



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

Meeting Notice
West Central Wisconsin Workforce Development Board
County Boards' Consortium
Minutes

Friday, September 15, 2017 @ Dunn County Job Center
401 Technology Drive East, Suite 400, Menomonie

WDB Present: Sharon Masek, Peter Kaz, Laura Kendzior, Lisa Fiore, Jim Tiedke, Kevin Larson, Steve Osero, Alison Page, Betty Laskowski, Jake Steivang, John Walsh, Tom Huffcutt, Elizabeth Hart, Lynn Nelson, Peter Kilde, Claudia Pecha, Deb Leslie, and Ex-Officio Scott Hodek

Consortium Present: Jess Miller, Al Albarado, Diane Morehouse, Colleen Bates, Larry Jepsen, and Roger Larson

Other: Michaela Stendahl, Jessica Earp, Julie Bruggenthies, Aaron Sarbacker

WDB Staff: Jon Menz, Toni Oas

1) Call to Order

The September 15, 2017 meeting was called to order.

2) Review and Action on Previous Minutes

Minutes June 16th, 2017 Joint Board Meeting were reviewed.

WDB Action:

Motion by Katz, 2nd by Huffcutt to approve minutes of June 16, 2017. Motion passed.

Consortium Action:

Motion by Morehouse, 2nd by Roger Larson to approve minutes of June 16, 2017. Motion passed.

3) Unfinished Business and General orders

Executive Committee Report - Kevin Larson, Chair WDB and Colleen Bates, Consortium Chair

a) One Stop Operator MOU and policies

Discussion was had on the One Stop Operator MOU and policies. All required partners must be a part of collaborative approach to One Stop Operator Functions. Menz prepared said document and outlined that procedures between all partners has been signed by parties and the outlined MOU has been signed by the Deputy Secretary of the Department of Workforce Development as required by Federal Law. There will be a One Stop Operator Committee Meeting with parties following the October 20th, 2017 Joint Board meeting.

WDB ACTION:

Motion by Katz, 2nd by Kilde to approve the One Stop Operator Memorandum of Understanding and Policies as submitted to the DWD on June 16, 2017. Motion passed.

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Consortium Action:

Motion by Jepsen, 2nd by Albarado to approve the One Stop Operator Memorandum of Understanding and Policies as submitted to the DWD on June 16, 2017. Motion passed.

b) Building/Separation

Insurance Claim came back denied. Workforce Resource and the WDB have arranged to make the first payment, which was processed in June 2017. This will be a standing agenda item. Informational only.

c) One Stop Job Center Certification Update

Both Comprehensive One Stops (Rice Lake and Eau Claire) have been Certified, the WDB has until December 31, 2017 to Certify the non-comprehensive Locations in our region. Informational only.

- a. American Job Center Branding – Per section 678.900 of the Workforce Innovation and Opportunity Act (WIOA), final regulations published on August 19, 2016, a common identifier is required to be on all primary electronic resources used by the one-stop delivery system as of November 17, 2016. This common identifier is the "American Job Center" or "a proud partner of the American job Center network". You will be seeing this identifier on materials and electronic communications, etc. -Informational only.
- b. 6 Job Centers Certification Due to DWD by December 31, 2017 – Barron and Rice Lake have been certified. Informational only.

d) Funding -WIOA 2017-18 Update

The State has issued funding levels to the WDA areas. -Informational only.

- a. PY16-PY17 Negotiated WIOA Levels of Performance for WDB8 - [discussion/action WDB](#)
PY16-PY17 Negotiated WIOA Levels of Performance for WDB8 have been negotiated with the DWD and accepted. Handout reviewed.

WDB Action:

Motion by Huffcutt, 2nd by Katz to approve PY16-PY17 Negotiated WIOA Levels of Performance for WDB8. Motion passed.

Consortium Action:

Motion by Morehouse, 2nd by Jepsen to approve PY16-PY17 Negotiated WIOA Levels of Performance for WDB8. Motion passed.

e) Updates to Local Plan and related procedures, recommendations and updates – No report. Standing agenda item.

f) WDB Fiscal Procedures & HR Policy

Menz shared HR/Fiscal Procedures electronically and had handouts available for review and discussion. Menz noted Fiscal procedures approved under Joint Boards and WRI, but has now been edited reflect

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the WDB only. There was discussion on the HR and recommended edits. Also recommended that Menz has HR resources review in the future.

WDB Action:

Motion by Katz, 2nd by Osero to approve HR Policies as presented with the recommended edits. Motion approved.

Consortium:

Motion by Roger Larson, 2nd by Jess Miller to adopt HR Policies as presented with the recommended edits & Fiscal Procedures. Motion approved.

Kevin Larson clarified that the WDB action was for the HR Policies only in the above motion. Review and discussion of the Fiscal Procedures was had.

WDB:

Motion by Katz, and 2nd by Osero to approve Fiscal Procedures as presented. Motion approved.

Consortium:

Motion by Jepsen, 2nd by Morehouse to reaffirm changed language of HR document adopt Fiscal Procedures as presented. Motion approved.

g) WDB Board Members

a. Jessica Bierman/Timm Boettcher's proposed alternate

Timm Boettcher has requested that Jessica Bierman be his alternate for meetings he is unable to attend to his strenuous schedule. Jessica Bierman is the head of HR for Realty Works.

Consortium:

Motion by Albarado and 2nd by Jepsen to approve Jessica Bierman as Timm Boettcher's alternate when he is unable to attend meetings. As a best practice WDB will also vote.

WDB:

Motion by Katz and 2nd by Osero to approve Jessica Bierman as Timm Boettcher's alternate when he is unable to attend meetings.

h) Key WIOA Roles & Responsibilities Handout

Menz shared a handout from another WDA as a reference for the two boards on roles of the Consortium and that of the WDB. Informational only.

i) Non-Profit Status Update

August 10, 2017 the WDB received confirmation of our 501C Status effective May 24, 2016.

Oversight Committee & Fiscal Partner Report

a) Updated Budget 2016-17

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Bambi Penning, WRI CFO reviewed the budget. Highlighting estimated, variance, actual numbers noting the 17-18 Budget was presented and approved at the June 16th, 2017 Meeting and funding allocations were estimated and accounted for at that time. If WDB is a recipient of additional funds not allocated at this time would be the revenue adjustment. It was noted that the WDB came in under budget for 2016-17. Additionally, reviewed the Revenue report. Kevin Larson, WDB Chair stated that in the Executive/Oversight meetings there is much discussion on Grant Performance and the budget in greater detail.

WDB

Motion by Katz and 2nd by Osero to accept budget PY16-17 as presented as of 6.30.2017. Motion approved.

Consortium:

Motion by Miller and 2nd by Jepsen to accept budget as presented for PY16-17. Motion approved.

b) Proposed Updated Budget 2017-18

WDB

Motion by Katz and 2nd by Osero of acceptance of the PY17-18 Budget as presented at the June 16, 2017 meeting. Motion passed.

Consortium:

Motion by Morehouse, 2nd by Roger Larson for acceptance of the PY17-18 Budget that was approved at the June Joint Boards meeting. Motion approved.

c) Grant Performance Reports/Fiscal Review/Rapid Response

Richard Price, WRI CIO reviewed grant performance, rapid response and spoke into Leverage Report. Handouts provided.

Youth Committee Report

Lisa Fiore, Youth Committee Chair spoke into the happenings with Inspire and the different partners in the community and how they have reaching out to schools and business parties for each community within our region. Really getting the schools to use this tool is the first step and then focus will be on community business. There are several Learn to Earn Academies happening right now and GED classes. Youth committee will be meeting before the end of 2017.

4) Regional Economy Status – Sector Impact

Scott Hodek, Chief of the Office of Advisors presented an economic overview of our region.

5) Dunn and Pepin County Job Center Updates

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Julie Bruggenthies, Dunn/Pepin WRI Coordinator spoke into the happenings with all the partners in the two counties and how they are working together to help meet the needs of the people we serve.

6) Business Services Update

Michaela Stendahl and Jessica Earp presented on Business Services in our region. A handout called Business Services where talent and opportunity meet (provided by the DWD) and a report of business contacts and Job Center Hiring Fairs and special employer events as well as the Sector Initiatives at Workforce Resource.

7) Adjournment

With no further business, the meeting was adjourned.

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CC: Kevin Larson, WDB Chairperson
Colleen Bates, Eau Claire County Board LEO - County Consortium Chairperson
Roger Larson, St. Croix County - Consortium 2nd Chair
Betty Laskowski, WDB Secretary/Treasurer
Steve Osero, WDB Incoming Chairperson
Alison Page, WDB Past Chairperson

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