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

**Minutes**

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

Friday, October 20, 2017

Dunn County Job Center 401 Technology Drive East, Suite 400, Menomonie

WDB Present: Sharon Masek, Peter Kaz, Patti Audorff, Laura Kendzior, Lisa Fiore, Jessica Bierman, Kevin Larson, Steve Osero, Alison Paige (by phone conference), Jake Steivang, John Walsh, Elizabeth Hart, Peter Kilde, Steve Blodgett, Karen Griffin and Deb Leslie.

Consortium Present: Jess Miller, Wayne Hendrickson, Joe Waichulis, Colleen Bates, Ben Plunkett and Roger Larson

Others Present: Bambi Penning, Bonnie Fredrickson, Mark Tyler, Dave Ostness and Peg Gagnon  
Board Staff: Jon Menz and Toni Oas

**1) Call to Order**

The October 20, 2017 Meeting was called to order.

**2) Review and Action on Previous Minutes.**

Minutes September 15, 2017 Joint Boards' Meeting were reviewed.

WDB Action: Motion by Kaz 2<sup>nd</sup> by Kendzior to approve minutes of September 15, 2017. Motion approved.

Consortium Action: Motion by Miller, 2<sup>nd</sup> by Waichulis to approve minutes of September 15, 2017. Abstain from vote Ben Plunkett. Motion passed.

**3) Unfinished Business and General orders**

Executive Committee Report

a) One Stop Operator MOU and policies

a. OSO Update -This will be a standing agenda item. WDB Kevin Larson stated that the OSO certification of the affiliate locations will be completed before the December 31, 2017 deadline.

b) Building/Separation – No update, standing agenda item.

c) Updates to Local WIOA Plan and related procedures, recommendations and updates – WDB Chair Kevin Larson stated that this will be ongoing throughout the remainder of the program year.

d) WDB Board Members

a. WDB Membership expiring December 31, 2017

Discussion was had on the expiring terms of WDB Members: Bev Bernier, Patti Audorff, Alison Page, Betty Laskowski, Jesse Singerhouse, Lynn Nelson, Peter Kilde, Claudia Pecha and Deb Leslie. Consortium Chair Bates recommended reappointment of these individuals for additional term to ensure continued strength of history and professional unity for this region.

Consortium Action:

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Motion by Miller 2<sup>nd</sup> by Roger Larson to reappoint Bernier, Audorff, Page, Laskowski, Singerhouse, Nelson, Kilde, Pecha and Leslie for an additional 3-year term. Motion approved. Bates noted there is no limitations on terms for WDB members.

WDB Action:

Motion by Kaz, 2<sup>nd</sup> by Masek to reappoint Bernier, Audorff, Page, Laskowski, Singerhouse, Nelson, Kilde, Pecha and Leslie for an additional 3-year term as best practice. Motion approved.

b. Recertification of WDB

Discussion was had on the Recertification of the WDB and the process. Menz stated that West Central WDB has met the requirements of the law and will be submitting the paper work to the LPL after the close of today's meeting.

WDB Action: Motion by Katz and 2<sup>nd</sup> by Kendzior to accept Recertification as presented. Motion passed.

Consortium Action: Motion by Waichulis, 2<sup>nd</sup> by Plunkett to accept Recertification as presented. Motion approved.

e) Monitoring Update PY2016

a. DWD

DWD annual state monitoring took place the first week of October. Menz reported that it was a good experience. WDB/Consortium will get a Letter 45 day from the exit interview which was October 2, 2017. He is working with the LPL and will be connecting with others at DWD to fine tune some processes and policy in the coming months prior to the DOL expected visit this spring.

b. Internal Board Monitoring Service Provider/Fiscal Agent

Menz reported to the WDB that Northwestern completed monitoring of our service Provider and the final report will be presented to the Executive team and then updated to the WDB.

f) Annual Meeting

a. Format and date: Proposed Thursday, December 7, 2017 location to be determined. Breakfast event.

b. WWDA Updates – Menz spoke of a video piece that WWDA had collaborated on that speaks into the role of the local board and encouraged all to check the link on the website.

Oversight Committee & Fiscal Partner Report

Updated Budget PY2016-17, Updated Budget PY2017-18 & Grant Performance Reports/Fiscal Review/Rapid Response

Bambi Penning, WRI CFO reviewed Updated Budget PY2017-18 Budget and Grant Performance. Handouts were provided.

WDB Action:

Motion by Katz and 2<sup>nd</sup> by Osero to approve updates on budget as presented. Motion approved.

Consortium Action: Motion by Miller and 2<sup>nd</sup> by Roger Larson to approve updates on budget as presented. Motion approved.

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a) Conflict of Interest Policy Update

- i. Updated Conflict of Interest Policy was presented to the WDB. Inserting language to include that all WDB staff, WDB/Consortium Board members and committee members must update Disclosure of interest annually. Noting this is also a requirement of the Bi-annual Recertification process.

WDB Action: Motion by Katz and 2<sup>nd</sup> by Osero to accept updates to the Conflict of Interest Policy. Motion passed.

Consortium Action:

Motion by Miller and 2<sup>nd</sup> by Roger Larson to accept updates to the Conflict of Interest Policy. Motion passed.

Youth Committee Report

Youth Committee Chair, Fiore updated the boards on Career Cruising with some discussion.

4) CWI Updates

Mark Tyler presented on the CWI and touched on regional and state initiatives.

5) Barron & Polk Job Center Updates

Bonnie Fredrickson, Barron/Polk WRI Coordinator updated the Boards' on the happenings in St. Croix County and Barron. Recently WRI was recognized by the Barron EDC for the great coloration and work they do in Barron County.

6) Western WI Transportation Limitations

Peg Gagnon, BRIDGE for Community Life, Inc. and Dave Ostness Transportation Committee of the St. Croix County Board of Supervisors spoke into St. Croix and Western WI transportation and the efforts they are making to try and get the public entity and private sector to collaborative effort to solve this for our communities.

7) Next meeting - Next meeting for Thursday, December 7, 2017\* Joint Board Meeting/Annual Meeting & Recognition Event

8) Adjournment

With no business the meeting was adjourned.

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

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