

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 20th, 2015 WDB Full Board Meeting

Present	Excused	Absent	Others Present
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)			