



West Central Wisconsin Workforce Development Board, County Consortium Boards'

Special Executive Committee Minutes

Friday, September 14, 2018 @

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

WDB Present: Alison Page, Steve Osero, Kevin Larson

Consortium Present: Roger Larson and Colleen Bates WDB Staff: Jon Menz, Tess Moreno and Toni Oas

1. Call to Order
Meeting was called to order.
2. Review and approval of minutes of August 9, 2018.
Review and discussion of minutes of August 9, 2018.

Committee Action:

Motion by Bates and 2nd by Osero to approve minutes of August 9, 2018. Motion passed.

3. Review Policy
 - a. Review of WIOA Local Plan and Policy Updates

Committee Action:

Motion to move item 3a. under 3(a)vi. as last item under c. Bylaws on Standing Committees by Bates, 2nd by Osero. Motion passed.

- i. Discussion and review of Limited English Proficiency Policy. State provided template with desk survey and the WDB is using this as policy. It was noted the Oas worked with Kathy Talford WRI EO Officer on developing this policy.
- ii. Committee Action:
Motion by Osero and 2nd by Larson to approve Limited English Proficiency Policy as presented. Motion passed.
- iii. Discussion and review of Equal Opportunity in Employment, Affirmative Action, and Service Delivery Statement. State provided template with desk survey. It was noted the Oas worked with Kathy Talford WRI EO Officer on developing this policy.

Committee Action:

Motion by Osero and 2nd by Larson to approve Equal Opportunity in Employment, Affirmative Action, and Service Delivery Statement. Motion passed.

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- iv. Review of the 35% training policy – operating on special request at 25% null – Discussion was had regarding the DWD State Policy To ensure that resources are focused on preparing more people for higher wage jobs, and recognizing the strong connection of training to a "ready" workforce, DWD-DET is maintaining the expenditure goal of 35% for WIOA Adult and Dislocated Worker Program funds for training and training-related supportive services. Funds dedicated to administration are not to be included as part of the calculation. The 35% expenditure goal applies to the Workforce Development Boards' (WDB) Adult and Dislocated Worker Program formula allocations. The 35% goal does not apply to the WIOA Youth Program. Those taking away the WDB ability to make an exception. This means the training expenditure goal of 25% is no longer approved by the state. The Service provider was notified by Menz that the % is 35% and have been getting the updates from the DWD policy as well.

Committee Action: Motion by Roger Larson and 2nd by Osero to follow State guidelines at 35% expenditure of WIOA training in line with the DWD. Motion passed.

- v. Review and discussion on the ITA Training -related updates. It is noted that these recommendations were reviewed with Merry Lieneau, WRI WIOA Program Manager.
Committee Action:
Motion by Bates and 2nd by R. Larson to approve edits and updates as presented to the ITA Training and related. Motion passed.
- vi. Review and discussion of the recommended edits to the Self-Sufficiency Policy. It is noted that these recommendations were reviewed with Merry Lieneau, WRI WIOA Program Manager.
Committee Action:
Motion by Larson and 2nd by Osero to approve edits and updates as presented. Motion passed.
- vii. Review and discussion on the Assessment Updates presented to the committee.
Committee action:
Motion by Osero and 2nd by Bates to approve edits and updates to the Assessment as presented. Motion passed.

- b. Review of Fiscal Manual Updates presented to the committee for approval. These edits included recommendations from our Fiscal Auditor from Audit conducted the first week in September. There was some discussion and noted that edits were reviewed with WRI CFO, Bambi Penning and WDB Staff.

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Committee Action:

Motion by Bates, 2nd by Larson to approve edits as presented to the WDB Fiscal Manual.
Motion approved.

c. Review and discussion of the Youth Standing Committee that has been dormant. It is recommended to have a standing agenda item it's place at the Joint Boards meetings moving forward inviting different partners and providers to speak into Youth activities to keep the Joint Boards informed.

Committee Action:

Motion by Bates and 2nd by Larson to remove the dormant Youth Committee and add a standing agenda item of Youth activities to the Joint board meetings.

d. Bylaws on Standing Committees

Discussion and review of Bylaws on standing committees. Discussion on ARTICLE 11 COMMITTEE and amending Bylaws to include Article 11A.

Committee Action:

Motion by Bates and 2nd by Roger Larson to amend Bylaws of the WDB to include 11A. as follows:

Task Forces as defined with differing unique partnerships throughout the region, and where not requiring WDB or Consortium approvals to be designated as subcommittees, shall be able to meet as 'Task Forces'; to bring about opportunities, regional efforts, education and information to said partnerships. Task Forces shall also be flexible in uniting other partnerships and eliminating duplicative efforts. Task Forces as defined herein are not considered "Standing Committees" of the WDB or County Consortium. Motion passed.

3. Review and discussion of WIOA Local Plan and Policy Updates

Committee Action:

Motion to approve WIOA Local Plan and Policy Updates as presented noted changing the County Administrator to County Supervisors in the document made by R. Larson and 2nd Bates. Motion passed.

4. Next scheduled meeting is October 11, 2018 at 7:30 AM

5. Adjournment

With no further items left to review the meeting was adjourned.

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