

**West Central Wisconsin Workforce Development Board,  
County Boards' Consortium  
Thursday, August 15, 2019 @ Dunn County Job Center Oaklawn Conference Room  
Meeting Minutes**

Present:

Consortium: Louie Okey, Wayne Hendrickson, Joe Waichulis, David Bartlett, Colleen Bates, Cecil Bjork, Roger Larson

WDB: Sharon Masek, Peter Kaz, Ashley Zwier, Lisa Fiore, Jim Tiedke, Kevin Larson, Steve Osero, Alison Page, Jesse Singerhouse, Jake Steivang, John Walsh, John Will, Joni Geroux, Elizabeth Hart, Steve Blodgett, Deb Leslie

WDB Staff: Jon Menz, David Paulson and Toni Oas WRI: Richard Price, Bambi Penning and Jess Hycnar DWD: Aaron Sarbacker.

1. Call to Order/Introductions

The meeting was called to order by Steve Osero, WDB Chair and Colleen Bates Consortium Chair. Introductions/roll call of those present.

2. Review of previous minutes of the June 20, 2019 Joint Meeting. Noted recommended edit: next meeting date should say August 15, 2019 not October 17, 2019 and spacing.

WDB Action:

Motion by K. Larson, 2<sup>nd</sup> by Will to approve minutes with recommended typo edits. Motion passed.

Consortium Action:

Motion by Okey, 2<sup>nd</sup> by Bjork approve minutes with recommended typo edits. Motion passed.

3. Executive Committee Update

- a) DWD On-Site Monitoring Closeout Letter for DWD from May 2019 Visit
  - i. Discussion on Monitoring Response RRETS

Menz updated the group on the Monitoring Letter post May 2019 Technical Visit and monitoring visit for RRETS. He will be completing his response to the DWD in the coming days and expects to have a closeout letter in response from DWD likely before the next Joint Boards' Meeting. There was some discussion. No action required of this group. Informational only.

- ii. Next scheduled DWD On-site Monitoring scheduled for Oct. 21-24, 2019 Informational only.

- b) Discussion on Service Provider and OSO Provider Risk Assessment

Menz will be presenting a risk assessment to the WDB at the October meeting. Informational only.

- c) WIOA Allocations for PY 19-20 – Detail

Menz noted that final revised allocations were sent out to the WDB. He noted he will send out electronically the allocations for WDB 8 for the Boards' reference. Informational only.

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4. Review/discussion Grant Performance Ending 7/31/2019 by Richard Price, CIO WRI
  - a) Review/discussion Grant Reports by Richard Price. There was discussion regarding this report showing 13-month period. Informational only.
  - b) Regional Dislocations Rapid Response  
  
Leslie spoke into regional dislocations. We continue to see an uptick in this region. Informational only.
5. Financial Update
  - a) Revenue Report/Expense report as of 7/31/2019  
Revenue Report was not presented. Expense Report was put on the screen and Penning, Fiscal Agent noted that these were the expenses for the WDB for July 2019. Informational only.
  - b) Revised Fiscal Year 2019-2020 Budget with updated allocations  
This item was not discussed per Menz. This item is tabled at this time. Informational only.
6. Executive Director Updates
  - a) Local Plan Updates Discussion
    - i. Fiscal Manual and Procedures was presented to the group. There was some discussion. Menz noted this is a result of recommendations made at last year's October Monitoring with DWD. A visit to DWD in January and guidance was given. Menz worked with Penning, CFO to review and then update.

The WDB Fiscal Manual and Procedures was reviewed with some discussion.

WDB Action: Motion by Kaz, 2<sup>nd</sup> by Tiedke to approve Fiscal Manual and Procedures as presented. Motion approved.

Although not required; as best practice the WDB Fiscal Manual was presented to Consortium and reviewed.

Consortium Action:

Motion by Bartlett, 2<sup>nd</sup> by Okey to approve WDB Fiscal Manual as presented. Motion passed.

- b) Job Center of the Future Initiative – Menz updated the group that he is serving on this initiative and will continue to update the WDB and Consortium. Informational only.
- c) LAWDS Grant Update – Menz gave the group an update on efforts of the LAWDS group and highlighted a PowerPoint that he will send out to boards for their reference. Informational only.

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7. Job Center and Partner Updates for Dunn/Pepin Job Centers updates by Jess Hyncar of Workforce Resource. Hyncar updated the group on recent activities at the Job Centers and connecting the dots with relationship and one stop partners. Workforce Resource is working with Dunn County Child Support and hosting a Job Fair with local employers and partners at the Dunn County Court house building where Child Support is located. They have seen success with this program. Recent efforts and funding have given opportunity to go into Dunn County Jail and talk to those inmates about the One Stop Job Center System and opportunities for them. A success story was shared with about a community member being released back into the community and the actions the One Stop System was able to support this reentry participant after 25 years of incarceration.
8. Next Meeting will be held on Thursday, October 17 at 9AM.
9. Adjourn  
With no additional business the meeting was adjourned.

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