

Board Chair: Janine Luz
Minute Scribe: Julie Mitchell
Meeting Attendance: page 4

I. CONSENT ITEMS

A. Call to Order

The meeting was called to order by Chair Luz at 3:05 p.m. A quorum was present

B. Introductions

Round robin introductions were made.

II. ORDER OF BUSINESS

A. Meeting Minutes of October 17, 2016.

Motion made (Hill/Balacek) to approve October 17, 2016 meeting minutes as presented.

Motion carried unanimously.

B. Workforce Development

1. Local, Regional, State, and National Announcements

Mr. Flogstad announced that the Mississippi River Regional Planning Commission will be completing a 5-Year Comprehensive Economic Development Strategy Report (CEDS). There will be a public hearing for comments on the report at the Best Western AmericInn after the first of the year. The report covers the western region with the exception of Juneau County and with the addition of Pierce and Pepin Counties.

Ms. Olson announced that WIOA Service Providers and Program Administrators were still waiting for guidance from DOL and DWD on performance measures and joint rules.

C. Presentations

Liz Beard, United Way, gave a powerpoint presentation about the ALICE (asset-limited, income-constrained, employed) Report. She gave an overview of Wisconsin and the western region, indicating the region received a poor rating for affordable housing, a fair rating for job opportunities, and a good rating for community resources.

D. Manager's Report

1. Financials – No discussion on the financials that were included in the packet as the Executive Committee already approved them.

2. Board Membership Update – Ms. Sullivan announced that Dan Braund resigned his Board position and his position will need to be filled for the remainder of his term.

3. INSPIRE Update –Ms. Sullivan reported that the WDB, 7 Rivers Alliance, WEDC, Black River Falls Chamber of Commerce and the School District will be piloting the implementation of INSPIRE. The Youth Council and Executive Committee approved the use of \$2500 of WIOA Youth funds to be used to help support the pilot implementation. Round 2 will include an expansion to other areas as well as deployment in the Job Centers. INSPIRE will have applications that will appeal to both students and job seekers.

4. **New Initiatives**– No discussion.
5. **Budget** – Ms. Sullivan explained the budget presented as a handout and sent out separately to Board members. The budget was similar to the one previously presented, with the addition of the WAGE\$ grant and Chief LEO trip to NACO. Ms. Sullivan explained again how allocations are based on staff time spent in each program and will fluctuate month to month.

Motion made (Glendenning/Eide) to accept the Budget as presented which includes the WAGE\$ grant and the NACO expenses. Motion carried unanimously.

E. Program Activities

1. **PY15 Monitoring Report Update**- Ms. Mitchell reported that an extension has been granted to service providers to produce documentation and reimburse any disallowed costs. All transactions must be submitted by December 30, 2016.
2. **WAGE\$ Grant Update** – Ms. Mitchell reported that she met with the Bureau of Apprenticeship Standards Apprenticeship Training Representative (ATR) Kathy O’Sullivan regarding developing an outreach plan and plan for development of pre-apprenticeship training. The plan is to integrate the pre-apprenticeship training into other programs to prepare individuals for entry into registered apprenticeship. Ms. Mitchell will be meeting with Business Services Coordinator Lizz Boecker to articulate the plan as it applies to the manufacturing industry.
3. **PY16 Continuous Improvement Plan** – Ms. Mitchell gave an overview of the changes to the Plan, including addition of civil rights/EO to the scope of the monitoring activities and the addition of transition review to the Programmatic and Fiscal elements of monitoring.

Motion made (Balacek/Jones) to accept the PY16 Continuous Improvement Plan as presented. Motion carried unanimously.

4. **Program Progress Reports** – Ms Mitchell explained the reports included in the packet noting that the Adult/DW provider was on track for meeting numbers served but an increase in work-based learning opportunities should be occurring soon. Ms. Mitchell explained the break-down of service by county for Adult/DW services. Ms. Mitchell indicated that training credentials are aligned with demand industries, with 48% of credentials earned in healthcare, 18% in manufacturing, 15% in business/sales/customer service, and 11% in transportation. Ms. Mitchell also mentioned that the number of Out of School youth served should see an increase in the near future in order to reach the goal.

Motion made (Glendenning/Erickson) to accept the Program Progress Reports as presented. Motion carried unanimously.

F. Committee Reports

1. **Youth Council – Minutes were handed out**
Mr. Schams (in absence of Ms. Berg) reported on the activities of the Youth Council

including hearing a presentation from WisCorps; receiving a report on the TUMMA youth activities; a roundtable discussion on community initiatives, and a discussion of uses for remaining \$7,500 of the Youth Council set aside

Motion made (Flogstad/Eide) to accept the Youth Council report as presented. Motion carried unanimously.

2. Executive Committee – Minutes were included in packet

Ms. Luz reported on the highlights of the recent meetings:

- Approved updated Financial Procedures Manual
- Approved financial support \$2500 for INSPIRE pilot
- Discussed possible addition of an Officer
- Recommended Officer Slate of Mark Glendenning (Chair); Jim Hill (Vice-Chair); Pete Eide (Sec/Treas); and Jodi Roesler (Past Chair).
- Approved Sept 2016 financials

Motion made (Hill/Glendenning) to accept the Executive Committee report as presented. Motion carried unanimously.

G. Slate of Officers – Ms. Luz announced the Slate of Officers and asked 3 times for nominations from the floor. Hearing no nominations,

Motion made (Flogstad/Erickson) to cast unanimous vote for the ballot set forth

The following discussion ensued after the motion the accept the slate was made.

Ms. Grotzke stated that the recent letter from the LEOs indicated their recommendation to fill the Vice-Chair seat with a person eligible to step into the Chair position, and she was of the opinion the slate as presented did not meet the intent of the LEO recommendation.

Mr. Schams questioned the Vice-Chair on the slate, indicating that the Vice-Chair should be someone who is able to assume the Chair role according to the current WDB By-Laws. He further stated Mr. Hill has been an excellent member of the Board, but that Board actions need to be aligned and fully compliant with the letter of the law and the WDB By-Laws.

Ms. Balacek reported that it was her suggestion of seating more than one Vice-Chair in order to increase the depth of the Executive Committee, indicating Mr. Hill could be a Vice Chair and there could be a Chair Elect. Mr. Glendenning and Chair Luz concurred that there should be a Vice Chair and a Chair Elect.

Ms. Grotzke stated with the size of the current Board, she did not feel it necessary to have 2 Vice Chair positions. Mr. Hill responded that it is not unusual to have more than one Vice-Chair. Ms. Proudlock inquired why the Board would need 2 Vice-Chairs rather than just elect a Vice-Chair that would be eligible to assume the Chair role and be in compliance with current by-laws. Ms. Olson concurred with Ms. Grotzke and Ms. Proudlock and added that there should be a succession plan to transfer knowledge, but 2 Vice Chairs are not needed to do this, especially if it puts the Board out of compliance with its by-laws which in her opinion it did.

When the question was raised on the WIOA law in respect officers, Ms. Sullivan stated the law mentions the Chair needs to be a business representative but remains mum on other officer positions; however, it is in our by-laws that the Vice Chair is the Chair Elect. The Chair-Elect position needs to be eligible to assume the Chair position. She stated the slate as presented would be in violation of our By-laws and goes against the LEO letter and desire. Ms. Grotzke stated agreement that approving the slate as presented put the Board in violation of the current WDB By-Laws.

Mr. Schams asked for a roll call, indicating that he felt like the current slate might be in violation of current WDB By-Laws. Mr. Flogstad and Mr. Eide stated their opinion as there was no violation of by-laws in electing the Slate as presented. Mr. Eide suggested a hand count to which Mr. Schams agreed. Mr. Hill was of the opinion there would be no violation until it became necessary for the Vice Chair to assume the office of Chair and that the WDB By-Laws would be changed by then. If the Chair did need to step down, he would not accept the Chair position, so the intent is to comply.

Mr. Schams stated the Oversight Committee would need to look at by-law changes and the recommended changes would need approval of 2/3 of Board members. Ms. Sullivan reminded members that suggested by-law changes would need to be posted 10 days prior to voting on them.

A vote by hand count was taken. Motion passed, originally with 4 members voting NAY (Olson, Grotzke, Proudlock, and Schams), but Mr. Schams changed his vote to YAY noting the intent to comply.

H. By-Law Revision Discussion

Discussion ensued regarding by-law changes, including suggestions to remove “chair-elect” language or to separate out the secretary/treasurer position so that there would be 4 officers. Chair Luz charged the Oversight Committee to consider the by-laws and recommend changes to the full Board.

III Conclusion

A. Unfinished Business

None

B. New Business

None

IV. Adjourn

The meeting adjourned at 4:38 p.m.

Respectfully recorded,



Julie Mitchell, Recorder

Respectfully submitted,



Janine Luz, Chair

Present

Pete Eide, Treasurer
Mark Glendenning
Marina Abbott
Tammy Brown
Patti Balacek
Jim Hill, Vice-Chair
Patrick Rodriguez
Dave Schams
Greg Flogstad
Vicki Proudlock
Kathleen Olson
Grace Jones
Janine Luz, Chair
Jessica Subach
Amy Grotzke

Excused/Absent

Jodi Roesler
Judy Berg
Daniel Braund
Rebecca Grapes

Also Present

Julie Mitchell, WDB
Beth Sullivan, WDB
Teresa Pierce, Workforce Connections
Lizz Boecker, Western
Liz Beard, United Way