



West Central Wisconsin Workforce Development Board, County Consortium Boards'

Executive Committee Minutes

Wednesday, June 12, 2019

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

Present: Consortium: Colleen Bates and Roger Larson; WDB: Kevin Larson, Steve Osero and Betty Laskowski; WDB Staff: Jon Menz and Toni Oas; Other: Deb Leslie, Richard Price, Bambi Penning.

1. Call to Order

The meeting was called to order.

2. Review and action of minutes of April 8th, 2019.

Committee action:

Motion by Kevin Larson and 2nd by Laskowski to approve minutes of April 8th, 2019. Motion approved.

3. Grant Performance Report Review and Discussion

Richard Price, CIO WRI reviewed grant performance with the Executive committee ending May 31st, 2019. Grant Reports, Co Enrollment/Leverage Reports reviewed and discussion on 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. Income/Expense Reports as of 5/31/2019 were reviewed with some discussion. Penning noted increase in rent due to additional office space. Penning provided a 2019-20 Proposed Budget to be reviewed before the Joint Boards meeting. Informational, no action required.
- b. Parallel Servers for Financial WDB/Service Provider discussion. Fiscal Agent will house a server with access granted to key Fiscal Agent staff and CEO or WDB. This will allow access of the WDB to view fiscal documents. Firewalls are in place. Informational, no action required.

5. Consortium/WDB Board Appointment

- a. Consortium Chippewa Seat
Leigh Darrow is the new County Chair for Chippewa County replacing Jared Zwiefelhofer. He will be attending the April 18th Joint Boards Meeting. Informational, no action required.
- b. WDB Chippewa & Dunn Seat - The County Boards' Consortium is looking to fill vacancies. Informational, no action required.
The County Boards' Consortium is looking to fill the WDB Chippewa & Dunn vacancies.

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No action.

6. OSO, MOU, IFA, Solar Discussion

Menz noted that the 2019 One Stop Operator MOU process with partners is still in negotiation stage. Once required partners can come together on costs process to develop the infrastructure agreements; numbers will be finalized and sent off to the DWD to review with legal and once approved come back to the WDB to collect signatures from WDA partners for the One Stop Systems. Informational, no action.

7. Health Care Discussion on Employee Costs

Menz spoke about health care costs and employee costs. Menz will bring different options to the WDB as far as plan options and costs. Informational, no action.

8. Review WIOA Local Plan and Policy Updates

a. Fiscal Procedures – Post Monitoring

Menz is working on updating the WCWWDB Financial Procedures and Procedures based on recommendations at the 2018 Monitoring by DWD.

b. Signers on accounts for Bremer Bank Discussion

Menz spoke into the fact that WDB is in the process and wanted this committee direction on the signers of Bremer Bank accounts for the WCWWDB there was discussion on the credit card as well.

Committee Action:

Motion by Bates, 2nd by Roger Larson to have WDB Chair and WDB CEO on the accounts at Bremer with credit card having the WDB Secretary and WDB CEO appointed on said accounts.

9. WDB CEO Report

a. RRETS Update – May 2019 Technical Assistance Visit Discussion

The Department of Workforce Development visited with us here in Menomonie to get us up to speed on what they expect for Rapid Response startup grants going forward. The State has determined that greater attention to detail resulting in greater specificity to outcomes of said grants must improve. They additionally preformed monitoring of the Rapid Response and we will getting a letter in near future of results.

b. Summer Youth Program – Discussion

There was some discussion on the summer youth program. Menz is exploring different ideas and approaches to compliant the training funding.


c. PY19 Allocation – Discussion

Currently, we do not have final allocations for WIOA from the DWD office.

d. Job Center Certification Update

Update that Menz sent in the Job Center Certification for 2019 for the 2 comprehensive and 6 affiliate sites in workforce development area 8.

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10. WDB CEO Annual Review

Menz's annual review was completed by this committee. There was discussion of accomplishments for the past year and future goals and expectations.


11. Review of Jon Menz CEO Time and Travel Sheets by Chair Steve Osero

Steve Osero reviewed and signed off travel and time sheets.

12. Next scheduled meeting will be held on Wednesday, August 7, 2019 at the WDB office.

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

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