



West Central Wisconsin County Boards' Consortium Board

Monday, February 27, 2017
West Central WI Workforce Development Board Office
Menomonie, WI 54751

Meeting Minutes

County Boards' Consortium Members Present: Ben Plunkett
County Boards' Consortium Members by Phone/Conference Call: Al Albarado, Joe Waichulis, Diane Morehouse, Colleen Bates, Roger Larson
WDB Staff: Jon Menz, Toni Oas

- 1) Call to Order – The West Central WI County Boards' Consortium was called to order.
- 2) Roll call of those in attendance was recorded.
- 3) Review and Approval of Minutes.
The Minutes of December 1, 2016 Joint Board Meeting were reviewed.

Consortium Action:

Motion by Waichulis, second by Morehouse to approve the minutes of the December 1, 2016 meeting. Motion passed.

- 4) Special Orders

Action on WDB Nominations for Reappointment:

- a. The Board reviewed the following Reappointments for 3-year term (2017-2020) Timm Boettcher; Lisa Fiore; Laura Kendzior; Russell Boos; Steve Osero.

Consortium Action:

Motion was made by Larson, second by Waichulis to reappoint Timm Boettcher; Lisa Fiore; Laura Kendzior; Russell Boos; and Steve Osero to the Workforce Development Board. Motion passed.

Action on WDB Nominations:

The Board reviewed the following nomination:

Karen Griffin, DVR WDA 8-replacing retired Randy Sommerfeld and his designee, Patty Nolan, on the WDB.

Consortium Action:

Motion by Larson, second by Albarado to appoint Karen Griffin to the WDB. Motion passed.

The Board reviewed the following nomination:

Scott Hodek, Regional Economist, as Ex-Officio, non-voting member of WDB at the recommendation of Executive Committee.

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Consortium Action:

Motion by Waichulis, second by Larson to appoint Scott Hodek as Ex-Officio, non-voting member of the WDB.

The Board reviewed the following nomination:

Jim Tiedke, Countryside Cooperative, to fill the vacant Pepin County business seat on the WDB.

Consortium Action:

Motion by Morehouse, second by Larson to appoint Jim Tiedke to the WDB. Motion passed.

- b. WDB Vacancy update: Chippewa business WDB member, Mike Leisz, Integrated Document & Label Solutions, has resigned from the WDB. Nominations are being sought to fill this position.

5) Committee Reports

Executive/Oversight Committee

- a. Building Issue Update Discussion/Action

The DOL and DWD proposed the following to the WDB to reach a settlement on the 2011 Disallowed Costs finding on the building: Settlement of \$247,355 over 5 years at 0% interest. DOL Equity in the building of \$152,979 that would place a lien on the building. Menz is checking on the Directors & Officers Liability Policy in place in 2011 in order to file a potential claim in the amount of \$247,355.

Consortium Action:

A motion was made to separate the two amounts and act on the amount of \$152,979 to place lien on the building by Waichulis, second by Morehouse. Motion failed.

After discussion, an amended motion was made to settle on the building amount of \$152,979 by recommending the DOL place a lien on the building. Motion failed.

The Consortium asked that Menz provide a timeline of events and follow up on the insurance claim. Menz will poll Consortium members, in person, on a meeting date with DWD to obtain an explanation on how they derived the settlement amount. The County Council for each County will be invited by respective Consortium members of each County. There was much discussion by the Consortium regarding the need to refer to their County Councils for guidance.

- b. One Stop Operator Certification

Menz is continuing to get updates on the required One Stop Operator Certification that he has been working on. Final direction is coming from the DWD and the deadline to have it completed is June 30, 2017.

- c. DWD Monitoring Update from November 2016

At this time, the WDB has not received the report from November 2016 DWD Monitoring. Menz has reached out to the State and they are aware that it should have been out 45 days after monitoring but due to staff changes are working on it to get it out to the WDB. The WDB will then have 30 days to respond.

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I. Adoption of Procurement Policy for WDB

The Board reviewed the proposed Procurement Policy, Menz, WDB Executive Director provided information regarding the Policy. There was discussion on the policy.

Consortium Action:

Motion by Albarado, second by Larson to approve the Procurement Policy as presented. Motion passed.

II. Fiscal Procedure Manual for WDB

Menz updated the Consortium that the Fiscal Procedure Manual for the WDB is currently being drafted. In past WDB mirrored the WRI Fiscal Procedure Manual.

III. Personnel Manual for WDB

Menz updated the Consortium that the Personnel Manual for the WDB is currently being drafted. In past WDB mirrored the WRI Personnel Manual.

i. Wellness Benefit/HSA

Menz updated the Board that at the direction of the Executive Committee, he is exploring options for HSA Saving Accounts for WDB staff. He noted that there has been a significant savings on WDB staff health insurance costs.

d. DOL Monitoring in 2017

Menz updated the Consortium that the DOL will be coming to WI to do monitoring this fall, possibly in September/October.

e. Review of Executive Director

Menz updated the Consortium on the process of his review. Menz will be forwarding a listing of achievements, etc., to the Board.

f. Action on RFP Selection for WAGE\$

Menz updated the Consortium on the RFP for the Wages Grant - Business Solutions Services Partner. The RFP Committee, represented by Timm Boettcher spoke at the February Joint Board Meeting. Boettcher shared the Scoring Tool and informed the Boards that there was one entity that responded to the RFP. It was recommended that the Boards accept the RFP Committee's recommendation to appoint Workforce Resource as the Business Solutions Services Partner for three years of the Grant.

Consortium Action:

Motion by Larson, second by Plunkett to appoint Workforce Resource as Business Solutions Services Partner for the Wages Grant. At the end of the WAGE\$ Grant cycle, the position goes away for the WRI and WDB WAGE\$ Grant staff. Motion passed.

g. Action Budget Modification

Menz updated the Consortium to note the Modified Budget reflects all revenue that comes through the Board, no longer just the administration portion. This was reflected in a Modified Budget including the WAGE\$ Grant Award for the year ending June 30, 2017.

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Consortium Action:

Motion by Larson, second by Albarado to approve the Modification to the WDB Budget to reflect all revenue that comes through the Board reflecting the WAGE\$ Grant award for year ending June 30, 2017. Motion passed.

h. Separation Update

Menz updated the Consortium on the policies now in place for the WDB. He provided a handout listing coverage, policy number, etc. The Crime & Fidelity Coverage is being explored at this time.

Secured policies at this time are

- I. Non-Profit Status
- II. Director & Officer Policy
- III. Workers Compensation
- IV. Health Insurance
- V. Employment Practices Liability Insurance (EPLI)

6) Partner Updates

a. St. Croix Valley and Pepin County Job Centers Update New Locations

Menz updated the Consortium on the new locations for the St. Croix Valley and Pepin Job Centers. The Pepin County location is updated and will comply with accessibility to rest room. The new St. Croix Valley location is in downtown River Falls making it easier to find for our clients and partners.

7) Next meeting

Next meeting for April 21, 2017, Joint Meeting @ Dunn County Job Center

8) Adjournment

There being no further business, the Consortium meeting was adjourned.

THIS WAS AN OPEN MEETING AND WILL BE HELD IN ACCORDANCE WITH ALL APPLICABLE LAWS, ORDINANCES, AND REGULATIONS PERTAINING TO OPEN MEETINGS.

West Central Wisconsin County Boards' Consortium Members:

Jess Miller, Barron County

Anson "Al" Albarado, Chippewa County

Joe Waichulis/Wayne Waichulis, Clark County

Diane Morehouse, Dunn County

Colleen Bates, Eau Claire County

Gerald Bauer, Pepin County

Ben Plunkett, Pierce County

Larry Jepsen, Polk County

Roger Larson, St. Croix County

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