.

Associate Degree: This degree requires two years of full-time academic work beyond high school.

Bachelor's Degree: This degree requires four or five years of full-time academic work at a college or university.

Master's Degree: This degree requires one to two years of full-time study beyond a bachelor's degree.

Doctoral Degree: This degree usually requires at least three years of full-time study beyond a bachelor's degree.

First Professional Degree: These degrees typically require at least two years of full-time study beyond a bachelor's degree.

Bachelor's or higher degree, plus work experience: These occupations require a bachelor's or higher degree, in addition to work experience in a related non-managerial position.

⁽⁵⁾ Either a bachelor's or an associate degree is accepted in this occupation. It depends on the specifics of the position and the employer.

* Information is not available.

Information is derived using the 2009 OES Survey and 2008 QCEW data. Unpublished data from the US Bureau of Labor Statistics and US Census Bureau was also used. To the extent possible, the projections take into account anticipated changes in Wisconsin's economy from 2008 to 2018. It is important to note that unanticipated events may affect the accuracy of these projections.

Source: Office of Economic Advisors, Wisconsin Department of Workforce Development, April 2011

Projections Methodology:

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**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE
AN INTEGRAL PART OF THE CERTIFICATION**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

John Jansen, Director Kenosha Co-Dept. of Human Services
Name and Title of Authorized Representative

10/31/11
Signature Date



7. Attachment EE Lobbying Certification and Signatures

Attachment EE

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

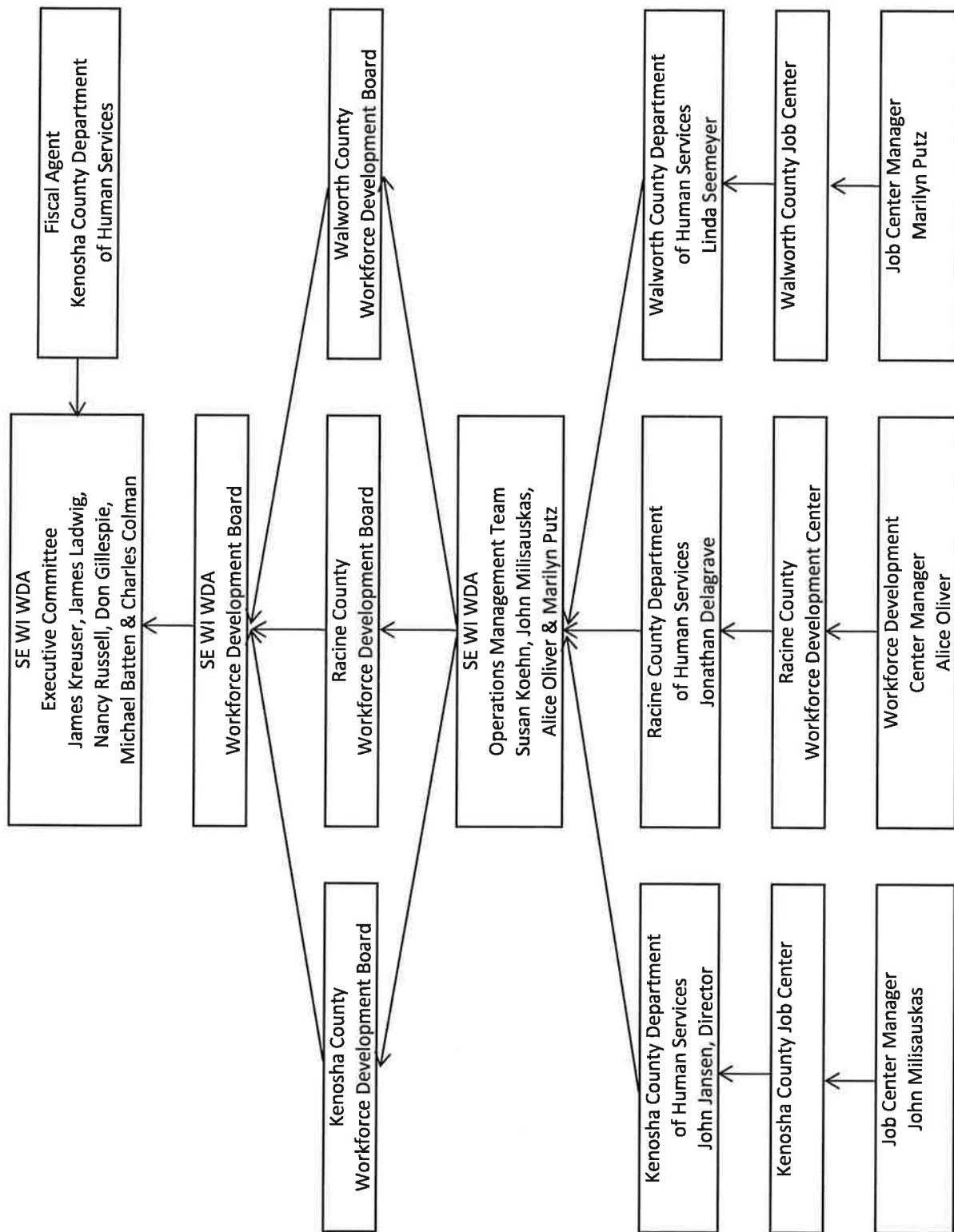
The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all* subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all* subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

SE WI WDB/Fiscal Agent Kenosha County Dept. of Human Services	WIA Title I-B
Grantee/Contractor Organization	Program/Title
<u>John Jansen</u>	<u>10/26/11</u>
Name of Certifying Official	Date
	Signature

*Note: In these instances, "All," in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB)



Attachment GG Cost Allocation Plan: Most recently approved Plan

WIA COST ALLOCATION PLAN – KENOSHA COUNTY (SE WI WDA fiscal agent)

- 1. Time reporting and case enrollment is used for Contracted employees to allocate between WIA and other employment (W2/FSET) programs.*
- 2. Case enrollment is used to allocate services between the different program categories within WIA.*
- 3. Allocation of Administrative charges is based on time reporting and FTE counts by program.*
- 4. Indirect cost allocation plan is done annually by Maximus. The costs are allocated by Division within Human Services and then by Direct Service amounts or FTE counts.*

Attachment HH WDB Policy on gifts and awards to staff, provides, and WIA Adult and Youth participants.

Follow Kenosha County Ethics Policy which states:

Gifts and Favors. No person or organization may offer or give to a county public official or employee, directly or indirectly, and no county public official or employee may solicit or accept from any person or organization, directly or indirectly, anything of value if it could reasonably be expected to influence such county public official's or employee's official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of such county public official or employee. This subsection does not prohibit a county public official or employee from engaging in outside employment not in conflict with this policy.

Attachment II

Quarterly Budget Information Summary

WDA #1

Category	QTR 1	QTR 2	QTR 3	QTR 4	PY10*
Admin Grant	55,843	134,287	212,731	291,179	27,308
Adult	63,009	290,081	517,171	744,252	275,635
Dislocated Worker	189,258	417,884	646,510	875,164	105,109
Youth	250,297	500,594	750,891	1,001,189	234,067
Total	558,407	1,342,846	2,127,303	2,911,784	642,029

Adult & DW High-Demand Training	88,293	247,787	407,288	566,795
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Instructions:

The cells above are cumulative across each row. I.e. Quarter 1 contains only that quarter's planned expenditures (actual and accrued). Quarter 2 includes Quarter 1's planned expenditures and Quarter 2 planned expenditures.

Core Services	122,942	234,742	346,540	458,345
Intensive Services	105,379	201,207	297,034	392,867
Training Services	122,942	234,742	346,540	458,345
Instructions: For each of these rows enter the amount planned to be spent on each of these activities. Again each row is cumulative across quarters.				

Other Reference Documents

Comprehensive Job Center Standards

One-Stop Job Center Requirements and Standards of Service

As established in § 662.100 (a) of the WIA Regulations, ...the One-Stop delivery system is a system under which entities responsible for administering separate workforce investment, educational, and other human resource programs and funding streams (referred to as One-Stop partners) collaborate to create a seamless system of service delivery that will enhance access to the programs' services and improve long-term employment outcomes for individuals receiving assistance.

Integral to the accomplishment of that goal, the Act establishes Federal, State and Local responsibilities to establish a system of one-stop job centers through out the nation. In Wisconsin, a Comprehensive One-stop Center is a physical location where, at a minimum, WIA Title 1b core services are provided and Wisconsin Job Service and Wisconsin Division of Vocational Rehabilitation staffs are located. There must be at least one comprehensive center in each Workforce Development Area. Each comprehensive one-stop center must provide the following:

Core Services: WIA 134(b)(2)

1. Determination of an individual's eligibility to receive assistance from WIA
2. Assistance in establishing eligibility for programs of financial aid for training and education programs not funded under the WIA and available in the local area.
3. Outreach, intake, and orientation to the information and other services available through the Job Center system.
4. Initial assessment of occupational and soft skill levels, aptitudes, abilities, and supportive service needs.
5. Job search and placement assistance, and where appropriate, career counseling;
6. Access to WORKnet and WisCareers, or, provide of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including--
 - (i) job vacancy listings in such labor market areas;
 - (ii) information on job skills necessary to obtain the jobs described in clause (i); and
 - (iii) information relating to local occupations in demand and the earnings and skill requirements for such occupations;
7. Access to the State Eligible Training List
8. Information regarding local area performance measures and any additional performance information for the one-stop delivery system in the local area.
9. Information about and referral to supportive services, including childcare and transportation in the local area
10. Information regarding filing claims for unemployment compensation.
11. Follow-up services (including counseling) for WIA participants placed in unsubsidized employment, for at least 12 months after the first day of employment.

Access to Intensive Services: WIA 134(d)(3)(C)

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include--
2. diagnostic testing and use of other assessment tools; and

3. in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
4. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals.
5. Group counseling.
6. Individual counseling and career planning.
7. Case management for participants seeking training services under paragraph (4).
8. Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

Access to Training Services: WIA 134(d)(4)(D)

1. occupational skills training, including training for nontraditional employment;
2. on-the-job training;
3. programs that combine workplace training with related instruction, which may include cooperative education programs;
4. training programs operated by the private sector;
5. skill upgrading and retraining;
6. entrepreneurial training;
7. job readiness training;
8. adult education and literacy activities provided in combination with services described in any of clauses (1) through (7); and
9. customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Access to other programs and activities carried out by the One-Stop partners

The One-stop partners are:

1. WIA Title I
2. Adult Education and Family Literacy (WIA Title II)
3. Job Service (WIA Title III)
4. DVR (WIA Title IV)
5. Temporary Assistance to Needy Families/WI W-2 (Added by the Governor)
6. Food Stamp E & T and Food Stamp Workfare (check name)
7. Senior Community Service Employment Program- Older Americans Act
8. Carl D. Perkins Vocational and Applied Technology Education
9. Trade Adjustment Assistance (and NAFTA-TAA)
10. Veterans E & T Services & local veteran's outreach programs
11. Community Services Block Grants
12. Housing and Urban Development E & T Activities
13. Unemployment Insurance
14. Native American Programs *(if present in the WDA)*
15. Migrant and Seasonal Farm Worker Programs *(if present in the WDA)*
16. Job Corps *(if present in the WDA)*
17. Youth Opportunity Grants *(if present in the WDA)*
18. Veterans Employment and Training Program *(if present in the WDA)*

While each local area must have at least one comprehensive center (and may have additional comprehensive centers), WIA section 134(c) allows for arrangements to supplement the comprehensive center. These arrangements may include:

1. A network of affiliated sites that can provide one or more partners' programs, services and activities at each site;
2. A network of One-Stop partners through which each partner provides services that are linked, physically or technologically, to an affiliated site that assures individuals are provided information on the availability of core services in the local area; and
3. Specialized centers that address specific needs, such as those of dislocated workers.

The design of the local area's One-Stop delivery system, including the number of comprehensive centers and the supplementary arrangements other service locations, must be described in the local plan and be consistent with the Memorandum of Understanding executed with the One-Stop partners.

Each Memorandum of Understanding shall contain provisions describing--

1. the services to be provided through the one-stop delivery system;
2. how the costs of such services and the operating costs of the system will be funded;
3. methods for referral of individuals between the one-stop operator and the one-stop partners, for the appropriate services and activities; and
4. the duration of the memorandum and the procedures for amending the memorandum during the term of the memorandum; and
5. other provisions, consistent with the requirements of this title, as the parties to the agreement determine to be appropriate and could include:
 - a. requires all signatories strive to meet the service standards
 - b. requires all signatories to participate in center management
 - c. defines roles and responsibilities of signatory agency staff within the center
 - d. center marketing requirements

Standards of Service

The Job Center Service Standards define expectations for serving customers within Job Centers across the State of Wisconsin. The standards will also continue the focus on quality service and ensure consistency of service across the state. The Workforce Development Board is responsible for ensuring that their comprehensive center(s) and any supplementary centers other service locations meet Service Standards.

The Service Standards are broadly stated to allow flexibility in regional program design and local implementation of services. The Service Standards state "what" is to be done; it is up to local groups responsible for the planning and implementation of Job Center services to decide "how" local activities will meet the Service Standards.

The standards are crafted around two customer groupings; Administrative/Partner, and Employers and Job Seekers.

Administrative/Partner Expectations:

1. The Job Center has a *Memorandum of Understanding* (MOU) with all partners that clearly delineates roles and responsibilities in the service delivery system.
 2. The Job Center meets ADA physical and program accessibility requirements. Provide equal access to all services and programs (including resource room materials and services) for all customers, including persons with disabilities and limited English-speaking ability.
 3. Veterans and qualified spouses shall be given priority over non-veterans in the receipt of any employment, training, and placement services provided in Wisconsin Job Centers.
- (TEGL # 5-03, 9-6-2004) vpl1-07 3-19-07

4. The Resource Room/customer service area of the Center is staffed all hours the Center is open. One person who can triage customer needs and refer to programs as appropriate must be on duty at all times the center is open.
5. Staff at the Job Center will provide access to all other required WIA partner programs
6. Staff at the Job Center will provide information about available job training and make referrals as needed
7. The Job Center has a credentialed employment counselor who works with all job seeker customers and is on-site each week.
8. The Job Center addresses the needs of youthful job seekers
9. The Job Center is participating in a continuous improvement program. Job Center effectiveness in providing services to job seekers and employers will be available to the public.
10. The continuous improvement program must ensure a trained, competent staff and that staff participates in a credentialing program. Staffs providing services through Job Centers are trained and demonstrate competence in providing consistent, high quality service to business and job seeker customers. Staff possess the following knowledge.
 - a. Knowledge of available community resources.
 - b. Knowledge of referral process to all partner programs and services as appropriate for the customer's needs.
 - c. Knowledge and assistance with all Job Center tools, technologies, Internet, and computer systems.
 - d. Knowledge and assistance with special needs and overcoming barriers to employment, as needed. Understands special employment needs of diverse populations.
 - e. Knowledge of privacy and confidentiality requirements for all customers.
 - f. Knowledge of customer service techniques including maintaining a professional relationship.
11. The Job Center has exterior signage using the "Job Center of Wisconsin, Connecting Wisconsin's Workforce Here" logo. Interior signage ensures that all customers are able to use the Job Center effectively and includes, required posters, room locations and directions in English and alternate language(s) as appropriate to customer demographics. [NOTE: Decals will be provided by DET that will suffice for compliance].
12. Services are coordinated across programs and not duplicated, to improve efficiency and service to the customer.
13. Customers receive services through the Job Center system regardless of race, gender, ethnicity, age, or disability status and in accordance with any other legal protections.
14. Privacy and confidentiality is provided for all customers.
15. All customers are served in a timely manner. (Each Workforce Development Board will decide what it considers a timely manner for customer service.)
16. The Job Center has a Business Services Team that will provide business services in an integrated nonduplicative manner and is consistent with the regional *Business Services Plan*

Employer and Job Seeker Expectations: Every customer using the Job Center should expect:

1. Access to JobCenterofWisconsin.com to make connections between job seekers and employers
 2. The level of service provided will be appropriate to individual customer's needs and consistent with program requirements.
 3. Regularly scheduled financial literacy education and assistance, information about and referral to credit rehabilitation counseling
 4. Veterans and qualified spouses shall be given priority over non-veterans in the receipt of any employment, training, and placement services provided in Wisconsin Job Centers.
- (TEGL # 5-03, 9-6-2004) vpl1-07 3-19-07

5. Access to all other required WIA partner programs
6. Information about available job training and receive referrals as needed
7. Access to an employment counselor who works with all job seeker customers and is on-site each week.
8. To make informed choices, within available services, and be assisted in determining service options.
9. Services are coordinated across programs and not duplicated, to improve efficiency and service to the customer.
10. Program information is accessible in various delivery formats to ensure understanding by the customer, e.g., oral/written translation services, interpreter services/sign language, etc.
11. Accommodations are made for customers' special needs (physical and programmatic).
12. Customers receive services through the Job Center system regardless of race, gender, ethnicity, age, or disability status and in accordance with any other legal protections.
13. Privacy and confidentiality is provided for all customers.
14. Staff providing services through Job Centers are trained and demonstrate competence in providing consistent, high quality service to business and job seeker customers
15. All customers are treated with respect and served in a timely manner.
16. Information on education, employment and training services.
17. Information on local services, potential eligibility requirements, and how and where to access those services.
18. Information about support services needed to maintain employment.
19. Initial, comprehensive and specialized assessments as appropriate to the customers' needs and program requirements.
20. Career planning with an emphasis on jobs in the area that provide family-supporting wages and benefits, including nontraditional occupations.
21. Current job openings, the qualifications associated with these openings, and application.
22. Assistance with job search, including resume writing, interviewing, seeking nontraditional employment positions, using labor market information and locating the "hidden job market," career ladders, and high wage, high demand occupations.
23. Information on the Unemployment Insurance (UI) filing and claims update processes.
24. Financial literacy training such as the wise use of credit and financial asset building, and credit rehabilitation counseling.
25. Be greeted by some one who can determine my needs and refer me to programs, as appropriate.

State Waivers Approved by the U.S. Department of Labor for PY 2011-12

- Common performance measures, WIA Section 136(b)
- Extending the period of initial eligibility of training providers, 20 CFR § 663.530
- Increasing the employer reimbursement for on-the-job training with a specified sliding scale based on company size along with other prescriptive guidance, WIA Section 101(31)(B)
- Reducing the 50% employer match for customized training with a specified sliding scale based on company size along with other prescriptive guidance, WIA Section 101(8)(C)
- Transferring authority up to 50% between the Adult and Dislocated Worker funding streams allocated to a local area, WIA Section 133(b)(4)
- Using up to 10% of local Adult funds and up to 10% of local Dislocated Worker funds for incumbent worker training only as part of a lay-off aversion strategy serving only low-income/economically disadvantaged adults, along with other conditions such as training restricted to skill attainment activities, WIA Section 134

Common Measures Summary

1. Adult Entered Employment: Of those who are not employed at the date of participation: the number of adult participants who are employed in the first quarter after the exit quarter.
2. Adult Employment Retention: Of those who are employed in the first quarter after the exit quarter: the number of adult participants who are employed in both the second and third quarters after the exit quarter.
3. Adult Average Earnings: Of those adult participants who are employed in the first, second, and third quarters after the exit quarter: Total earnings in the second plus the total earnings in the third quarters after the exit quarter.
4. Youth Placement in Employment or Education: Of those who are not in post-secondary education or employment (including the military) at the date of participation: the number of youth participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter.
5. Youth Attainment of a Degree or Certificate: Of those enrolled in education (at the date of participation or at any point during the program): the number of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter.
6. Youth Literacy and Numeracy Gains: Of those out-of-school youth who are basic skills deficient: the number of youth participants who increase one or more educational functioning levels.

Source: U.S. Department of Labor, TEGL 17-05