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## **WRTP/BIG STEP**

**Quarterly Reporting Framework for the Ready to Work Program**

**September 4, 2013**

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September 4, 2013

Mr. Earl Buford  
President/CEO  
3841 W Wisconsin Avenue  
Milwaukee, WI 53208

Dear Mr. Buford:

On December 12, 2012, Baker Tilly Virchow Krause, LLP ("Baker Tilly") was contracted to establish and execute a quarterly reporting framework for the Ready to Work Workforce program. The purpose of the project was to establish a reporting framework to verify the accuracy of quarterly program outcomes and expenditures, and to provide an independent review of the quarterly reports on the Ready to Work Workforce Development program.

Baker Tilly is pleased to present our review of the program's 4<sup>th</sup> Quarter expenditures and participation. Please do not hesitate to contact us with any questions you might have regarding the information contained in this report or the work completed to reach the conclusions set forth.

We are pleased to be working with you throughout this project and appreciate the cooperation of the managers and staff with whom we have worked.

Sincerely,

BAKER TILLY VIRCHOW KRAUSE, LLP

Christine Smith, Principal

## WRTP Quarterly Reporting Framework for the Ready to Work Program

### Background and Summary

We have completed our review of the Wisconsin Regional Training Partnership/Building Industry Group Skilled Trades Employment Program's ("WRTP/ BIG STEP") Quarter 4 Report of its administration of the Ready to Work Workforce Development program. Consistent with the prior report, the Quarter 4 Report contained both monthly snapshots of financial and program information from May 2013 through July 2013, and a summary of the entire three month period.

Under its contract with Milwaukee County, WRTP/BIG STEP is required to complete quarterly reports throughout the duration of this 18 month program that contain information on the number of people served by the program, the types of services individuals received, and program expenditures, including personnel and program costs. Milwaukee County and WRTP/BIG STEP have jointly created a format for the quarterly reports. WRTP/BIG STEP has contracted with Baker Tilly Virchow Krause, LLP ("Baker Tilly", "we", "our", "us") as the outside agency to determine whether the quarterly reports are reasonable and accurately reflect the program activities and expenditures.

Based on our review, the Quarter 4 Report contains reasonable and accurate information regarding program expenditures and program participation. Baker Tilly did not note any discrepancies from the quarterly report WRTP provided to the County.

### Review of Program Expenditures

Our financial review confirmed that the direct and indirect expenditures were calculated accurately and are reasonable and tied out to WRTP/BIG STEP's financial statements. As shown in the table below, from May 2013 through July 2013, WRTP/BIG STEP spent a total of \$227,874, including \$181,954 in direct expenditures and \$45,920 in indirect expenditures, to provide career pathway and training services and provide job placement assistance.

Expenditures for the Ready to Work Workforce Development Program <sup>1</sup>			
	Direct Expenditures	Indirect Expenditures	Total
May 2013	\$ 85,610	\$14,426	\$100,036
June 2013	41,985	17,114	59,099
July 2013	54,359	14,380	68,739
<b>Total</b>	<b>\$181,954</b>	<b>\$45,920</b>	<b>\$227,874</b>

### Review of Program Participation

WRTP/BIG STEP uses Efforts to Outcomes (ETO)—a system that is used by many non-profits and governments—to record and analyze program participants' progression through the program. To complete our review and verify the program outcomes reported by WRTP/BIG STEP, we obtained an unmodified extract of the information maintained in ETO for each of the months in the quarter under review. We independently analyzed the unmodified data to verify the accuracy of the program information contained in the monthly detail contained in the Quarter 4 Report, as well as the quarterly summary information.

In addition, this quarter we selected several employees and verified existence by tracing sample selections to the Form I-9 which also includes employer review and verification of the employee's driver's license and social security number.

<sup>1</sup> Analyses performed using data provided by WRTP/BIG STEP.

## WRTP Quarterly Reporting Framework for the Ready to Work Program

As shown in the table below, our review confirmed that 396 individuals received recruitment and assessment services from May 2013 through July 2013. We also confirmed that 142 participants were placed in career pathway and training programs during the same period. This is an increase from the Quarter 3 period which experienced 337 receiving recruitment and assessment and 102 receiving career pathway and training services. This is also shown in the table below.

<b>Assessment and Training Services Provided to Milwaukee County Residents</b>			
	<b>February 2013 through April 2013</b>	<b>May 2013 through July 2013<sup>2</sup></b>	
	<b>Quarter 3 Report</b>	<b>Quarter 4 Report</b>	<b>Baker Tilly Calculation</b>
<b>Received Recruitment and Assessment</b>	337	396	396
<b>Career Pathway and Training Services</b>	102	142	142

A total of 162 participants were placed into employment from May 2013 through July 2013. The total number of job placements was accurately reported. As shown in the table below, we found:

- 96 individuals were placed into construction jobs;
- 44 individuals were placed into manufacturing jobs; and
- 22 individuals were placed into a general labor position.

<b>Number of Milwaukee County Resident Placed into Employment</b>						
<b>May 2013 through July 2013<sup>3</sup></b>						
	<b>Construction</b>		<b>Manufacturing</b>		<b>Other</b>	
	<b>Quarter 4 Report</b>	<b>Baker Tilly Calculation</b>	<b>Quarter 4 Report</b>	<b>Baker Tilly Calculation</b>	<b>Quarter 4 Report</b>	<b>Baker Tilly Calculation</b>
<b>Full-Time</b>	88	88	44	44	3	3
<b>Part-time or Seasonal</b>	8	8	0	0	19	19
<b>Total</b>	<b>96</b>	<b>96</b>	<b>44</b>	<b>44</b>	<b>22</b>	<b>22</b>

<sup>2</sup> Analyses performed using data provided by WRTP/BIG STEP.  
<sup>3</sup> Analyses performed using data provided by WRTP/BIG STEP.

WRTP Quarterly Reporting Framework for the Ready to Work Program

Appendix A – Baker Tilly Review of Monthly Snapshots

May 2013		
Number Placed in Recruitment and Assessment or Career Pathways/Training Services	Quarter 4 Report	Baker Tilly Calculation
Recruitment and Assessment Participants	159	159
Career Pathways/Training Service	42	42
Number Placed in Employment		
Construction		
Full-time Employment	30	30
Part-time Employment	3	3
Manufacturing		
Full-time Employment	17	17
Part-time Employment	0	0
Other		
Full-time Employment	2	2
Part-time Employment	4	4
June 2013		
Number Placed in Recruitment and Assessment or Career Pathways/Training Services	Quarter 4 Report	Baker Tilly Calculation
Recruitment and Assessment Participants	112	112
Career Pathways/Training Service	56	56
Number Placed in Employment		
Construction		
Full-time Employment	45	45
Part-time Employment	3	3
Manufacturing		
Full-time Employment	9	9
Part-time Employment	0	0
Other		
Full-time Employment	1	1
Part-time Employment	0	0
July 2013		
Number Placed in Recruitment and Assessment or Career Pathways/Training Services	Quarter 4 Report	Baker Tilly Calculation
Recruitment and Assessment Participants	125	125
Career Pathways/Training Service	44	44
Number Placed in Employment		
Construction		
Full-time Employment	13	13
Part-time Employment	2	2
Manufacturing		
Full-time Employment	18	18
Part-time Employment	0	0
Other		
Full-time Employment	0	0
Part-time Employment	15	15