

**WDB FULL BOARD COMMITTEE**  
**February 16, 2015**  
**Meeting Minutes**

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Committee Chair: Jodi Roesler, WDB Chair  
Minute Scribe: Beth Sullivan, WDB Manager  
Meeting Attendance: Page 4

**I. CONSENT ITEMS**

**A. Call to Order**

The meeting was called to order by Chair, Jodi Roesler at 3:05 pm.

**B. Introductions.**

**II. ORDER OF BUSINESS**

**A. Meeting Minutes of October 20, 2014.**

Motion made (Schams/luz) to approve the October 20, 2014 minutes. Motion carried unanimously.

**B. Workforce Development**

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

None

**2. WDB Manager Report**

- **WIOA Update** – Ms. Sullivan reported the WIOA Regulation that were to be posted by January 18, 2015 have been delayed to a posting “in the spring” according to the U.S. Department of Labor. This delay will have implications on procurement of WIOA services that were set to begin on July 1, 2015. Ms. Sullivan is serving on two statewide WIOA law review groups – Youth and Local Plan.
- **National Emergency Grants – Dislocated Worker Training**  
Ms. Sullivan reported the NEG grant is currently underspent. She is currently working with Workforce Connections, Inc. to move costs into the grant as directed by DWD; however our spending is such that we will not be requesting the second installment of \$111,800. This will be further discussed under the Executive Committee.
- **Staffing Update**  
Ms. Sullivan reported that Laurie Tweten vacated her position with the WDB as of January 20, 2015. Ms. Leigh Kinyon accepted the Program Coordinator Position and will begin on March 2, 2015.

**C. Committee Reports.**

**1. Planning Committee – January 19, 2015**

Ms. Sullivan gave the report in Mr. Hill’s absence. The planning committee

- Recommended the Executive Committee accept the Budget to Actual Reports for the Adult and Dislocated Worker Programs and the Grant Status report
- Accepted the PY14 2<sup>nd</sup> Quarter Performance Report as reported by DWD. A handout was provided.
- Accepted Workforce Connections, Inc. Program report

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- Agreed to an RFP for the WI Department of Corrections services at the Jackson Correctional Institution, Prairie du Chien Institution and New Lisbon Correctional Institution should the DOC extend the contract.
- Accepted the Policy on Participant Updates and Contact
- Heard about obstacles to the WIA program due to the low unemployment rate in the WDA.

Motion made (Hanson/Grotzke) to accept the Planning Committee Report including the Policy on Participant Update and Contact. Motion passed with one abstention (Norsten).

#### 2. Service Coordination Committee

No Report, the Committee did not meet.

#### 3. Youth Council

No Report, the Council did not meet.

#### 4. Executive Committee

Ms. Roesler presented the Executive Committee Report. The Committee met on January 26 and

- Accepted the PY 14 Updated budgets that encompass the known fees for insurance and retirements accounts.
- Accepted the PY13 Independent Audit Report of Workforce Connections, Inc. as the fiscal agent
- Approved changes to the personnel policies to update the retirement benefits for staff and addressed how personal days can be taken (no change).
- Heard committee reports
- Accepted the extension of Adult, Dislocated Worker and Youth contracts through September 2015 using the excess carryover. This is step was taken as a precautionary measure in case the release of WIOA regulations prohibit procuring services providers in time for a July 1, 2015 start-up.
- Discussed the obstacles to the WIA program due to the low unemployment rate in the WDA and mentioned to the WIA Adult and DW services provider that it may be necessary to focus on meeting performance (rather than exceeding) in order to serve jobseekers in the current marketplace.
- Went in to closed session to discuss personnel. No action was taken.

Motion (Flogstad/Arnold) to accept the Executive Committee report including the PY14 Budget Revisions and the extension of the contracts. Motion passed with one abstention (Norsten).

### III. Board Education/Program - RES (Re-Employment Services ) Session Redesign

Ms. Kathleen Olson, DWD Job Service District Director, provided an overview of the changes to the Re-Employment Services that will be instituted in March 2015. Those on UI will receive a letter directing them to take an on-line assessment for "Job Search Preparedness."

- As a result of assessment, individuals will be assigned to one of three classifications

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- Job Search Ready – will be directed to self-service at Job Centers or on-line
- Needing a light touch – will be directed to on-line tutorials to help with preparedness (resume's, applications, etc.)
- Not Job Search Ready – These individuals will be directed to in-person services at the Job Centers or at meeting locations within their local counties.
- As a result of the new system, the job centers can expect to see increased traffic for those who are not job ready or who need computer literacy training.
- RES in-person trainings will increase.
- Libraries will be continuing to partner to provider computer literacy training.
- An alternative to on-line registration and assessments will be available to those who are not computer literate or who have no access to computers.

Ms. Olson noted that the in-person RES sessions are an excellent method for the WIA program to recruit and has invited Workforce Connections, Inc. to attend the session and provide opportunities to sign up for appointments with WIA case managers.

A question and answer period ensued.

#### IV. Strategy Discussion

The Board held a strategy discussion to address possible changes in service strategies under WIOA and within the current economy. Ms. Sullivan will put the discussion topics in to a format to be addressed at the next meetings of the Committees and Board. The main items were:

- More emphasis on “soft” or “Success skills”
- More emphasis on transitional jobs and on-the-job trainings
- A Tiered approach to ensure that those needing more intensive services are receiving them

#### III. CONCLUSION

##### A. Unfinished Business

None.

##### B. New Business

None.

#### V. ADJOURN

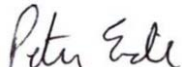
The meeting adjourned at 4:30 pm.

Respectfully recorded



Beth Sullivan, WDB Manager Recorder

Respectfully submitted



Pete Eide, WDB Secretary/Treasurer

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**ATTENDANCE – February 16, 2015 WDB Full Board Committee Meeting**

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