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

### Executive Committee Minutes

For February 9, 2017; WDB Office 401 Technology Drive East, Suite 400, Menomonie

Present WDB: Kevin Larson By Phone: Alison Page, Steve Osero  
Consortium: Colleen Bates  
WDB Staff: Jon Menz, Toni Oas

#### 1) Call to Order

The Executive Committee Minutes of February 9, 2017 meeting was called to order.

#### 2) Executive Committee Discussion/Action

Discussion on how often need to hold Executive Committee Meetings and who should be part of the committee. Menz reports: Currently Local Plan states committee consists of WDB Chair, Vice Chair and Past Chair and Consortium Chair, Vice Chair and past Chair if applied.

Committee Action: Motion to structure Executive Committee to be in line with the bylaws by Larson, 2<sup>nd</sup> by Steve Osero. Motion Approved.

#### 3) Review and Approval of Minutes

No minutes to review.

#### 4) Special Orders

Nominations for WDB Reappointment; 3 year 2017-2020 – Action Consortium item for Joint Meeting 2/17/17  
WDB- Karen Griffin, DVR WDA 8 (replacing retired Randy Sommerfeld and Patty Nolan designee. Karen Griffin started in her new position on 1/16/2017 -Action Consortium item for 2/17/17 meeting.

WDB Vacancy- Pepin County Business Member Vacant – Toni meeting with Cooperative in coming weeks.

Information on the above Nominations and vacancy was noted and is on the Agenda for the Joint Board Meeting 2/27/2017. -Informational

#### 5) Executive Director Updates

##### Health Insurance Policy – Group Health

##### A) Proposed Wellness/Health Benefit

Menz recommends the Board creating a wellness program for permanent staff that are eligible and participate in the insurance offered by the WDB. Committee discussed employer loaded HMO High Deductible Health Plan Health Savings Account to offset some of the costs associated with the health plan. Menz to reach out to Karen Hebert to see what other companies have done and what options are out there for comparison. Menz will research this and get information out to the Committee members before the next meeting.

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Committee Action: No formal action at this time. Bates/Larson requests Menz to contact insurance carrier to see how other organizations are handling HSA accounts and any recommendations to the board. Menz to get information to Committee before next meeting.

### **B) Youth Committee Update**

Momentum/YA Committee Possible Merge Meetings

There was discussion on the Momentum, CESA and Youth Committee of the WDB possibly merging; as many of the same partners participate in both and this will eliminate some duplicative meetings.

**Committee Action:** *Motion by Larson, 2<sup>nd</sup> by Osero recommending participate in the process of WDB Youth Committee, CESA and the Momentum to streamline meetings to eliminate duplicative meetings.* Motion approved.

### **C) Status on County Agreements**

Menz provided an update to the committee that he was still waiting on two counties (St. Croix and Pierce) to sign the InterCounty Agreement. Noting that it was accepted and adopted in October 2016 meeting.

### **D) One Stop Operator Certification**

Menz talked about One Stop Operator Certification and the WDB ROLE - The Workforce Innovation and Opportunity Act (WIOA), requires that local Workforce Development Boards (WDBs): (1) Develop and enter into the memorandum of understanding (MOU) with Job Center partners; (2) Designate or certify one-stop operators (OSOs); and (3) Conduct oversight with respect to the Job Center System in the local area. Fulfillment of the above requirements must be done consistent with an approved State plan and with the agreement of the chief elected official (CEO) for the local workforce development area (WDA). Due to the State of WI by May 15, 2017. More information will be provided at April's Joint meeting.

### **E) Proposed Procurement Policy/Procedure**

Menz presented the Procurement Policy/Procedure for the WDB for review and discussion.

**Committee Action:** Motion to adopt Procurement Policy/Procedure as presented and reviewed made by Larson and 2<sup>nd</sup> by Paige. Motion passed.

### **F) RFP for WAGE\$ Grant for Business Services Specialist/Partner**

Menz reported the RFP for Business Services Specialist/Partner resulted in 1 (one) party applying at. Stating that he worked with the RFP Committee and selection was made to award the RFP to Workforce Resource, Inc. It was noted that they were the only organization to apply. The RFP Committee submitted scoring tool and made the recommendation to approve. Menz stated that he notified WRI award and requested action of this committee and WDB Board as good practice to also approve as reviewed and presented. Service started February 1, 2017.

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Committee Action: Motion to accept and approve by Osero, 2<sup>nd</sup> by Paige Workforce Resource, Inc. as the Business Services Specialist/Partner for the Contract dates of February 2017 to February 2020 as outlined in the RFP as the only recipient. Motion passed.

G) **WDB Audit of Fiscal/Service Provider**

Menz stated he is working with Ruderware and another WDB on information on an audit on Fiscal and Service Provider. He stated that there will be a two-year audit completed and will be bringing more information to the Boards' and this committee in April's meeting. Informational, no action.

**6) Building Update/Separation**

a. Separation of Assets Review as suggested at December 1, 2016 Annual Meeting

i. Building

There was much discussion on the building findings. Menz reported that the latest he was informed was that the DOL had some retirements and reassignment of staff and at this point there have been no further progressive talks. Bates noted that in the best interest of both boards there should be detailed discussions moving forward to have a plan in place so action can take happen once it gets to this point. Bates asked Menz to be in contact with the County Boards Association to discuss and possible assistance the Association may be able to provide to WDB8. Informational, no action.

ii. Capital assets – no discussion

iii. Staff payouts of PTO/Vacation/retirement – no discussion

iv. How to will the board handle \$ of DOL Building Issues- no discussion

**7) Review of Executive Director, Jon Menz Process**

a. Annual Timesheets to be signed off and PO's for WDB by 2016 Chair

Alison Page joined the meeting by phone and will be sending Toni Oas an email stating approval on Purchase Orders and timesheets for Jon Menz for 2016 after review. This email will be provided to fiscal agent on record for their documentation.

b. Review of Executive Director, Jon Menz Process

Discussion on how the Executive Committee would like to see Jon's Review look like now that he has been in his position for 12 months. Menz will speak to Deb Leslie for a sample of what her past review outline and follow that format at the request of Bates. He will then prepare a list of accomplishments, goals and strategic stretch goals that have been reached and what he will be working towards in the next 12 months. The committee also discussed a time table for this. Menz will need to send documentation to the Committee to review and they will present at close session at April's meeting.

**8) Strategic Planning Discussion**

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Menz reported to the Committee that he had been working with Timm Boettcher in regards to what the strategic planning should look like for the board. Informational, no action.

**9) Next meeting**

Next meeting for April 13, 2017 Executive Meeting immediately following Oversight Meeting

**10) Adjournment**

With no further business, the Executive Committee Meeting was adjourned.

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

Anyone attending this meeting who requires an interpreter, materials in an alternate format, or other accommodations to access this meeting are asked to contact the West Central Workforce Development Board office at (715)235-8393 in advance of the meeting so that arrangements may be made. The meeting locations is accessible by ADA standards.

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