

**Acting Committee Chair: Tammy Brown**  
**Minute Scribe: Jessie Foss Meeting**  
**Attendance: See Page 3**

**I. CONSENT ITEMS**

A. Call to Order

Ms. Brown called the meeting to order at 2:02 p.m. A quorum was present as indicated by roll call.

B. Announcements and Introductions

None.

**II. ORDER OF BUSINESS**

A. Meeting Minutes — January 22, 2018

Motion made (Roesler/Hill) to approve January 22, 2018 meeting minutes. Motion approved unanimously.

B. Financials

Ms. Jessie presented the financials as of January 31, 2018. She compared actual expenses to straight line expenses. Ms. Mitchell provided more information on the WIOA Youth budget because it is significantly overspent. She has asked WisCorps to submit a spending plan for the remainder of the contract by March 28.

Motion made (Hill/Roesler) to approve the financial report. Motion approved unanimously.

C. Committee Reports

Ms. Mitchell provided an update from the February 5, 2018 strategy committee meeting. Committee members discussed the strategy plan and adjustments to it. It was decided Ms. Mitchell would make adjustments and send the plan back for approval. Board members also discussed the board matrix. It was decided Ms. Mitchell would send out a survey, which board members have since completed.

Ms. Balacek provided an update from the February 15, 2018 operations committee meeting. Committee members discussed the overspent WIOA Youth budget as well as the DOC Windows to Work report. It was decided a new reporting format should be constructed to better relay actual program activities. The committee also discussed the strategy plan. It was decided Ms. Mitchell should put together a plan.

Motion made (Roesler/Hill) to accept the committee reports. Motion approved unanimously.

D. Revised Policies and Job Descriptions

Ms. Mitchell presented updated WDB Executive Director and Administrative Coordinator position descriptions as well as updates to policy for technical review of proposals personnel policies and financial policies and procedures.

It was decided the WDB Executive Director position should read: Must have access to reliable transportation rather than must be able to drive. Bending and walking required will also be removed from the WDB Executive Director and Administrative Coordinator position descriptions.

Changes to policies are as follows:

Policy for technical review of proposals:

- The following language was added to the Conflict of Interest section: No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award

he or she has a real or apparent conflict of interest (Uniform Guidance 200.318 (c)(1)).

- The following paragraph was removed: The results of the Technical Review Committee will be shared with the Executive Committee and/or Full WESTERN WDB for a final decision on the selected contractor. The Technical Review Team results are advisory in nature and not binding on the WESTERN WDB. The WESTERN WDB reserves the right to make selections based solely on the final scores or to take into consideration other relevant factors when applicable. Western WESTERN WDB may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of the Western WESTERN WDB the services proposed are not needed, the costs are higher than Western WESTERN WDB finds reasonable in relation to the overall funds available, or if past management concerns lead Western WESTERN WDB to believe that the bidder has undertaken more services than it can reasonably provide; geographic balance is not achieved and/or other relevant factors. The WESTERN WDB may consider any information that comes to its attention. If a decision is based on other than the final score, the decision will be documented with reasons outlined.

Personnel Policies:

- The following was added to the conflict of interest section: Under Uniform Guidance 200.318 (c) (1), no employee, officer, or agent may participate in the selection, award, and administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.

Financial policies and procedures:

- The WDB Record Retention Policy was updated to: In accordance with Uniform Guidance 200.333, financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years. The WDB will keep these items that originated from the WDB for three years. Subcontractors will be required to keep these items that originated from their organization for three years.

In accordance with WIA Policy Update 07-05, program participant files must be retained for seven consecutive years after the participant exists from US DOL funded programs. Subcontractors will turn over participant files to the WDB at the time of exit. The WDB will retain the participant files for the seven year period following exit.

- The following was added under cost allowability:

C. Under Uniform Guidance 200.302 (b)(7), written procedures for determining the allowability of costs must be in place. Allowability of all costs is to be aligned with Subpart E-Cost Principles, which include but are not limited to

1. All costs must be necessary and reasonable (recognized as ordinary, at or below market price for similar goods/services, and is in accordance with local, state, and federal policies) and in accordance with GAAP.
2. All costs treated as either direct or indirect are done so consistently and documented.
3. No costs can be used to meet cost share or matching requirements of other federal awards.
4. All costs must be allocable, as per Statute 75.405, and in accordance with WIOA Public Law 113-128; 29USC Sec. 3101, 81 FR 56072, all DWD-DET policies/procedures, and 2 CFR Parts 2900 & 38. The entities that incur the costs must ensure accordance with all the above.

- The following sentence was updated under II. Procurement: Small business, minority owned businesses, women's businesses, and labor surplus area firms will be considered in purchasing.

- The following bullets were removed from Non-Competitive Proposals:

- Enrollment of individual participants into classroom training
- The funding source authorizes noncompetitive proposals

- The following Records Maintenance and Insurance section was updated:
  - A. In accordance with Uniform Guidance 200.333, financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years. The WDB will keep these items that originated from the WDB for three years. Subcontractors will be required to keep these items that originated from their organization for three years. In accordance with WIA Policy Update 07-05, program participant files must be retained for seven consecutive years after the participant exists from US DOL funded programs. Subcontractors will turn over participant files to the WDB at the time of exit. The WDB will retain the participant files for the seven year period following exit.

Motion made (Roesler/Hill) to approve job descriptions and changes to policies. Motion approved unanimously.

- E. Revised Budget  
Removed from agenda.

**III. CONCLUSION**

- A. Old Business  
None.
- B. New Business  
None.

**IV. ADJOURN**

Meeting adjourned at 2:34 p.m.

Respectfully recorded,  
Jessie Foss, recorder

*Jessie Foss*

Respectfully submitted,  
Tammy Brown

*Tammy Brown*

Present

Tammy Brown  
Patti Balacek (via phone)  
James Hill  
Jodi Roesler

Not Present

Judy Berg  
Pete Eide  
Mark Glendenning

Others Present

Jessie Foss, WDB  
Betsy Jessie, JRM CPAs (via phone)  
Julie Mitchell, WDB  
Kelly Norsten, Workforce Connections