



West Central Wisconsin Workforce Development Board, County Consortium Boards'

Executive Oversight/Committee Minutes

Thursday, February 15, 2018 @ WDB Office 401 Technology Drive East, Suite 400, Menomonie

WDB: Kevin Larson. By conference call Betty Laskowski, Steve Osero, Alison Page;
Consortium: Roger Larson, Colleen Bates; WRI Staff: Bambi Penning, Richard Price, Deb Leslie; WDB Staff: Jon Menz and Toni Oas

1. Call to Order
The meeting was called to order.
2. Review and action of minutes of November 30, 2017.
Motion by Bates, 2nd by Osero. Motion passed.
3. Unfinished business and general orders
 - 1) Fiscal Partner Report
 - a. Youth Registered – No Participation Services /TESSA report
Price reported in reviewing Tessa report there were no issues to report. No action
 - b. PY2018 Budget Updates & PY2017-18 Grant Performance Reports/Fiscal Review/Rapid Response/Program Income Monthly Reporting
Penning reviewed Budget Expenses and revenue and provided a handout. There was some discussion. Price reviewed the Grant Performance Reports and co-enrollment. No action.
 - c. WIOA Plan and related procedures/ recommendations and updates
 - i. Sexual Assault Policy for Windows to Work for Contracted Staff
 - ii. Fraternalization Policy for Windows to Work for Contracted Staff

The Sexual Assault Policy and Fraternalization Policy were reviewed.

Executive Committee Action:

Motion by Osero, 2nd by Laskowski to adopt Workforce Resource, Inc.'s Sexual Assault Policy for Windows to Work for Contracted Staff and Fraternalization Policy for Windows to Work for Contracted Staff. Motion approved.

- iii. WIOA Incentive Policy Revised 4.10.17

Policy was reviewed and discussion. Recommendation to edit under Type of Achievement Post-Secondary Semester Completion to read: a pass; formerly read with a D- or higher average.

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Executive Committee Action:

Motion by Laskowski, 2nd by Roger Larson to approve WIOA Incentive Policy with recommended edits. Motion approved.

iv. WIOA Priority of Service 7.18.16

Exec Committee Action:

Motion by Laskowski, 2nd by Roger Larson to approve WIOA Incentive Policy with recommended edits. Motion approved.

v. Personnel Manual Update 2.8.18 – Bereavement Leave

The WDB updated Personnel Bereavement Leave was reviewed. Menz noted that he had taken recommendations from 3 board members with HR background.

Exec Committee Action:

Motion by Bates and 2nd by Laskowski to accept updated Personnel Bereavement Leave Policy as presented. Motion approved.

vi. Exit Policy Update

The updated Exit Policy was reviewed by the committee.

Exec Committee Action:

Motion by Paige, 2nd by Laskowski to approve the updates on the Exit Policy. Motion approved.

d. Building/Separation Update from Consortium Meeting 1.19.2018

No report given.

e. One Stop Operator/Business Services Update

No update given.

f. WDB Chair Bi-Monthly Review Executive Director Timesheets

Noted WDB Chair Kevin Larson reviewed Executive Director, Menz's timesheets and expenses. No action

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- g. Discussion/Action Executive Oversight name change to Executive Committee

Executive Committee Action:

Motion by Bates and 2nd by Osero to change Executive Oversight Committee to Executive Committee. Motion approved.

2) Executive Committee Update - discussion/possible action

a. Monitoring Updates

- i. PY2016-17 Monitoring Report/Response
- ii. PY2017 DWD Monitoring Report from October 2017
No report given due to time constraints.

b. WDB Recertification Update

Menz informed the committee that the Board has confirmation of their 2017 biannual Recertification. This process will need to be completed again in 2019.

c. Local Plan Updates - Policy discussion/possible action

No discussion, standing agenda item.

d. Discussion on 2018 -19 Strategic Planning for West Central Wisconsin WDB

Menz recommended a separate group/committee from the board work on strategic planning and bring it back to the full boards, the Executive Committee agreed. The Chairs will ask for volunteers at the February 16, 2018 meeting.

e. Board Vacancy – Laura Kendzior Best Western Plus, Dunn County

Menz notified the Board that Laura Kendzior of the Best Western Plus has taken a position on the other side of the state and will no longer be able to serve on the WDB.

f. RFP Process for WIOA in 2018

Menz notified the group that he will be working on the OSO RFP; and WDB Chair Kevin Larson will ask for Committee members at the February 16, 2018 meeting.

4. WDB Staffing/Travel - discussion/possible action

There was no discussion on this item due to time constraints.

5. Next scheduled meeting is Thursday, April 12, 2018

6. Adjournment

With no further business the meeting was adjourned.

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