

West Central Wisconsin Workforce Development Board and County Boards' Consortium  
Minutes of April 18, 2019  
Dunn County Job Center 401 Technology Drive E, Menomonie, WI

Present:

WDB: Sharon Masek, Peter Kaz, Bev Bernier, Patti Audorff, Lisa Fiore, Jim Tiedke, Kevin Larson, Steve Osero, Alison Page, Jesse Singerhouse, Jake Steivang, John Walsh, John Will, Lynn Nelson, Peter Kilde, Steve Blodgett, Karen Griffin, Deb Leslie, Scott Hodek and Betty Laskowski  
WDB Staff: Jon Menz, David Paulson and Toni Oas

Consortium: Louie Okey, Wayne Hendrickson, Dave Bartlett, Joe Waichulis, Colleen Bates, Jay Luke, Roger Larson

Other: Aaron Sarbacker DWD LPL, Richard Price, Brad Henningfeld, Ginger Dutton, Carlee Norby, Gary Veltus

1. Call to Order/Introductions  
The meeting was called to order.
2. Review of previous minutes of the December 6, 2018 Joint Meeting  
The minutes of December 6, 2018 Joint meeting were reviewed.

WDB Action: Motion by Kilde, 2<sup>nd</sup> by Blodgett to approve minutes of December 6, 2018. Motion passed.

Consortium Action: Motion by Okey, 2<sup>nd</sup> by Bartlett to approve minutes of December 6, 2018. Motion passed.

3. Executive Committee Updates - Discussion/Possible Action
  - a) DWD On-Site Monitoring Response Submitted to DWD from Oct. 2018 Visit  
WDB submitted DWD on-site monitoring response, waiting on DWD response. Noted they had 45 days to respond.
  - b) Discussion/Possible Action for WDB Fiscal Banking Options  
There was discussion on WDB Fiscal Banking Options that suit the needs of the organization. Noting the Executive committee reviewed and recommended Bremer at the 4.8.2019 meeting.

WDB Action: Motion by Kilde, 2<sup>nd</sup> by Kaz to approve the selection of Bremer Bank for WDB.

- c) WDB Staff Update David Paulson, Director of Business Development  
David Paulson was introduced to the group. Paulson started his role in January of this year and looks forward to strengthening partnerships with business sectors throughout this region.
- d) Discussion/Possible Action Contract Renewal Service Provider and OSO Provider  
There was discussion of Workforce Resource contract renewal of 1-year for the WIOA Service Provider and 1-year renewal of the OSO Provider for PY2019-20.

WDB Action: Motion by Blodgett, 2<sup>nd</sup> Masek to renew OSO and Service Provider contract for a term of 1-year. Deb Leslie abstained from vote. Motion passed.

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Consortium Action:

- e) WDB Board Seat Vacancy -Consortium Action
- i. Chippewa County: Vacant, no action.
  - ii. CVTC Tom Huffcutt is now retired. Nomination by DEDC Joni Geroux, Director of Marketing, Recruitment and Community Relations.

Consortium Action: Motion by Larson, 2<sup>nd</sup> by Okey to appoint Joni Geroux to the WDB replacing Tom Huffcutt's term. Motion passed.

- iii. Bev Bernier 3M Menomonie, Retiring in May 2019  
Bernier was thanked for her many years of service to the workforce needs of this region. New nominee Ashley Zwier for 3M will be on the agenda for the June 2019 meeting. No action.
  - iv. New Consortium - Chippewa County Chair Leigh Darrow, County Chair replacing Jared Zwiefelhofer. Darrow was unable to attend this meeting; he will be at the June 2019 meeting. No action.
4. Review/discussion Grant Performance Ending 3/31/2019 by Richard Price, CIO WRI

The boards were sent the Grant Performance report ending 3/31/2019 prior to the meeting to review. It was noted that Executive committee reviewed them in detail. There was some discussion.

- a) Review/discussion Co-enrollment/Leverage Report  
Price reviewed the Co-enrollment/Leverage report ending 3/31/2019 and there was discussion.
- b) Regional Dislocations Rapid Response  
Some discussion on the increase in retail dislocations in our region. Menz spoke briefly to the group on the Retail Grant for up to \$100,000 to help those dislocated in retail.

5. Financial Update by Brad Henningfeld, WRI - Discussion/Possible Action

- a) Modification of Budget Ending June 30, 2019 Approved at Exec Meeting April 8, 2019

Brad Henningfeld, Fiscal agent reviewed the modifications to the WDB Budget ending June 30, 2019. Noting that staff projected costs were down as the Business Development role had not started until later in the fiscal year. Cost of new desk, chair, computer for Dave's position and rental of an additional office space increased costs. In addition, noted that Youth funds were unknown when the There was some discussion on the modified budget.

WDB Action: Motion by Will, 2<sup>nd</sup> by K. Larson to accept modification to budget ending June 30, 2019. Motion approved.

- b) Revenue Report ending 6/30/2019 was reviewed.

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6. Executive Director Updates

a) Local Plan Updates- Discussion/Possible Action

- i. Updated Procurement Contracting Manual presented to group with some discussion. It was sent out in advance of meeting for both boards to review. Menz noted that technical assistance was provided by DWD through our update process. Also noted the Executive Committee had reviewed on April 8, 2019 meeting and approved same.

WDB Action: Motion by Blodgett and 2<sup>nd</sup> by Kaz to approve updated Procurement Contracting Manual as presented. Motion passed.

- ii. Retail Grant Exception Policy Reviewed with some discussion, noting this would only apply to the Transition National Dislocated Worker Grant - DWD Retail Grant. This policy would allow up to \$15,000 in supportive cap and a \$15,000 training cap per participant. This policy would be effective October 1, 2018.

WDB Action: Motion by K. Larson, 2<sup>nd</sup> by Kaz to accept the Retail Grant Exception Policy as presented for the DWD Retail Grant. Motion passed.

- iii. Incentive Policy Updates were presented to group. Menz noted updates made at the recommendation of LPL to bring the policy into compliance in addition to updates to reflect recent State policy updates. There was discussion.

WDB Action: Motion by Kilde, 2<sup>nd</sup> Masek to approve the updated Incentive Policy to reflect changes as presented. Motion passed.

b) April 17-18<sup>th</sup> 2019 Menz and Fiscal Agent Bambi Penning attended OMB Super Circular

c) NAWDP 2019 Annual Conference in Texas May 5-8<sup>th</sup> will be attended by staff Paulson and Menz. Menz noted there is great content and looking forward to networking with national colleagues.

d) An update was given on the LAWDS Grant Committee is meeting in Madison next week for their first planning meeting. Attendees will be DPI, DWD, Wisconsin Libraries and Menz representing the WWDA, and additional partners. An update of the ILH Corrections Grant from Menz was also provided.

e) One Stop Operator/System MOU Process Update - Sharing of Local Area Resources Menz updated the group that the DWD is rolling out - Sharing of Local Area Resources (Solar) and this will help the One Stop System MOU Process due to the state June 30, 2019. WDB is also in process of recertifying Job Centers in WDA 8.

f) WIOA Implementation Study Visit March 2019  
The group spent 1 ½ days in our area visiting Barron and Eau Claire County Job Centers. Menz thanked the partners that took time out of their busy schedules to meet with them by phone and in person. This group is contracted by the DOL and is visiting other states as well.

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- g) Peter Kilde of West Cap spoke about Triennial Needs Assessment
  
7. Job Center Updates from Workforce Resource Coordinators  
Chippewa County Job Center, Ginger Dutton talked to the group about the upcoming Career Venture with business and regional students Thursday, May 2<sup>nd</sup>. Information was handed out to group and encouraged if they have partners that may have interest in being part of this successful event to contact Ginger. Hands on displays have a great impact and get the attention of students. Dutton also shared a reentry success story. Clark County Job Center, Gary Veltus spoke about happenings in the Clark County Job Center and spoke about partnerships and the key collaborative roles they play in the overall success of our region. Eau Claire County Job Center, Carlee Norby spoke about the opportunity for National Career Readiness Certificate NCRC through a grant awarded to WRI from the CVTC.
  
8. Next Meeting will be held on Thursday, June 20th at 9AM.
  
9. Adjourn  
With no further business the meeting was adjourned.

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