

**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.



**WDB Full Board Meeting**

**Monday, August 17, 2015  
at 3:00 p.m. to 5:00 p.m.**

**Workforce Development Center  
Large Conference Room  
2615 East Avenue South, La Crosse WI  
Conference Call  
712-775-7031  
Mtg. ID 651-305-857**

**Please RSVP your attendance to Beth Sullivan  
[Sullivanb@westernwdb.org](mailto:Sullivanb@westernwdb.org)  
or 608-789-5499**

- |   |   |
|---|---|
| <input type="checkbox"/> Jodi Roesler, Chair<br>Dairyland Power Cooperative       | <input type="checkbox"/> Amy Grotzke<br>Division of Vocational Rehabilitation |
| <input type="checkbox"/> James Hill, Vice Chair<br>LADCO                          | <input type="checkbox"/> Dan Hanson<br>Western Wisconsin AFL-CIO              |
| <input type="checkbox"/> Pete Eide, Sec./Treasurer<br>Hillview Health Care Center | <input type="checkbox"/> Fran Hegenbarth<br>Western Wisconsin AFL-CIO         |
| <input type="checkbox"/> Marina Abbott<br>Manpower                                | <input type="checkbox"/> Grace Jones<br>Couleecap, Inc.                       |
| <input type="checkbox"/> Joel Arnold<br>3M  | <input type="checkbox"/> Guy Leavitt<br>CESA 4                                |
| <input type="checkbox"/> Judy Berg<br>Courtesy Corporation                        | <input type="checkbox"/> Janine Luz<br>Gundersen Health System                |
| <input type="checkbox"/> Bob Brague<br>J.F. Brennan Company, Inc.                 | <input type="checkbox"/> Dan Miller<br>Borton Construction Inc.               |
| <input type="checkbox"/> Daniel Braund<br>CenturyLink                             | <input type="checkbox"/> Kelly Norsten<br>Workforce Connections, Inc.         |
| <input type="checkbox"/> Patti Balacek<br>Western Technical College               | <input type="checkbox"/> Kathleen Olson<br>Job Service                        |
| <input type="checkbox"/> David Connolly<br>Crawford Co. Economic Dev. Corp.       | <input type="checkbox"/> Dave Schams<br>Schams Financial Services             |
| <input type="checkbox"/> Greg Flogstad<br>MRRPC                                   | <input type="checkbox"/> Marianne Torkelson<br>Co-op Credit union             |
| <input type="checkbox"/> Becky Grapes<br>Badger Corrugating                       | <input type="checkbox"/> Vicki Proudlock<br>Unemployment Insurance            |

**Meeting Schedule**

**December, 2014**

|                  |                     |          |
|------------------|---------------------|----------|
| 5 <sup>th</sup>  | Oversight Committee | 9:00 am  |
| 10 <sup>th</sup> | OSO Taskforce       | 1:00 pm  |
| 15 <sup>th</sup> | LEO                 | 10:00 am |
|                  | WDB Full Board      | 3:00 pm  |

**January, 2015**

|                  |                                |         |
|------------------|--------------------------------|---------|
| 8 <sup>th</sup>  | Youth Council                  | 2:00 pm |
| 9 <sup>th</sup>  | Service Coordination Committee | 9:00 am |
| 14 <sup>th</sup> | OSO Taskforce                  | 1:30 pm |
| 19 <sup>th</sup> | Planning Committee             | 1:30 pm |
| 26 <sup>th</sup> | Executive Committee            | 1:00 pm |

**February, 2015**

|                  |                |          |
|------------------|----------------|----------|
| 11 <sup>th</sup> | OSO Taskforce  | 1:30 pm  |
| 16 <sup>th</sup> | LEOs           | 10:00 am |
|                  | WDB Full Board | 3:00 pm  |

**March, 2015**

|                  |                                |         |
|------------------|--------------------------------|---------|
| 6 <sup>th</sup>  | Service Coordination Committee | 9:00 am |
| 11 <sup>th</sup> | OSO Taskforce                  | 1:30 pm |
| 12 <sup>th</sup> | Youth Council                  | 2:00 pm |
| 16 <sup>th</sup> | Planning Committee             | 1:30 pm |
| 23               | Executive Committee            | 1:00 pm |

**April, 2015**

|                  |                |          |
|------------------|----------------|----------|
| 8 <sup>th</sup>  | OSO Taskforce  | 1:30 pm  |
| 20 <sup>th</sup> | LEOs           | 10:00 am |
|                  | WDB Full Board | 1:00 pm  |

**May, 2015**

|                  |                                |         |
|------------------|--------------------------------|---------|
| 1 <sup>st</sup>  | Service Coordination Committee | 9:00 am |
| 13 <sup>th</sup> | OSO Taskforce                  | 1:30 pm |
| 14 <sup>th</sup> | Youth Council                  | 2:00 pm |
| 18 <sup>th</sup> | Planning Committee             | 1:00 pm |
|                  | Executive Committee            | 2:00 pm |

**June, 2015**

|                  |                |          |
|------------------|----------------|----------|
| 10 <sup>th</sup> | OSO Taskforce  | 1:30 pm  |
| 15 <sup>th</sup> | LEOs           | 10:00 am |
|                  | WDB Full Board | 3:00 pm  |

# MEETING AGENDA

Full Board Meeting

Monday, August 17, 2015

3:00 to 5:00 p.m.

Workforce Development Center- Large Conference Room



| Agenda Item   | Page(s) | Action |
|---|---------|--------|
| <b>I. CONSENT ITEMS</b>   |         |        |
| <b>A</b> Call to Order  |         |        |
| <b>B</b> . Introductions  |         |        |
| <b>II. ORDER OF BUSINESS</b>  |         |        |
| <b>A. Meeting Minutes of April 20, 2015</b>   | Pgs.    | X      |
| <b>B. Workforce Development</b>   |         |        |
| <b>1. Local, Regional, State and National Announcements</b><br><i>Provided by Chair, Board Members, WDB staff or public</i> |         |        |
| <b>2. WDB Manager Report</b>  |         |        |
| • Staffing Update   |         |        |
| • LEO Meeting – August 17, 2015   |         |        |
| • PY14 Fiscal Monitoring  |         |        |
| <b>C. WDB Business</b>  |         |        |
| • ADM Budget Report   | Pg.     |        |
| • Grant Status Reports  | Pg.     |        |
| <b>D. Committee Reports</b>   |         |        |
| <b>1. Planning Committee – March 16, 2015</b>   | Pgs.    | X      |
| • Recommended Acceptance of addition \$4,750 for DOC Contract   |         |        |
| • Recommended Acceptance of Program Budget to Actual Reports through January  |         |        |
| • Accepted Workforce Connections, Inc. Update Report  |         |        |
| • Provided direction to WCI on service in the current labor market  |         |        |
| <b>2. Service Coordination Committee –March 6, 2015</b>   | Pgs.    | X      |
| • Reviewed Monthly Tracking Reports   |         |        |
| • Accepted Guidance Memos on Accepting Funds, Computer laptops; Package deliver and receipt                                 |         |        |
| • Reviewed Job Center Fund Account  |         |        |
| <b>3. Youth Council – no meeting</b>  |         |        |
| <b>4. Executive Committee – June 1, June 15, June 24, June 29, August 17, 2015</b>  |         |        |

| <b>Agenda Item</b> | <b>Page(s)</b> | <b>Action</b> |
|--------------------|----------------|---------------|
|--------------------|----------------|---------------|

---

**III. Collaborative Opportunity**

- *Lisa Herr, Executive Director of 7 Rivers Alliance will be presenting a grant opportunity that involves a high level of community collaboration.*

**IV. CONCLUSION**

- A. Unfinished Business**
- B. New Business**

**V. ADJOURN**

Board Chair: Jodi Roesler  
Minute Scribe: Julie Mitchell  
Meeting Attendance: page 4

## I. CONSENT ITEMS

### A. Call to Order

The meeting was called to order by Chair Roesler at 1:15pm. A quorum was present

### B. Introductions

Introductions were made for those present, including present non-Board attendees, Teresa Pierce (Workforce Connections, Inc.) and Karen Pfeil (DWD).

### C. Additions/Deletions to Agenda

None

## II. ORDER OF BUSINESS

### A. Meeting Minutes of February 16, 2015

Motion made (Hill/Schams) to approve February 16, 2015 meeting minutes with removal of the last bullet point under Section IV. Strategy Discussion because the schematic was not attached nor discussed. Motion carried unanimously.

### B. Workforce Development

#### 1. Local, Regional, State, and National Announcements

None

#### 2. WDB Manager Report

##### a. Staffing update

Ms. Sullivan reported that Julie Mitchell had started working as the WDB Program Coordinator and gave a brief synopsis of her background.

##### b. LEO Meeting – April 20, 2015

Ms. Sullivan reported on what was discussed at the LEO meeting, including WIOA performance measures, Board composition. She stated it was agreed that the Executive Committee would recommend to the LEOs what seats to have on the Board. Marina Abbott's reappointment to the Board was approved.

##### c. Update on contract extensions

Ms. Sullivan reported that current WIA Adult and Dislocated Worker contracts have been extended until the end of September 2015, but she is unsure at this time what happens to the carryover in the new WIOA regulations. Youth contracts will be extended for the same time period, but Ms. Sullivan is waiting for budgets from the providers. Ms. Sullivan stated that RFPs for PY15 services should be out in May or June. Discussion regarding contracts for WIA and WIOA services ensued.

**C. WDB Business**

**1. ADM Budget Report**

Ms. Sullivan explained the report, specifically that expenses were high due to the purchase of a copier for the job center and that there were not enough grants for WDB staff to charge time into.

**2. Grant Status Report**

Ms. Sullivan explained the report and each grant budget's actual vs. straight line expenditures. She pointed out areas of under-expenditure but stated that contract extensions should help spend unused funds.

Motion made (Luz/Eide) to accept ADM Budget Report and Grant Status Report as presented. Motion carried unanimously.

**D. Committee Reports**

**1. Planning Committee – March 16, 2015**

Mr. Hill presented the highlights from the recent meeting minutes of the Committee. Highlights included:

- The Committee recommended acceptance of additional \$4750 for DOC contract
- The Committee recommended acceptance of program budget to actual reports through January
- The Committee accepted WCI update report
- The Committee provided direction to WCI on service in current labor market

Motion made (Abbott/Braund) to accept the Planning Committee minutes as presented. Motion carried unanimously.

**2. Service Coordination Committee – March 6, 2015**

Ms. Sullivan presented the highlights from the recent meeting minutes of the Committee. Highlights included:

- The Committee reviewed monthly tracking reports, including job center walk-ins/phone calls, Business Services Team workshop attendance, and OSO Taskforce minutes.
- The Committee accepted Guidance Memos on accepting funds, computer laptops, package delivery and receipt
- The Committee reviewed Job Center Fund Account

Motion made (Brague/Eide) to accept the Service Coordination Committee minutes as presented. Motion carried unanimously.

**3. Youth Council – No report due to no meeting being held.**

**4. Executive committee – No report due to no meeting being held.**

### III. STRATEGY DISCUSSION

#### A. WIOA – group sessions with questions

Ms. Sullivan presented a power point outlining WIOA regulations. Board members broke out by committee for small group discussion. Discussion ensued regarding the RFP process.

#### B. Group Reports

Each committee-based small group reported out on their small group discussion regarding how to proceed with the RFP process.

Motion made (Hill/Schams) for the WDB to (1) Give authority to the Youth Council to recommend and approve WIOA Youth provider(s) based on the RFP/Proposal Review process results; (2) Give authority to the Planning Committee to recommend and approve WIOA Adult and Dislocated Worker provider(s) based on the RFP/Proposal Review process results; and (3) Give authority to the Service Coordination Committee to recommend and approve a One-Stop Operator based on the RFP/Proposal Review process results, with the stipulation that the Executive Committee approve final contracts before they are issued.  
Motion carried unanimously.

### IV. Conclusion

#### A. Unfinished Business

None

#### B. New Business

None

### V. Adjourn

The meeting adjourned at 3:15 pm.

Respectfully submitted,



Julie Mitchell, Recorder  
WDB Program Coordinator

**WDB Full Board  
Monday April 20, 2015  
Meeting Minutes – Draft Pending Approval**

---



**Attendance – April 20<sup>th</sup>, 2015 WDB Full Board Meeting**

| <b>Present</b>             | <b>Excused</b> | <b>Absent</b>   | <b>Others Present</b>  |
|----------------------------|----------------|-----------------|------------------------|
| Jodi Roesler               | Joel Arnold    | Fran Hegenbarth | Beth Sullivan, WDB Mgr |
| Jim Hill                   | Judy Berg      | Guy Leavitt     | Julie Mitchell, WDB    |
| Pete Eide                  | Patti Balacek  | Dan Miller      | Teresa Pierce, WCI     |
| Marina Abbott              | David Connolly |                 | Karen Pfeil, DWD       |
| Bob Brague                 | Becky Grapes   |                 |                        |
| Dan Braund                 | Dan Hanson     |                 |                        |
| Greg Flogstad              | Kelly Norsten  |                 |                        |
| Amy Grotzke                | Kathleen Olson |                 |                        |
| Grace Jones                |                |                 |                        |
| Janine Luz                 |                |                 |                        |
| Dave Schams                |                |                 |                        |
| Vicki Proudlock            |                |                 |                        |
| Marianne Torkelson (phone) |                |                 |                        |