



**West Central Wisconsin Workforce Development Board,
County Consortium Boards'**

Executive Committee Minutes

Thursday, June 7, 2018

@ WDB Office Menomonie, WI

Minutes

Present: Colleen Bates, Kevin Larson WRI: Deb Leslie, Richard Price and Bambi Penning WDB Staff: Jon Menz and Toni Oas Present by conference call: Steve Osero and Roger Larson Other by Phone: Annette Muedt

1. Call to Order

Meeting for June 7, 2018. Agenda item 3. 1). c. Building/Separation Update was moved under call to order. Annette Muedt could speak into the building/separation proposal; need to add DOL equity interest in the building is 11.64% to the MOU. Once this has been added to the disposition of the building it should be sent to DWD to review with their legal department.

2. Meeting minutes of 4/12/2018 were reviewed.

Action: Motion by Bates and 2nd by R. Larson to approve minutes of April 12, 2018. Motion passed.

3. Unfinished business and general orders

1) Fiscal Partner Report

a. Youth Registered – No Participation Services /TESSA report

Price reported that Tessa report for Youth Registered No Participation Services was pulled and no issues to report. – informational only

b. Performance Reports/Fiscal Review– informational only

Price covered the Grant Reports for WIOA Adult, Youth, Dislocated Worker, Rapid Response ending May 2018. Reporting all numbers are where we want to be at this time of the program year. Price covered the Co-Enrollment or leverage piece as well and there was some discussion. The Wisconsin Title 1 and 3 Primary Indicators of Performance (PY 2017 Q3) A.K.A. Blue Report was reviewed with the group by Price. Penning reviewed the PY2017-18 Budget Report and Revenue piece.

c. Building/Separation Update – moved under item 1.

d. WDB Chair Bi-Monthly Review Executive Director Timesheets and Expenses
WDB Chair Kevin Larson reviewed Menz timesheets and expenses sheets.

2) Executive Committee Update - discussion/possible action

a. WIOA Local Plan Updates - Policy Updates were reviewed.

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- i. Contacts and Case Notes
- ii. Follow up
- iii. Exit Policy

Action:

Motion to approve updates to Contacts and Case Notes, follow up and Exit Policies as presented by Osero, 2nd by Bates.

- b. Discussion on 2018 -19 Strategic Planning for West Central Wisconsin WDB – no report given discussion due to time.
- c. WDB Board Vacancy Update
Consortium members are seeking nomination for the Dunn County seat left vacant by Laura Kendzior after she relocated out of the area. Looking to get someone in the tourism sector.
- d. Update RFP Process for OSO in 2018
Menz reported that there was one proposal submitted, WRI. The RFP committee scored the committee and recommend awarding One Stop Operator to WRI.

Action:

Motion to approve WRI as the OSO for June 30, 2018-19 by Bates, 2nd by Osero. Motion approved.

- e. April Election Results – Consortium updated membership with County representation. There are six new people to the Consortium and they will have a board orientation meeting on June 8, 2018.
- f. July 1, 2018- June 30, 2019 WDB Budget Discussion
Penning presented the Proposed Budget and Revenue for PY18-19. Noting these do not reflect allocations made by the DWD in regard to funding.

Action:

Motion to approve Proposed Budget based on projected revenue by Osero, 2nd by Bates. Motion approved.

- g. Executive Directors Review – moved under 4. d.
- h. Negotiated WIOA Board PY 18/PY19 Performance Targets
Discussion on 3 target areas the WDB is requesting be negotiated with the DWD.

Action:

Motion to approve Negotiated WIOA Board PY 18/PY19 Performance Targets by Osero, 2nd by Bates.

- i. WIOA Service Provider Renewal Option

Action:

Motion to extend renewal for WRI to be WIOA Service Provider for program year July 1, 2018 – June 30, 2019 by Bates and 2nd by Osero.

- j. Conflict of Interest Disclosure Forms to be updated at June 15th, 2018 Joint Meeting Informational.

- k. Review of Office Lease WDB, 401 Technology Drive, Suite 400, Menomonie PY17 -18
Renewal of office at 401 Technology Drive, Suite 400 Menomonie, WI is recommended.

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4. Executive Directors updates
 - a. WWDA Updates
No discussion due to time.
 - b. Monitoring Updates
No report given due to time.
 - c. Fiscal Audit
Menz has been in contact with Wipfli and they will be coming in September 2018.
 - d. Staffing
Executive Assistant position approved for fulltime and increase in pay.
 - e. Executive Directors Review
Members of the committee completed review of Jon Menz, Executive Director including scoring sheets. Menz was approved for 3% cost of living increase for both 2017 and 2018 in addition as a title change to Chief Executive Officer.
5. Next scheduled meeting is August 9, 2018 at 7:30 AM
6. Adjournment
No further business to discuss the meeting was adjourned.

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cc: Kevin Larson, WDB Chairperson
Colleen Bates, Eau Claire County Board LEO and County Consortium Chairperson
Roger Larson, St. Croix County
Betty Laskowski, WDB Secretary/Treasurer
Steve Osero, WDB Incoming Chairperson
Alison Page, WDB Past Chairperson
Deb Leslie, CEO Workforce Resource, Inc.
Richard Price, CIO Workforce Resource, Inc.
Bambi Penning, CFO Workforce resource, Inc.
Jon Menz, Executive Director, WDB

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