



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

**Meeting Notice
Oversight/Executive Committee Minutes**

October 12, 2017 @ WDB Office 401 Technology Drive East, Suite 400, Menomonie

Present: Kevin Larson By Phone Conference: Betty Laskowski, Roger Larson and Steve Osero

WRI Present: Bambi Penning, Deb Leslie and Richard Price

WDB Staff: Toni Oas and Jon Menz

1. Call to Order

The October 12, 2017 Meeting was called to order for the Oversight Committee.

2. Review and Approval of Minutes of August 10, 2017

The minutes of August 10, 2017 were reviewed.

Committee Action:

Motion by Laskowski and 2nd by Roger Larson to approve minutes of August 10, 2017. Motion approved.

3. Unfinished Business and General orders

1) Fiscal Partner Report

a. Year End Budget PY2016-17 Grant Performance Reports/Fiscal Review/Rapid Response

Bambi Penning, Workforce resource reviewed the year End Budget for PY2016-17.

Richard Price, Workforce Resource provided handout and reviewed Grant performance and leverage. No action.

b. Youth Registered – No Participation Services /TESSA report

Richard Price, Workforce Resource provided handout and reviewed with discussion of the WEBI report and how it speaks to information in TESSA. No action.

c. PY2017 Budget Updates& PY2017-18 Grant Performance Reports/Fiscal Review/Rapid Response/Program Income Monthly Reporting

Bambi Penning, Workforce Resource reviewed the year End Budget for PY2017-18.

Richard Price, Workforce Resource provided handout and reviewed PY2017-18.

Committee Action:

Osero, 2nd by Laskowski to approve updated budget. Motion approved.

d. WIOA Plan and related procedures/ recommendations and updates

No report, standing agenda item.



-
- e. Building/separation
No report, standing agenda item.
 - f. One Stop Operator – MOU with Partners & Policy
Jon will be having a OSO Committee meeting following the October 20, 2017 meeting.
No report.
 - g. Certification of One Stops – 6 affiliates
Menz reported he will have the 6 affiliate Job Centers certified by year end.
 - h. Financial Manual Updates
At the next Oversight meeting there will be some updates to the Financial procedures manual for this committee to review.
 - i. Timesheets
In response to monitoring, as good practice the executive Directors timesheets and expenses will be reviewed bi-monthly and a signature requested of the Chair of the WDB.
- 2) Executive Committee Update
- a. Update on PY2016-17 Update Monitoring response & PY2017 DWD Monitoring Updates from October 2017
Discussion on the DWD Monitoring held the week of October 2, 2017 and the report will come to the WDB in 45 days. No action.
 - b. WDB Recertification
Local Plan Updates
WDB Board Members terms ending December 2017
Discussion on the WDB Recertification that is due to the State on the 20th of October 2017. Menz reported that the Local plan is a working document. This committee will be notified of the WDB Board Members terms ending December 2017. Menz will be reaching out those members. No action.
 - c. Annual Meeting
Location, date
Discussion on what the Executive committee would like to see the Annual Meeting look like this year. No action.
4. New Business - update/possible motion
- a. Dental Plan/Health Plan
New plan needs to be in place by January 1, 2017 for the WDB. At the request of this committee bids will be sent to this group to review before the November 30, 2017 Meeting.
 - b. Calendar for 2018
Discussion on the WDB/Consortium calendar for 2018 and what it should look like. This committee will give some thought before the next meeting.
 - c. Policy
 - i. Sexual Assault Policy for Windows to Work for Contracted Staff
 - ii. Fraternalization Policy for Windows to Work for Contracted Staff
 - iii. WIOA Incentive Policy Revised 4.10.17
 - iv. WIOA Priority of Service 7.18.16This committee would like more time to review the above policies and updates. They will be reviewed at the November 30, 2017 meeting.



5. Next meeting will be held Thursday, November 30, 2017 at 7:30AM
6. Adjournment
With no further business this meeting was adjourned.

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.

cc: Kevin Larson, WDB Chairperson
Colleen Bates, Eau Claire County Board LEO and County Consortium Chairperson
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

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

The West Central Wisconsin Workforce Development Board is an equal opportunity employer/program service providers. This product was created with funding from the Workforce Innovation and Opportunity Act (WIOA). If you need assistance to access our services in a different language or need this material in an alternative format, contact us so arrangements can be made. This meeting location is accessible by ADA standards. Proud partners of the American Job Center network. Partner of: