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## West Central WI Workforce Development Board Executive Committee Minutes

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

### Minutes of October 9, 2019

Present: Kevin Larson, Steve Osero, Jesse Singerhouse, Colleen Bates

WDB Staff: Jon Menz WRI Staff: Richard Price, Deb Leslie and Bambi Penning

#### 1. Call to Order

The meeting was called to order.

#### 2. Review of minutes of June 12, 2019 and August 8, 2019 Executive Meeting

Minutes of June 12, 2019 and August 8, 2019 were reviewed by the committee.

#### Committee action:

Motion by K. Larson, 2<sup>nd</sup> by Osero to approve minutes of June 12, 2019 and August 8, 2019 as presented. Minutes **approved.**

#### 3. Grant Performance Ending 9/30/2019 Review and Discussion - Richard Price, CIO WRI

Price reviewed the Grant Reports Ending 9/30/2019; Regional Dislocations Ending 9/30/2019 and co enrollment Report Ending 9/30/2019 with the committee. There was some discussion.

**No action, informational.**

#### 4. Fiscal Update-Bambi Penning, CFO WRI - discussion/possible action

##### a. Income/Expense through 9/30/2019

Penning reviewed the Income and Expense Reports through 9/30/2019 and updates. She noted that Menz would be going over the PY19 Modifications in detail.

##### b. PY19 Budget Modification

Menz reviewed the PY19 Budget modification with updated personnel for the WDB. There was discussion on this.

#### Committee Action:

Motion by Singerhouse, 2<sup>nd</sup> by K. Larson on approval of the modification of the budget for PY19 ending June 30, 2020. **Motion approved.**

##### c. PY19 Allocation Review

Menz reviewed PY19-20 Allocations with the committee; noting subrecipient amounts. There was discussion.

#### Committee Action:

Motion by K. Larson, 2<sup>nd</sup> by Singerhouse to approve PY19 Allocations as presented.

**Motion approved.**

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d. **PY19 MOU WIOA Services Contract**

Menz presented an update and review of the PY19 MOU for WIOA Services Contract to committee. There was discussion.

**Committee Action:**

Motion by Singerhouse, 2<sup>nd</sup> by K. Larson to approve PY19 MOU WIOA Services Contract as presented. Motion **approved**.

5. **Consortium/WDB Board Appointment- discussion/possible action**

a. **WDB Chippewa Seat**

There is still a vacancy for Chippewa WDB seat. However, Jake Steivag who serves on the WDB and Laskowski organizations/business serve Chippewa or have locations.

b. **Dunn County Seat**

There is a vacant seat still left unfilled from Kendzior departure from the board. However, Singerhouse – Dunn Energy serves and is located in Dunn County.

c. **Officer Slate 2020**

There was discussion of the officer slate for the WDB. It was noted that if appointed the current officers are willing to take a 2<sup>nd</sup> term for starting Jan 1, 2020 and ending December 31, 2020.

d. **Review of Board Membership Terms Ending, Appointments and Reappointments**

A review of WDB seats with terms ending was reviewed with the committee, that includes the Consortium Chair Bates. Discussion on those who should be considered for reappointments. No action, **informational**.

e. **Ex-Officio Status – Discussion of service provider director status change to non-voting.**

6. **OSO (One-Stop Operator) WDB Oversight - discussion/possible action**

a. **Recommended Governance Structure**

b. **Firewall**

Menz presented a firewall document to the committee. There was discussion.

c. **Quarterly Partner Meetings**

7. **Strategic Planning Updates**

Menz updated the committee on plans to hold strategic planning at the February 2020 meeting. More information will be provided as we approach that date. The committee agreed that the timing with procurement of WIOA provider and the local plan updates worked well. **No action, informational.**

8. **WDB CEO Report – discussion/possible action**

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- a. Subrecipient Monitoring PY18 by WCWWDB – Presented oversight documents of subrecipient monitoring. **No action, informational.**
  
- b. **Review of Service Provider Risk Assessment**  
Menz reviewed the Service Provider Risk Assessment to this committee. It was reviewed by Bates, Consortium Chair and signed.  
  
**Committee Action:**  
Motion by Bates, 2<sup>nd</sup> by Singerhouse to approve the Risk Assessment as presented to this committee. Motion **approved.**
  
- c. **DWD On-site Monitoring October 21-22, 2019**  
DWD team will be onsite October 21-24<sup>th</sup> 2019 in their annual monitoring of the WDB. Menz noted correction to agenda in dates of monitoring to October 21-24, 2019. Menz noted that the desk survey had been submitted in September and that DWD would not be interviewing board members as it had in the past. **No action, Informational.**
  
- d. Personnel – Discussion was had regarding offer to hire a candidate for the Fiscal Director for the WDB. Motion by Osero, 2<sup>nd</sup> by Bates to approve offer.
  
- e. **WIPFLI Audit**  
Wipfli will be onsite conducting their annual audit of WDB. There will be more information at the next meeting on status/results of the audit. **No action, Informational.**
  
- f. **Roundtable DWD – November 13 and 14**  
The DWD will be hosting the DWD Roundtable in Greenbay in November. Menz noted he will be attending with staff and will send invites out to the WDB Board Chair Osero and Consortium Chair Bates. It looks to be a robust agenda currently. **No action, Informational.**
  
- g. **WDB Annual Meeting Discussion – Preview of program for WDB Annual Meeting Discussion occurred. No action, informational.**
  
- h. WIOA RFP for 2020 –Competitive Procurement will begin in the spring of 2020 by the WCWWDB. **No action, informational.**

**9. Jon Menz CEO, Time and Travel Sheets by Chair, Review closeout, Steve Osero**

There was no action on this item.

**10. Date for Next Scheduled Meeting**

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The meeting will be the Annual Meeting held on December 5, 2019. Details will go out to the Joint Boards. **No action, Informational.**

#### **11. Adjournment**

With no additional business the meeting was adjourned.

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