



West Central Wisconsin Workforce Development Board, County Consortium Boards'

Joint Boards Meeting Minutes
9:00AM – 10:30AM Friday, April 16th, 2021

*This open meeting was held via Webex due to COVID19

1. Call to Order and Roll Call

Meeting was called to order and roll call was taken.

WDB: quorum was not met.

Consortium: quorum was met.

Present: WDB: Peter Kaz, Patti Audorff, Lisa Fiore, Kevin Larson, Steve Osero, Erin Benson, Jake Steivang, John Walsh, John Will, Joni Geroux, Elizabeth Hart, Peter Kilde, Steve Blodgett, Claudia Pecha, Scott Hodek; Consortium: Louie Okey, Dean Gullickson, Joe Waichulis, Wayne Hendrickson, Dave Bartlett, Colleen Bates, Fran Duncanson; WDB Staff: Jon Menz, Bambi Penning, Michelle Emerson, Toni Oas; Other: Ginger Dutton, Ashley Urquhart, Holly Hassemmer, Josh Morby, Jen Artz, Cassandra Hathaway, Karen Sotak, Carol Twerberg.

Absent: WDB: Ashley Zwier, Jessica Bierman, Jesse Singerhouse, Russell Boos, Lynn Nelson, Karen Griffin, Deb Leslie; Consortium: John Andrews, Jeff Bjork, Dave Ostness

2. Review of minutes of February 19th, 2021

There was some discussion lead by Bates on the minutes. The Consortium and WDB motioned to defer minutes to next meeting. (WDB formality as no quorum)

Consortium Action:

Motion by Okey 2nd Okey to defer minutes of February 19th, 2021, to the June 18th meeting. Motion approved.

WDB Action:

Motion by Larson 2nd Hodek to defer minutes of February 19th, 2021, to the June 18th meeting. Motion approved. (Note no quorum)

3. Review and Discussion of Fiscal and Grant Performance Ending 02/28/2021 – Bambi Penning

- a. **Grant Reports Ending 02/28/2021**
- b. **Co-Enrollment Report Ending 12/31/2020**
- c. **Income/Expense through 02/28/2021**

The reports were provided to the group prior to the meeting for review. Osero noted the Exec Team did a full review for grant reports, co-enrollments, and income & expense. Penning went over highlights with the Joint Boards. There was also discussion about how to increase activity with Dislocated Worker & Youth programming. Co-enrollment report was provided to the group but also showed fewer numbers in many programs that co-enroll WIOA participants. Healthy on budget, underspent, and an overall increase in funding from a number of new grants that the WDB applied for and received. Discussed mental health, addiction, and other contributing factors including COVID19.

With some discussion the Consortium moved to accept the reports as presented.

Consortium Action:

Motion by Okey 2nd by Bartlett to accept the fiscal reports ending 2/28/2021. Motion Approved.

4. Consortium Board Updates

- a. **Governance Training with DWD – Feedback and Next Session**
Bates spoke into the importance of the Governance Training being provided by Maher and Maher taking place on May 5th, 11th, and 19th. Invitations forthcoming from Maher and Maher. No Action, Informational only.
- b. **Board Member Recruitment (Pepin, Barron) (Private Industry)**
Bates spoke into the fact that our board has vacancies in the business membership. She asked County Consortium and WDB to consider sending her any nominations on someone with policy and governance experience. There was discussion. No Action, Informational only.

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- c. **Update Consortium Agreement**
Menz updated the group that WDB has our Intercounty Consortium Agreement under review. Based on feedback during monitoring next week, there may be some updates. No Action, Informational only.

5. WD Board Updates

a. **Update of WRI Subrecipient Monitoring Completed**

Menz noted the subrecipient monitoring has been completed of WRI and letter has been delivered. We are reviewing response on program and awaiting the fiscal response. No Action, Informational only. **DWD to Monitor WCWWDB** - April 19th to April 22nd

Typically, we host the DWD for monitoring over four days in person. This year, due to COVID19, monitoring will be conducted virtually. The file selection has been uploaded by WRI career planners and the desk survey was submitted the end of March. We will have more information at the June 18th meeting. No Action, Informational only.

b. **Service Provider Risk Assessment Completed (WIOA Program and OSO)**

Osero updated the group that the Executive Committee reviewed the Risk Assessment and Bates, Consortium Chair and Osero, WDB Chair have signed the document. No Action, Informational only.

6. Reintegration of WDA8 Job Centers

There was discussion on the reintegration of the Job Centers for region 8. Menz noted he had no set date, and that reopening policy is under development. Blodgett spoke into Job Service and how things are going with the opening with requiring an appointment. He noted that traffic is historically low. Noting that most of the people coming in are those that are having issues with filing for unemployment. More information will be provided as things change. For now, it is by appointment only and following timeslots to allow for continued cleaning protocol and safety measures. No Action, Informational only.

7. Governance: Board Structure and Policies for Review and Updates

- a. **Support Services**
- b. **Occupational Skills Training**
- c. **Incumbent Worker Training**
- d. **Customized Training**
- e. **Individual Employability Plans (IEP)**
- f. **Individual Service Strategies (ISS)**
- g. **Equal Opportunity**

Menz reported that with the upcoming monitoring that the above outlined are policies that have been identified for further review. Post monitoring these will continue to be a standing item until addressed. No Action, Informational only.

h. **Title I PY 21 WIOA Contracts** – Pre-award assessments & recommendations on awards

Menz advised that we will be ahead of budget and that once allocations are in, we will be drafting MOU's. No Action, Informational only.

Notes from Toni:

8. WDB CEO Report

a. **Update on 2020-2023 WIOA Local Plan** Submitted to DWD

Menz noted that he is working on resubmitting the revised local plan to DWD. Once this comes back, it will be posted for public comment for. No Action, Informational only.

b. **Website** – JB Systems

The website designers have presented two options on the designs. Links were sent out to the group. Emerson showed on the screen navigating the links noting that elements of both samples were liked. Menz noted they are 90 days out from completion and will be setting up a time to have board members get headshots for the website. Emerson will be reaching out prior to the next meeting with a template for bios. No Action, Informational only.

c. **Job Center of the Future Subcommittee** – CWI

No report given

d. **Staff Review and/or Cost of Living Adjustments for 2020-2021**

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Osero noted that at last week's Executive Meeting, post-closed session, the committee approved 3% cost of living increase for previous year retro to July 1st, 2020. There was discussion on performance reviews for this year. Exec Team will determine whether merit increases are in line with this Program Year once Exec Team evaluates staff self-reviews. Will be completed prior to the June 18th meeting. No Action, Informational only.

9. WIOA Partner Updates

- a. **Josh Morby** – Guest Speaker Wisconsin Workforce Development Association (WWDA)
Morby spoke on DOC Funding, WIOA 101, Workforce 101, Legislative Visits, Governor's Set-Aside Fund, and the Training & Development Council (TDC). No Action, Informational only.
- b. **Joni Geroux and Holly Hassemer** – Guest Speakers - CVTC Adult Education
Hassemer spoke regarding the Hands-on CDL Training Program. No Action, Informational only.
- c. **Ginger Dutton** – Presenting on updates in Chippewa County
Dutton spoke on the impact of the work carried out by the OS in Chippewa. Specifically, she touched on Youth Build and the house they are building and the advantages of co-enrollment and the impact on the youth that are benefiting from it. No Action, Informational only.
- d. **Ginger Dutton** – Rapid Response, WARN Notices, Dislocation and Closure Activity
Dutton spoke into WDB8 activities in the WDA8. Working closely with both Trade Assistance Act and other dislocations and a bus company that's contract was not renewed in New Richmond. In Clark County they are working with nursing home employees and will be meeting with the affected workers on Monday as part of their Rapid Response Program. No Action, Informational only.

10. Next Meeting – Friday, June 18th 9:00am

11. Adjournment

With no further business, the meeting was adjourned.

Open Meeting Law Information: This was an open meeting and will be held in accordance with all applicable laws, ordinances, and regulations pertaining to open meetings.