



West Central Wisconsin Workforce Development Board, County Consortium Boards'

Minutes Oversight Committee

April 13, 2017 at 7:30AM

@ WDB Office 401 Technology Drive East, Suite 400, Menomonie

County Boards' Consortium Members Present: Roger Larson by conference call
WDB: Kevin Larson Present Conference Call: Alison Paige, Steve Osero (Voting Members)
WDB Staff: Jon Menz, Toni Oas

1) Call to Order

The April 13, 2017 Oversight Committee Meeting was called to order.

Committee Action:

Motion to approve agenda with the following action items moved under agenda number #3 the agenda by Roger Larson and 2nd Osero to move agenda action items:

#7) Building Status Update Discussion/Possible

#3) One Stop/Service Area Provider - One Year Renewal - RFP Committee Discussion/possible action

#4) HSA Plan

Motion Passed.

2) Review and Approval of Minutes

The minutes of February 9, 2017 were reviewed.

Committee Action:

Motion by Osero, 2nd by Roger Larson to approve the minutes of the February 9, 2017. Motion Passed.

3) New Business

Building Status Update Discussion Menz provided an update on the building status.

DOL/DWD DRAFT Settlement Agreement: \$247,355 in Disallowed Costs (reduced 71.4%); \$152,979 –DOL Equity in the building (reduced 48.5%). DWD will issue a letter stating such to the WDB and billings for the agreed amount for the Consortium and Board Chair to sign. Once an invoice is received from the DWD Menz will submit it the insurance carry on record for that time period. Information. No action

One Stop/Service Area Provider - One Year Renewal - RFP Committee Discussion

Based on the previous year's contractual deliverables, monitoring results and performance an additional-year contract is recommended by the West Central Workforce Development Board. Following procedures of the Board Procurement Policy contract contingent on updated budget for additional year to be updated are submitted to the Executive Director for review.

Committee Action:

Motion by Osero and 2nd by Paige to make a recommendation to the Board for 2nd year One Stop/Service Provider Option per WDB approved procurement policy and additionally recommending changing the RFP Committee to review committee. Motion passed, WDB Board member Deb Leslie abstained from vote.

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HSA Plan

The committee reviewed and discussed Menz's recommendation to implement a HSA plan for Board Staff who participate in the WDB plan to be funded by the cost saving in High Deductible plan.

Committee Action:

Motion to recommend to the WDB/Consort Roger Larson and 2nd by Paige to recommend to the Board a \$200 contribution monthly to a HSA savings account for those participating employees of the board members. Approved.

One Stop Operator MOU Draft- Update, Penning working with Menz and partners to compile information for the MOU to meet the due to state May 1, 2017.

Executive Director Review Process – Menz will prepare WDB list of accomplishments and goals since he took the role of Executive Director Menz be provided to the Chair of WDB and Consortium and printed copies available for closed session. April Joint Board during Closed Session, all non-board asked to step out and WDB Admin Assistant. Chair will open door and Open meeting will continue. This will be an annual process. Informational.

4) NAWB -March 2017 Directors Report -Jon highlighted the March NAWB Conference.

WAGE\$ Grant Update – Paul Wurtz has resigned as Apprenticeship Liaison; he has taken a position at UW Stout Vocational Rehabilitation Center. Performance was the Grant has gained positive steps in reaching out to those in Region 8. Jon will be bringing the Oversight Committee a revised budget for budget Modification and plan to continue moving forward.

Inspire Wisconsin Discussion -Menz spoke about Inspire and how it can be incorporated into the region to help West Central WDB reach its goals and visions. Informational.

5) Budget 2016-2017 Update

The 2016-17 Budget was reviewed

Planning Budget - July 1, 2017 to June 30, 2018- Jon will be working with Fiscal Agent to prepare 2017 July 1 - June 30, 2018 budget. This will move forward once the allocation from DWD is announced. No action.

6) Separation Update -Informational

Commercial Package-coverage General Liability/Crime & Fidelity-Quote only WDB is seeking additional quotes.

Dental/Disability/Life – This will be up for renewal in July. Menz will be seeking quotes. We have already requested that of the person we have been working with on the Health Insurance.

Fiscal Policy – Menz updated the Committee that he is working on a Fiscal Policy/Manual to be updated and presented to the Committee and Board in June.

Employee Handbook/Policy Manual – Menz updated the Committee that he is working on Employee handbook/policy manual with hopes to have it to this Committee or if recommended the Executive Committee for June's meeting for review.

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7) Grant Performance/Financials Review/Rapid Response Update –

The Oversight Committee reviewed the grant performance reports and had no concerns. *All are on track to meet required measures and they are where they want to be as we approach the end of the fiscal year. -No action/ informational*

8) Unfinished Business and General orders

DWD Monitoring November 2016 – Menz reported they have received the Letter of response from the State on November 2016 in which the WDB/Menz will be responding reporting; Menz reported that he is working with WRI. WDB has until June 2, 2016 to respond. DWD monitoring will be Monitoring in October 2017/November 2017 -Data Validation. Informational. No action.

2017 DOL Monitoring Dates – Update from DOL that they will not be doing monitoring in 2017.

9) Next meeting

Next meeting for June 8, 2017 Oversight Meeting

10) Adjournment

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

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