



**West Central Wisconsin Workforce Development Board,
County Consortium Boards'**

Executive Committee Minutes of Thursday, October 11, 2018

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

Present: Colleen Bates, Kevin Larson, Steve Osero, Alison Page

WDB Staff: Jon Menz and Toni Oas

WRI Staff: Deb Leslie, Richard Price, Bambi Penning

1. Call to Order
Meeting was called to order.
2. Review and approval of minutes of September 14, 2018.
Review and discussion of minutes of September 14, 2018.

Committee Action

Motion by Page, 2nd by Osero to approve minutes of September 14, 2018.

3. Grant Performance Report Review and Discussion Richard Price, CIO WRI
Price reviewed WIOA grant performance report as of September 30, 2018. Some discussion about funding cuts and concern for the number of people we will be able to serve. Price reviewed Co-enrollments report as of September 30, 2018. The Performance Report from the DWD was reviewed by Price with the group. WDA met all exceed all metrics. West Central is tied for first place with two other boards for performance in the Wisconsin for the ending PY17. There was some discussion. No action. – informational.
4. Fiscal Update
Penning reviewed the Expense and Revenue reports as of September 30, 2018 for WDB noting an increase in July and September for tax return prep work, audit and monitoring work required of our fiscal agent. Expect that October 2018 will be up as well with DWD monitoring. No action- informational.
 - a. Wipfli Audit
Wipfli audit has been complete and the final report will be sent in the coming weeks. Once received Menz will forward it out to this committee. No action, informational.
 - b. Building Update
Final letter went out to Joint Boards. Building issue has been resolved. Workforce Resource owns the building at 401 Technology Drive East Menomonie.
5. OSO Partner Update

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- a. Kiosk Demonstration Richard Price, CIO WRI
Price spoke about the kiosks that are in the Eau Claire and Barron Job Centers. Tablets were funded by the Job Center, Steve Blodgett with a commitment to do one more in River Falls. Price spoke how he developed the program along with the WIOA OJT. It has a unique pop up feature that allows them to program in bubbles of information on partners. All partners have live access to these numbers. He will present at our Joint Board meeting next week.
- b. Report from Kiosk
All partners can have live access to the kiosk information.
6. Review Policy
- a. Review WIOA Local Plan and Policy Updates
- i. Provision of Reasonable Accommodation, Reasonable Modification, and Auxiliary Aids and Services to Persons with Disabilities-Job Center Accommodation Policy
The Provision of Reasonable Accommodation, Reasonable Modification, and Auxiliary Aids and Services to Persons with Disabilities-Job Center Accommodation Policy was reviewed and some discussion.
- Committee Action:
Motion by Bates, 2nd by Page to approve the OSO Provision of Reasonable Accommodation, Reasonable Modification, and Auxiliary Aids and Services to Persons with Disabilities. Motion approved.
- ii. Job Center Complaints and Appeals Process Policy
The Job Center Complaints and Appeals Process Policy was presented and reviewed by the committee.
- Committee Action:
Motion by Osero, 2nd by Page to approve as present Job Center Complaints and Appeals Process Policy. Motion approved.
- b. Review of Fiscal Manual Updates
Menz reviewed proposed updates to the Fiscal Manual to include CFR language; CFR 200.
Committee Action:
Motion by Bates, 2nd by Osero to approve the Fiscal Manual updates as presented. Motion approved.
- c. Procurement Policy Updates

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Menz reviewed updates to the Procurement Policy to include CFR language being added.

Committee Action:

Motion by Osero, 2nd by Bates to approve updates to the Procurement Policy as presented. Motion approved.

7. Strategic Planning Update and Discussion

Menz informed the committee about plans to make strategic planning part of the annual meeting to be held on Thursday, December 6, 2018. He has been working with Timm Boettcher and Scott Hodek for the planning session. There would be a follow up break out session in coming meetings. No action- informational.

8. Fiscal Agent, Payroll Services and Bank Account

There was some discussion on WDB obtaining a checking account, the role of fiscal agent and payroll services. Menz recommended keeping this as a standing agenda item. No action, informational only.

9. 2019 Appointment, Reappointment & Officer Summary

Sharon Masek, Peter Kaz, Jim Tiedke, John Walsh, Elizabeth Hart, Steve Blodgett, John Will, Kevin Larson have terms expiring the end of 2018. We currently have one seat vacant on the WDB to be filled in Dunn County. Consortium Chair Bates has been in the process of reviewing this with WDB Staff. No action, informational.

10. 2019 Proposed Calendar for Joint Boards and Executive Committee

2019 calendar for meetings was discussed. Committee recommends keeping same format as 2108 for the Executive Committee and the Joint Boards. No action.

11. Review of Jon Menz CEO Time and Travel Sheets by Chair, Kevin Larson

Time and travel sheets were reviewed by Larson.

12. Annual Meeting, Thursday, December 6th Discussion

- a. Location
- b. Time
- c. Agenda

The Annual meeting will be held on Thursday, December 6th, 2018, committee recommends to follow same format as last year. No action, informational.

11. Next scheduled meeting is November 29, 2018 at 7:30AM.

12. Adjournment

With no further business the meeting was adjourned.

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