

**Mission...**

*Western Wisconsin WDB is a collaborative, interactive and coordinated network of training resources and support services that is providing and retaining a well skilled labor force for employers in western Wisconsin.*

**Vision...**

*To provide a comprehensive and integrated and customer driven and results-oriented system for workforce development that responds to the needs of the employers, job seekers, incumbent workers and youth.*

Western Wisconsin



**WDB Executive Committee**

**Monday, May 22, 2017**

**2:00-3:30 pm**

**Western Wisconsin Workforce  
Development Center  
2615 East Ave. S  
La Crosse, WI, 54601**

**Call in: 712-775-7031  
Meeting ID 651-305-857**

**RSVP your attendance to Julie Mitchell**  
**[mitchellj@westernwdb.org](mailto:mitchellj@westernwdb.org)**  
**608-789-4584**

**COMMITTEE MEMBERS**

**Mark Glendenning, Chair**  
*Inland*

**James Hill, Vice-Chair**  
*LADCO*

**Jodi Roesler, Past Chair**  
*Dairyland Power Coop*

**Patti Balacek**  
*Western Technical College*

**Judy Berg**  
*Berg Enterprises*

**Pete Eide, Sec/Treasurer**  
*Hillview Healthcare Center*

**EXECUTIVE COMMITTEE  
MEETING AGENDA**

May 22, 2017

Workforce Center – Western Wisconsin

Western Wisconsin



Agenda Item	Page(s)	Action
<b>I. CONSENT ITEMS</b>		
<b>A. Call to Order</b>		
<b>B. Announcements and Introductions</b>		
<b>II. ORDER OF BUSINESS</b>		
<b>A. Meeting Minutes - March 27, 2017</b>	<b>Pgs. 1-2</b>	<b>X</b>
<b>B. WIOA Updates</b>		
1. March 2017 Financials	<b>Pgs. 3-7</b>	<b>X</b>
2. RFP Update - Recommendation of Technical Review Committee		<b>X</b>
3. OSO RFP Update		
4. Fiscal Agent Selection Update		
<b>C. Contracts</b>		
<b>D. Vacant Officer position</b>		
<b>E. Staffing</b>		
1. Administrative Coordinator - Jessie Foss - Transition Report		
2. Personnel Policy/Benefit Changes		
<b>III. CLOSED SESSION</b>		
<i>In accordance with Section 1, Subchapter IV of Chapter 19.85 (1)(c) and (3) of the State Statute on open meetings, the Executive Committee will enter into closed session for the purpose of discussing personnel matters, including compensation, performance, and advancement.</i>		
<b>IV. OPEN SESSION</b>		
<i>The meeting will re-convene in open session to vote on matters discussed in Closed Session, if applicable.</i>		
<b>V. CONCLUSION</b>		
<b>A. Unfinished Business</b>		
<b>B. New Business</b>		
<b>VI. ADJOURN</b>		

**Board Chair:** Mark Glendenning  
**Minute Scribe:** Julie Mitchell  
**Meeting Attendance:** page 2

**I. CONSENT ITEMS**

**A. Call to Order**

The conference call meeting was called to order by Ms. Balacek in Chair Glendenning's absence, at 2:08 p.m. A quorum was present on the phone, as indicated by roll call.

**B. Announcements and Introductions**

None

**II. ORDER OF BUSINESS**

**A. Meeting Minutes of January 30, 2017 and February 6, 2017**

Motion made (Roesler/Berg) to accept the minutes of January 30 and February 6, 2017 as presented. Motion carried unanimously.

**B. WIOA Updates**

**1. Financials**

Motion made (Berg/Roesler) to table discussion of Financials. Motion carried unanimously.

**2. RFP Update** – Ms. Sullivan and Ms. Mitchell reviewed the OSO and Adult/Dislocated Worker Requests for Proposals. Ms. Sullivan explained the OSO could have a cost or no cost associated with it since the work involved is minimal.

Motion made (Roesler/Eide) to authorize the release of the OSO Request for Proposals as presented. Motion carried unanimously.

Motion made (Berg/Roesler) to authorize the release of the Adult and Dislocated Worker Request for Proposals as presented. Motion carried unanimously.

**C. Board Matrix draft**

Motion made (Roesler/Eide) to table discussion of Board Matrix draft. Motion carried unanimously.

**D. Staffing**

Ms. Sullivan reported she has posted the administrative assistant position on JCW and Indeed and that interviews will commence soon.

**E. Professional Website Proposal**

Ms. Mitchell reviewed the proposal and explained that the website is a critical element of WDB business, both from a compliance standpoint and marketing/PR standpoint. Given its importance and acknowledging that current staff do not have the expertise necessary, Ms. Mitchell presented a proposal from Brad Myhre, Independent Contractor with educational background and considerable experience in website development and maintenance.

Motion made (Berg/Roesler) to approve the proposal as presented and authorize the WDB to enter into a contract with Brad Myhre for the services outlined in the proposal. Motion carried unanimously.

**III. CONCLUSION**

**A. Unfinished Business**  
None

**B. New Business**  
None

**VII. Adjourn**

The meeting adjourned at 2:58 p.m.

Respectfully recorded,

Julie Mitchell, Recorder



Respectfully submitted,

Mark Glendenning

Meeting Attendance – March 27, 2017 – Executive Committee (Conference Call)

<b>Present</b>	<b>Not Present</b>	<b>Others Present</b>
Judy Berg Pete Eide Patti Balacek Jodi Roesler	Greg Flogstad Jim Hill Mark Glendenning	Beth Sullivan, WDB Manager Julie Mitchell, WDB

Western Wisconsin Workforce Development Board

GRANT STATUS REPORT  
As of March 31, 2017

	WIOA Administration	WIOA Administration	WIOA Adult	WIOA Adult	WIOA Dislocated Wkr	WIOA Dislocated Wkr
Grant period	7/1/15-6/30/17	7/1/16-6/30/18	7/1/15-6/30/17	7/1/16-6/30/18	7/1/15-6/30/17	7/1/16-6/30/18
Grant available	\$ 142,900	\$ 124,074	\$ 424,966	\$ 353,097	\$ 327,097	\$ 325,543
Prior year expenditures	\$ 71,771	\$ -	\$ 247,236	\$ -	\$ 176,875	\$ -
Current YTD expenditures	\$ 71,129	\$ 36,563	\$ 177,730	\$ 81,204	\$ 150,222	\$ 14,901
Total expenditures	\$ 142,900	\$ 36,563	\$ 424,966	\$ 81,204	\$ 327,097	\$ 14,901
Grant balance	\$ -	\$ 87,511	\$ -	\$ 271,893	\$ -	\$ 310,642
Percent Spent	100.00%	29.47%	100.00%	23.00%	100.00%	4.58%

  

	WIOA Youth	WIOA Youth	DOC WTW	Special Response	Transition	Apprentice
Grant period	7/1/15-6/30/17	7/1/16-6/30/18	7/1/16-6/30/17	7/1/16-6/30/17	7/1/16-6/30/17	7/1/16-6/30/17
Grant available	\$ 534,044	\$ 438,028	\$ 58,000	\$ 40,554	\$ 95,647	\$ 50,453
Prior year expenditures	\$ 299,001	\$ -	\$ -	\$ -	\$ -	\$ -
Current YTD expenditures	\$ 235,043	\$ 73,444	\$ 40,493	\$ 33,074	\$ 58,846	\$ 11,092
Total expenditures	\$ 534,044	\$ 73,444	\$ 40,493	\$ 33,074	\$ 58,846	\$ 11,092
Grant balance	\$ -	\$ 364,584	\$ 17,507	\$ 7,480	\$ 36,801	\$ 39,361
Percent Spent	100.00%	16.77%	69.81%	81.55%	61.52%	21.98%

Special Response Grant - This grant covers dislocated workers from the following employers: Eagle Systems and Services, Everbrite, LB&B Associates, ATK, Chartwells, and Foremost Farms.

Dept of Corrections Window to Work (DOC WTW) - This program is to help offenders get back on their feet by helping with employment and surrounding support services.

Rapid Response Transition Grant - This grant is intended to fund Title 1 Adult and Dislocated Worker program services as well as costs incurred in WIOA transition and implementation activities. These activities include WIOA training, new procurements or revised contracts, hiring of additional staff, strategic planning and renegotiation of One-Stop MOU's.

Wisconsin Apprenticeship Growth and Enhancement Strategies (WAGES) Grant - This grant is intended to fund activities that will lead to additional Registered Apprenticeship opportunities in 3 key sectors - Advanced Manufacturing, Health Care and Information Technology.

WIOA Admin Budget to Actuals (16-17)  
Through 3/31/2017

WIOA

	Budget Proposed	Actual Expensed Through 3/31/2017	Budget Remaining (Overspent)	% Expended SL 75%
<b>REVENUE</b>				
Planned Carryover PY 15 - 16	28,580			
Additional Carryover from PY 15 - 16	42,549	-		
Projected Allocations	124,074	107,692		
Less Est Carryover-6/30/17	(26,040)	-		
<b>TOTAL REVENUE</b>	<b>169,163</b>	<b>107,692</b>	<b>-</b>	<b>64%</b>
<b>EXPENSES - OPERATIONAL</b>				
Staff Wages	78,904	42,719	36,185	54%
Staff Fringe	23,256	13,196	10,060	57%
Staff Travel	5,430	2,243	3,188	41%
Staff Development	1,992	849	1,143	43%
Supplies	2,419	1,253	1,166	52%
Rent	11,097	9,857	1,240	89%
Telephone	2,188	1,755	433	80%
Postage, Printing and Photocopying	1,354	1,784	(430)	132%
IT Access/Tech Support/Software	1,210	502	708	41%
Licenses, Membership and Fees	13,458	15,804	(2,346)	117%
Insurances	2,755	875	2,080	25%
LEO, Board Expenses, meeting expenses	6,350	4,152	2,198	65%
Subtotal	150,413	94,788	55,625	63%
Fiscal Agent Expenses	18,750	12,904	5,846	69%
Current Fiscal Year Expenditures	169,163	107,692	61,471	64%
Prior Year Expenditures	-	-	-	-
<b>TOTAL EXPENSES - OPERATIONAL</b>	<b>169,163</b>	<b>107,692</b>	<b>61,471</b>	

*Excess revenue to be budgeted*

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*Funds used to temporarily cover program costs for grants that were not yet released to the agency*

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WIOA Adult Budget to Actuals (16-17)  
 Through 3/31/2017  
 WIOA

	Budget Proposed	Actual Expensed Through 3/31/2017	Budget Remaining (Overspent)	% Expended SL 75%
<b>REVENUE</b>				
Planned Carryover PY 15 - 16	76,642			
Additional Carryover from PY 15 - 16	101,088			
Projected Allocations	353,097	258,934		
Less Est Carryover-6/30/17	(70,619)	-		
<b>TOTAL REVENUE</b>	<b>460,208</b>	<b>258,934</b>		<b>56%</b>
<b>EXPENSES - OPERATIONAL</b>				
Staff Wages	10,849	7,096	3,753	65%
Staff Fringe	6,763	2,437	4,326	36%
Staff Travel	164	125	39	76%
Staff Development	224	129	95	58%
Supplies	458	293	165	64%
Rent	27,045	18,790	8,255	69%
Telephone	258	177	81	69%
Postage, Printing and Photocopying	256	145	111	57%
IT Access/Tech Support/Software	2,588	108	2,480	4%
Licenses, Membership and Fees	877	1,263	(386)	144%
Insurance	16	-	16	0%
Board, LEO, Meeting Expenses	-	-	-	0%
Subtotal	49,498	30,563	18,935	62%
Job center expense	8,157	5,842	2,315	72%
Subcontractor Expenses	402,553	222,528	180,025	55%
<b>TOTAL EXP - OPERATIONAL</b>	<b>460,208</b>	<b>258,934</b>	<b>201,274</b>	<b>56%</b>
Prior Year Expenditures	-	-		
<b>TOTAL FUND EXPENDITURES</b>	<b>460,208</b>	<b>258,934</b>	<b>201,274</b>	
<i>Excess Revenue to be budgeted</i>	-			

WIOA DW Budget to Actuals (16-17)  
 Through 3/31/2017  
 WIOA

	Budget Proposed	Actual Expensed Through 3/31/2017	Budget Remaining (Overspent)	% Expended SL 75%
<b>REVENUE</b>				
Planned Carryover PY 15 - 16	62,260			
Additional Carryover from PY 15 - 16	87,692	-		
Projected Allocations	325,543	165,123		
Less Est Carryover-6/30/17	(65,109)	-		
<b>TOTAL REVENUE</b>	<b>410,386</b>	<b>165,123</b>		<b>40%</b>
<b>EXPENSES - OPERATIONAL</b>				
Staff Wages	13,218	3,898	9,320	29%
Staff Fringes	8,296	1,346	6,950	16%
Staff Travel	220	80	140	36%
Staff Development	303	67	236	22%
Supplies	544	156	388	29%
Rent	27,440	13,613	13,827	50%
Telephone	307	95	212	31%
Postage, Printing and Photocopying	305	83	222	27%
IT Access/Tech Support/Software	3,075	73	3,002	2%
Licenses, Membership and Fees	1,084	662	422	61%
Insurances	19	-	19	0%
Subtotal	54,811	20,073	34,738	37%
Job center expense	7,936	5,842	2,094	74%
Subcontractors	347,639	139,207	208,432	40%
<b>TOTAL EXP - OPERATIONAL</b>	<b>410,386</b>	<b>165,123</b>	<b>245,263</b>	<b>40%</b>
Prior Year Expenditures	-	-		
<b>TOTAL FUND EXPENDITURES</b>	<b>410,386</b>	<b>165,123</b>		
<i>Excess Revenue to be budgeted</i>	-			



WIOA Youth Budget to Actuals (16-17)  
Through 3/31/2017

WIOA

	Budget Proposed	Actual Expensed Through 3/31/2017	Budget Remaining (Overspent)	% Expended SL 75%
<b>REVENUE</b>				
Planned Carryover PY 15 - 16	96,129			
Additional carryover from PY 15 - 16	138,914	-		
Projected Allocations	438,028	308,487		
Less Est Carryover-6/30/17	(87,606)	-		
<b>TOTAL REVENUE</b>	<b>585,465</b>	<b>308,487</b>	<b>-</b>	<b>53%</b>
<b>EXPENSES - OPERATIONAL</b>				
Salaries/Wages	18,222	9,507	8,715	52%
Staff Fringes	12,618	3,329	9,289	26%
Staff Travel	300	202	98	67%
Staff Development	411	182	229	44%
Supplies	720	165	555	23%
Rent	10,747	7,687	3,060	72%
Telephone	406	264	142	65%
Postage, Printing and Photocopying	403	233	170	58%
IT, Access/Tech Support/Software	4,070	288	3,782	7%
Licenses, Memberships, fees	1,446	1,770	(324)	122%
Job Center and Youth Event	12,382	2,500	9,882	20%
Insurances	14	-	14	0%
Subtotal	61,739	26,127	35,612	42%
Subcontractor Expenses - WisCorps	523,726	282,360	241,366	54%
<b>TOTAL EXP - OPERATIONAL</b>	<b>585,465</b>	<b>308,487</b>	<b>276,978</b>	<b>53%</b>
Prior Year Expenditures	-	-	-	-
<b>TOTAL FUND EXPENDITURES</b>	<b>585,465</b>	<b>308,487</b>		

*Excess Revenue to be budgeted*

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