

**WEST CENTRAL WI WORKFORCE DEVELOPMENT BOARD,
COUNTY BOARDS' CONSORTIUM,
& YOUTH COUNCIL**

Friday, February 19, 2016
Dunn County Job Center
Menomonie, WI

Meeting Minutes

WDB Members Present: Sharon Masek, Peter Kaz, Patti Audorff, Laura Kendzior, Lisa Fiore, Timm Boettcher, Kevin Larson, Alison Page, Betty Laskowski (by phone), James Hanke, Russell Boos, John Walsh, John Will, Mary Jo VanGompel, Peter Kilde, Steve Blodgett, Randy Sommerfeld, Susan Andreo, Deb Leslie

County Boards' Consortium Members Present: Jess Miller, Paul Michels, Joe Waichulis, Steve Rasmussen, Colleen Bates, Pete Adler, Larry Jepsen, Roger Larson

Youth Council Members Present: Danielle Turner, Christy Roshell

Others Present: Jon Menz, Mike Mattison, Bambi Penning, Richard Price, Scott Hodek, Kathy Talford

1. Call to Order - The joint meeting of the WDB, County Boards' Consortium, and Youth Council was called to order.
2. Action on Previous Minutes
The Minutes of the December 4, 2015, meeting were reviewed.

WDB Action:

Motion by Hanke, second by Larson to approve the minutes of the December 4, 2015, meeting. Motion passed.

Consortium Action:

Motion by Jepsen, second by Miller to approve the minutes of the December 4, 2015, meeting. Motion passed.

3. Provisional Appointments By Executive Team to Joint Boards
On January 21, 2016, the Executive Team provisionally appointed the following to the WDB: Peter Kaz, Industrial Fabricators; Gerald Bauer, Toni's Interiors; Laura Kendzior, Country Inn and Suites; John Walsch, IBEW Local 14; and Deb Leslie, WRI. The Boards reviewed the provisional appointments.

Consortium Action:

Motion by Rasmussen, second by Waichulis to approve the provisional appointments of Kaz, Bauer, Kendzior, Walsch and Leslie to the WDB. Motion passed.

WDB Action:

Motion by Will, second by Larson to seat the following new members: Kaz, Bauer, Kendzior, Walsch and Leslie to the WDB. Motion passed.

4. Nomination of New Board Member, Appointment and Action

The Boards reviewed the WDB member nomination of Steve Osero, Amery Technical Products.

Consortium Action:

Motion by Jepsen, second by Michels to approve the membership nomination of Osero to the WDB. Motion passed.

WDB Action:

Motion by Boos, second by Will to seat Osero on the WDB. Motion passed.

5. WDB Membership

a. Status of Board Appointments

b. Public/Private Composition

Talford reported the WDB has representation from all counties and for all sectors. The composition of public and private membership meets legislative requirements.

Currently, one Disclosure of Interest form is missing from a new WDB member. Once that is received, the WDB will be in compliance with the State.

6. Executive Director Appointment and Action Required

Page reported that the Hiring Committee has recommended Jon Menz be appointed the WDB/Consortium Executive Director. The hiring process was reviewed and the qualifications Menz brings to the position were discussed.

Consortium Action:

Motion by Adler, second by Miller to appointment Jon Menz to the position of WDB/Consortium Executive Director. Motion passed.

WDB Action:

Motion by Hanke, second by Will to appointment Jon Menz to the position of WDB/Consortium Executive Director. Motion passed.

7. Discussion and Updates on the Strategic Planning Session From Last Fall

a. Define Sector Strategies

Boettcher reported the Boards' Strategic Planning was put on hold until the new Executive Director was hired. Now that the position is filled, Strategic Planning will move forward. Menz will utilize the outcomes of the October Strategic Planning session to help move this process forward.

b. Define Breakout Committees

The Boards' reviewed a document that was used several years ago which outlined WDB task teams and sector initiatives. Sector initiatives identified included: manufacturing, healthcare, construction/utilities/skilled trades/transportation/logistics, and customer/personal/professional services/retail/hospitality/tourism. The Boards' supported these initiatives and asked that Information Technology and Agriculture be added. It was recommended that Menz explore existing sector initiatives that may exist which the WDB may tap into. Menz will also reach out to WDB members to find out their area of interest in regards to sectors.

8. Oversight/Financial Committee Report

The Oversight Committee met on Monday, February 15th. The Monthly Grant Performance Reports were reviewed. WRI and the Committee will continue to monitor funding utilization.

a. Update on Audit Report Finalization

WRI's Fiscal Year End 2015 audit report was distributed to members. Mattison, WRI staff, reported the audit was clean. The WDB and Consortium unanimously accepted the Report as presented.

b. Current Performance Updates

Price, WRI staff, reported on WIOA Performance to date. As of January 31, 2016, WRI is exceeding 7 of its 9 performance goals and meeting the other 2.

9. Workforce Innovation and Opportunity Act Transition

a. WIOA Plan Overview

The WIOA Plan is drafted and has been sent to partners for review. A link to the Plan will be sent out to WDB/Consortium members so they can review. Input should be submitted to Menz. The Plan must be posted for public comment for 30 days and sent to the State of March 31, 2016.

WDB Action:

Motion by Will, second by Kilde to post the Plan for Public Review and give the Executive Committee authorization to make needed changes/modifications to the Plan prior to submission by March 31, 2016. Motion passed.

b. WIOA Program Policies

The following two WRI policies were provisionally approved by the Executive Committee on January 21, 2016.

Work Experience: Changing Direct Training Amount from 35% to 25%

Price presented a revised WIOA Direct Training Allocations policy. WIOA Adult and Dislocated Worker Training Services will be reduced from 35% to 25%. This movement of monies provides for the increasing demand for training using Work Experience. He explained that in this economy there is a bigger demand for work experience by employers.

OJT: Eliminating the 13 week retention reimbursement to employers

Price presented a revised OJT policy which would eliminate the 13 week retention reimbursement to employers. The intent of this 13 week retention was to give incentive to the employer to retain the employee. As of January 2012, the Department of Workforce Development implemented a process which precludes using employers who do not retain employees. To eliminate redundancy in policy and to expedite reimbursement to employers, WRI has modified its policy as follows: Employers will be reimbursed in two phases: at the half way point of the training and at the end of the training.

Consortium Action:

Motion by Michels, second by Waichulis to approve the WRI Work Experience and OJT policy modifications. Motion passed.

WDB Action:

Motion by Boos, second by Kilde to approve the WRI Work Experience and OJT policy modifications. Motion passed.

c. WIOA RFP Process Overview

The Boards' discussed the need for a WIOA RFP process. The process must be defined and sent out to service providers in the very near future. It was recommended a committee be formed to accomplish this task. The following members volunteered to be on the Committee: Menz, Boettcher, Hanke, Will and Boos.

WDB Action:

Motion by Larson, second by Fiore to approve the RFP Committee of Menz, Boettcher, Hanke, Will and Boos to create and finalize a WIOA RFP process. Motion passed.

Motion by Fiore, second by Larson to approve the RFP Committee to send out the finalized RFP to service providers and make a recommendation of a service provider to the Board in May. Motion passed.

10. Updates: Bylaws; InterCounty Consortium Agreement; Joint Boards Operating Agreement

Menz reported the Bylaws and Agreements must be updated to reflect WIOA regulations. Once the agreements have been updated, they will be posted for Boards' review prior to the next meeting.

11. DWD Findings and Next Steps

A letter from DWD was received by the WDB in February 2016 which outlined findings from its November 2015 audit. The WDB has 45 days from receipt of the letter to respond to the findings. There were three WDB findings identified which included: 1) Youth Procurement must be open and fair; 2) WDB must be monitoring its service provider; and 3) WDB must function independently of its service provider. Menz will address the findings with DWD.

12. Program Activity Updates
 - a. W2 Update and Steering Committee Activities

As the W2 Steering Committee, the WDB business members reviewed the W2 reports provided by Jody Conner, WRI W2 Program Manager. There were no issues identified within the reports. Laura Kendzior was elected Chair of the Steering Committee by unanimous vote. The Committee reviewed their role as the W2 Steering Committee.
 - b. Food Share Employment and Training Update
 - c. WIOA Update

Leslie provided an update on FSET and WIOA Programs.
13. Legislative Update

No report.
14. Adjournment

There being no further business, the meeting was adjourned.