



**West Central Wisconsin
WORKFORCE DEVELOPMENT BOARD,
COUNTY BOARDS' CONSORTIUM**

February 16, 2018

**Dunn County Job Center 401 Technology Drive E, Menomonie, WI
Meeting Minutes**

Consortium: Anson Albarado, Diane Morehouse, Colleen Bates, Ben Plunkett and Larry Jepsen.

WDB: Sharon Masek, Peter Kaz, Patti Audorff, Lisa Fiore, Jessica Bierman, Kevin Larson, Steve Osero, Alison Page, Jesse Singerhouse, Jake Steivang, John Walsh, Tom Huffcutt, Elizabeth Hart, Steve Blodgett, Deb Leslie and Bev Bernier

By Phone: Betty Laskowski

WRI: Bambi Penning, Richard Price, Carlee Norby

Other: Wade Schenck, DVR; Aaron Sarbacker, DWD

WDB Staff: Jon Menz and Toni Oas

1. Call to Order/Introductions

The meeting was called to order.

2. Review and action on minutes 12.7.2018 Joint Annual Meeting.

WDB Action:

Motion was made by Masek and 2nd by Osero to approve minutes of 12.7.2018. Motion passed.

Consortium Action:

Motion was made by Jepsen and 2nd by Morehouse to approve minutes of 12.7.2018.

3. WDB Board Vacancy and Appointee

a) Vacant Seat Laura Kendzior, Best Western Plus – Dunn County

Consortium Chair, Bates informed the boards there is a WDB vacancy as Kendzior moved out the area. Informational only.

b) Discussion/action on proposed Alternate Appointee, Christopher Riba for Alison Page

Consortium Action:

Motion by Albarado, 2nd by Morehouse to appoint Christopher Riba as an appointee to the WDB in place of Alison Page. Motion passed.

4. Executive/Oversight Committee Update

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- a) Oversight Committee to Executive Committee Update
Discussion on Oversight Committee name to Executive Committee for the WDB.
 - b) Financial Update
Penning presented Revenues, Expense Reports and there was some discussion.
Informational only.
 - c) Grant Performance
Price went over Grant Performance report for WIOA. There was much discussion.
 - d) WIOA RFP 2018
WDB Chair Larson asked for 3 volunteers to serve on the RFP committee for WIOA for 2018. Huffcutt, Kaz, Fiore and Audorff will serve on this committee and report back to the WDB. Larson thanked them for volunteering. Fiore indicated a possible conflict of interest and will not be serving on this committee.
 - e) Executive Director Updates
Menz updated the boards on Job Center Certification for 2 comprehensive and 6 affiliates have been certified. The WDB has been certified by the State of WI. Menz updated the group on Governors Council strategic planning. Informational only.
5. Discussion/Action of Monitoring Results
- a) DWD Monitoring Results from October 2018
 - i. Response due to DWD by February 9, 2018
Menz reported to the Boards that the response went out to the DWD and that once the final determination is received from the DWD it will be shared with the joint boards. Aaron Sarbacker, DWD LPL added WDB is in great health, service provider is doing a great job serving participants.
 - b) Monitoring Update on Results by Northwestern Monitoring Report PY15-16 was shared with the Executive Committee
6. Discussion/Action Policy Updates (discussion/action)
- a) Sexual Assault Policy for Windows to Work for Contracted Staff
 - b) Fraternalization Policy for Windows to Work for Contracted Staff
 - c) WIOA Incentive Policy Revised 4.10.2017 and 1.2018
 - d) Personnel Policies
 - i. Part E #7 Bereavement Leave Policy Update
 - e) WIOA Exit Update

WDB Chair Larson noted that the policies were reviewed and approved at the 2.15.2018 Executive Committee meeting.

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7. Presentation/Action 2018-19 Strategic Planning (discussion/action WDB)

WDB Board Chair Kevin Larson and Menz requested a committee of volunteers from the WDB form and identify Strategic planning for the WDB and bring back to the WDB a condensed presentation for WDB to discuss and act on. Laron noted they will reach out to past chair Timm Boettcher to facilitate. Fiore, Osero, Kaz and Steivang will participate. Osero will represent the Executive Committee.

8. Eau Claire Job Center Update

Carlee Norby, WRI

Norby introduced herself to the boards and provided updates on happenings at the Eau Claire Job Center. She highlighted the collaboration between partners in Job Service, CVTC and DVR. She also spoke into Career Adventure to be held in the spring.

9. Next Meeting will be held on April 20, 2018 at 9AM.

10. Adjourn

With no further business the meeting was adjourned.

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