



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

**Meeting Notice
Oversight Committee Minutes**

August 10, 2017

WDB Office 401 Technology Drive East, Suite 400, Menomonie

Consortium Present: Roger Larson (by phone conference)

WDB Present: Kevin Larson By Phone Conference: Alison Paige, Steve Osero

WRI: Bambi Penning

WDB Staff: Jon Menz and Toni Oas

1. Call to Order

The August 10, 2017 meeting was called to order for the Oversight Committee. With a request to send out a poll to Committee members on time and date of the committee meeting in the future.

2. Review and Approval of Minutes

The minutes of June 8, 2017 were reviewed.

Committee Action:

Motion by Bates, 2nd by Osero to approve Minutes of June 8, 2017. Motion Passed.

3. Unfinished Business and General orders

1) Fiscal Partner Report

- a. Year End Budget 2016-17 & Grant Performance Reports/Fiscal Review/Rapid Response
- b. Penning presented and reviewed reports on Year End Budget 2016-17 & Grant Performance Reports/ Rapid Response for the Fiscal year ending June 30, 2017 by Penning noting these numbers are not final. WRI Leverage report was also discussed.

Committee Action:

Motion by Bates, 2nd by Osero to accept reports as presented. Motion passed.

c. Building/separation

Menz updated that submitted claim on the building was denied. First payment was made to the DWD on June 30, 2017 by WRI. Bates recommended consulting counsel moving forward for continued discussion regarding building/separation. - Informational, no action.

d. One Stop Operator – MOU with Partners & Policy

Menz presented the One Stop Operator MOU with partners with all partner signatures and Consortium Chair (LEO) that was submitted to state and approved June 20, 2017.

e. Certification of One Stops – 6 Affiliate

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Certification of the One Stop Comprehensive Centers (Barron and Eau Claire) was submitted to the DWD before the June deadline. The Clark, Dunn, Pepin, St. Croix Valley, Polk, Chippewa Job Centers certifications are due to the DWD by December 31, 2017.

2) Executive Committee Update

- a. Monitoring report (DWD NOV 2016)
Menz updated the committee that response was sent to the DWD regarding 2016 the Monitoring Report along with supporting documentation around 10 days ago. He will update this committee on response. Informational, no action.
- b. Funding -WIOA 2017-18 Update
Menz reported that no numbers have been released for the funding for 2017-18 Fiscal year. For budgeting purposes, the numbers in the proposed budget are estimates. Informational, no action.
- c. Job Center of America Branding
Menz updated the committee that Job Center branding: The American Job Center Network identifier is required to be on all products, programs, activities, services, electronic resources, facilities and related property, and new material that is used in the one-stop delivery system, reference DWD 16-04. New Signage is required and the DWD will be paying for a temporary fix will be provided to meet compliance issues on signage for Job Centers. The said window clings are on order and expected in the coming days to meet compliance. Informational, no action.
- d. Fiscal Procedure – Menz reported he is finalizing a updating the fiscal procedure manual with the intention to have it presented to at the next full boards meeting. – informational, no action.
- e. HR Policy – Menz reported he is finalizing the HR Policy and will be presenting it to the Joint Boards' next meeting. No action – informational.

4. New Business

- a. Statewide Monitoring Reports (see 2a) informational
 - b. Revolving Board presentations: Service provider updates: Youth, DW, One Stop, Business Services, Apprenticeship: Other ie: Mark Tyler, CWI, Rural Transportation, etc
 - c. Board Constant Contact Monthly Campaign: July: WisConnect, August: Inspire; September: Business Services; October: Apprenticeship is a goal to try and get something sent out monthly.
 - d. Media Contact Update; Judy Clark WEAU -TV 13 will be connecting with Menz on possible Media options on Workforce.
5. Next meeting will be held Thursday, October 12, 2017 @ 7:30AM
6. With no further business the meeting was adjourned.

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