



West Central Wisconsin Workforce Development Board, County Consortium Boards'

Executive Committee Minutes

Monday, April 8, 2019

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

Minutes

Present:

Consortium: Colleen Bates, Roger Larson

WDB: Kevin Larson, Steve Osero, Jesse Singerhouse

WDB Staff: Jon Menz, David Paulson and Toni Oas

Other: Deb Leslie, Richard Price, Bambi Penning and Brad Henningfeld

1. Call to Order

The meeting was called to order.

2. Review and approval of minutes of Feb. 8 2019.

Committee discussion correction of minute date noted on agenda as February 7, 2019, not Feb. 8th. Minutes of Feb. 7th, 2019 were reviewed.

Committee action:

Motion by Colleen and 2nd by Kevin Larson to approve minutes of February 7, 2019. Motion approved.

3. Grant Performance Report Review and Discussion

Richard Price, CIO WRI reviewed grant performance with the Executive committee ending March 31, 2019. Grant Reports, Leverage and specific attention to DW and Retail were discussed. There was some discussion on exits and high number of retail dislocations in our region. No action required.

4. Fiscal Update-Bambi Penning, CFO WRI

- a. Budget Update as of 3/31/2019 was reviewed with some discussion.

Discussion of budget modification as of April 8, 2019. Noting increase in rental space of WDB, addition of Director Business Services position, computer, office furniture, insurance, etc. Modified budget was presented requesting budget 1.4M to 2.072M. This accounts for additional fund income.

Committee action:

Motion by Singerhouse, 2nd by Roger Larson to approve modified budget ending June 30, 2019 as presented. Motion passed.

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- b. Income/Expense as of 3/31/2019 was reviewed.
As noted above Bambi reviewed income and expense as of March 31, 2019. There was some discussion on insurance costs and amounts paid per employee. Place on executive agenda for June, no action.
5. Consortium/WDB Board Appointment
 - a. Tom Huffcutt is retired from CVTC; new appointee for CVTC
Discussion on appointee. Menz/Bates will reach out before next meeting to CVTC. No action.
 - b. Consortium Chippewa Seat
Leigh Darrow is the a new County Chair for Chippewa County replacing Jared Zwiefelhofer. He will be attending the April 18th Joint Boards Meeting. No action.
 - c. WDB Chippewa Seat
The County Boards' Consortium is looking to fill the WDB Chippewa Chair seat. No action.
6. Review WIOA Local Plan and Policy Updates
 - a. Procurement Contracting Manual & Fiscal Procedures Post Monitoring
Fiscal Procedures Manual was not presented. Menz will be getting this before the Joint Boards in April or at the next Executive meeting. The Procurement Contracting Manual was reviewed. Some recommended edits were discussed changing director to CEO and WDBWCW to WCWWDB.

Committee Action:

Motion by Bates, 2nd by Singerhouse to approve Fiscal Procedures Manual with editorial changes. Motion passed.

- b. Retail Grant Exception Policy
Retail Grant Exception Policy was presented. Local limits are at \$2,000 per-participant funding limits under WIOA. New proposed limits for Trade and Economic Transition National Dislocated Worker Grant (Retail DWG) may receive up to \$15,000 for support and \$15,000 for training during the duration of this grant. Only support costs allowed under WIOA are allowed under the grant.

Committee action:

Motion by Bates 2nd Kevin Larson to approve this Policy Exception for Trade and Economic Transition National Dislocated Worker Grant (Retail DWG) may receive up to \$15,000 for support and \$15,000 for training during the duration of this grant effective October 1, 2018 to end of grant. Only support costs allowed under WIOA are allowed under the grant.

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- c. Incentive Policy Update
Incentive Policy Update was presented to the committee.

Committee action:

Motion by Kevin Larson, 2nd by Singerhouse to approve Updates to the Incentive Policy.
Motion passed.

7. WDB CEO Report

- a. Library Grant
Menz updated the group on the Library Grant progress, planning meetings partners.
- b. DOC Grant
Spoke about a DOC grant that the WDB and our Service Providers are working with County leaders to impact our region.
- c. Retail Grant
Retail Grant is a grant from DWD allowing more flexibility to help those dislocated in our region. Several dislocations in retail recently including Shopko state wide.
- d. WIOA Implementation Study Visit in March Update
March our region and Madison were selected to complete a study from subcontractors from the DOL. They visited the WDA8 are for 2 days interviewing many of our partners and board members. They also spoke to many at the state level. Their goal was to get into more rural area and visited the Rice Lake Job Center.
- e. Fiscal Discussion- Banking options WDB
Paulson talked about 3 bids he put out to local bankers for the WDB. Bremer Bank has the best rates and most compliments the needs of the WDB and fiscal partner.

Committee action:

Motion by Bates, 2nd by Kevin Larson to recommend Bremer Bank to the Joint Boards at the April 18th 2019 meeting. Motion approved.

- f. DWD Monitoring Response from October 2018 Submission Update
Menz reported monitoring response from state is expected before the June meeting.

8. WDB CEO Annual Review Discussion

Menz will prepare a list of accomplishments of the WDB in this past year and include a vision for the next few years to the executive committee to be reviewed at the June 12 2019 meeting as part of his annual review.

- 9. Review of Jon Menz CEO Time and Travel Sheets by Chair Steve Osero**
Steve Osero reviewed and signed off travel and time sheets.

10. Next Scheduled Meeting June 12, 2019 at 7:30am.

11. With no other business pending the meeting was adjourned.

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