

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 3:02 p.m. A quorum was present

B. Introductions

Ms. Tammy Brown, Logistics Health, Inc. was introduced and welcomed as a newly appointed Board member. The membership introduced themselves.

II. ORDER OF BUSINESS

A. Meeting Minutes of February 16, 2015.

Motion made (Rodriguez/Abbott) to approve February 16, 2015 meeting minutes. Motion carried unanimously.

B. Workforce Development

1. Local, Regional, State, and National Announcements

There were no announcements made.

C. Presentations

Mr. Bryan Huebsch, DWD, presented the new performance standards under WIOA. He explained the differences between WIOA and WIA measures and outlined the common requirements.

Mr. Ray Heidel presented on the BITS Basic Computer Skills Course that will be offered at the Workforce Center in La Crosse. This course is also available on line, free of charge to users. It is easy to follow and presented in an understandable format for those not acquainted with computers.

D. Manager's Report

1. Sector Activities – Mr. Joel Guberud has resigned his position with the WDB effective last Friday. Ms. Luz recommended that the discussion with TUMMA be referred to the Executive Committee, to allow for an in-depth conversation on how to proceed going forward.

Motion made (Hill/Abbot) to refer discussion to Executive Committee. Motion passed unanimously.

2. **Best Places to Work** – Ms. Sullivan presented information on Best Places to work, mentioning that Workforce Development uses this recognition program as part of its employer outreach. It was suggested that this could replace the WDB Employer Recognition program. The staff will pursue the cost and bring back at a subsequent meeting.
3. **New Board Member** – Ms. Brown was introduced at the beginning of the meeting. She was confirmed by Mr. Ehrsam but will be confirmed by the LEO Consortium in early May. Ms. Sullivan informed that Board that we still need one more private sector member.
4. **Financials** -The January budget to actual financials for the WIOA programs were approved by the Executive Committee on March 28, 2016. Ms. Sullivan distributed a report showing a compilation of the budget and expenditures. The membership agreed that this format allows a better picture and is the preferred format for the entire board. So as not to duplicate effort, the monthly budget to actuals for each program would be handled by the Executive Committee

Ms. Sullivan pointed out the funds that were being held for a possible transition of Adult and Dislocated Worker Programs, should that have been needed. She presented a plan to purchase new conference tables that can be easily moved and new chairs for the large conference room. This room is used frequently for participant workshops and employer hiring events. The current tables would be used in other rooms that are more static in nature or, if not needed, be surplus back to the State of Wisconsin. The price would be in the \$11 to \$15K range.

Motion made (Eide/Grapes) to approve the financial format, the process to review the financials, and the purchase of new furniture for the large conference room. Motion carried unanimously.

5. **Committee Structure** – Ms. Sullivan proposed a new committee structure that may allow for better attendance regarding quorums. The Executive, Youth and Oversight Committees would remain intact. The Planning and Service Coordination Committees would retain their duties but would be categorized as taskforces which would report to a new committee comprised of the taskforce members. The taskforces would not vote but would recommend strategies to the combined Committee; therefore a quorum would not be required. The current chairs (Hill and Balacek) would remain the chairs of the taskforces and co-chair the combined committee. The proposal would be for the taskforces to meet when an item needs in-depth discussion, immediately preceding the larger committee, or at time, separately if more time is warranted.

Motion made (Shams/Proudlock) to adopt then new committee structure beginning in July. Motion passed unanimously.

E. WIOA News

1. **Board Recertification Update** - Following the decision by DWD on Board recertification, the Executive Committee confirmed that Ms. Luz would assume the duties of Chair according to the by-laws. Mr. Hill is willing to accept the Vice Chair; however more research should be done on the designation of this position as Chair-Elect.

Motion made (Balacek/Abbot) to confirm Ms. Luz as Chair and to defer the Vice-Chair confirmation until the by-laws could be consulted. Motion passed with one abstention (Luz).

2. **WDA Designation Update** – The CWI Partnership Development and Resource Alignment Committee will be recommending to the full Council to keep all 11 Workforce Development Areas intact. The CWI meets on May 2, 2016.

F. Program Activities

1. **Performance** - Ms. Mitchell presented PY15 2nd Quarter performance. All performance measures are being met or exceeded. The DW retention rate is the 3rd highest in the State, while the literacy and numeracy gains is leading the state.
2. **Monitoring** – Ms. Sullivan presented the report from the Department of PY14 WIA programs. There were concerns about hard file and electronic file documentation being consistent. There was a finding on disallowed cost on the youth incentive policy. All issues are being addressed and Ms. Mitchell will respond to DWD by the due date.

Motion made (Schams/Proudlock) to accept the performance and monitoring reports. Motion passed unanimously.

G. Committee Reports

1. Youth Council – April 14, 2016

Ms. Berg reported out on the highlights of the most recent meeting,

- Acceptance of 3rd Quarter performance, financials,
- Recommendation to accept the monitoring report and corrective actions being undertaken
- Discussion on how to support the TUMMA youth activities.

2. Combined Planning and Executive Committees – Ms. Luz reported that the committees met jointly to

- Discuss and approve the WIOA Plan and performance,
- Accept the final PY14 Audit from Wipfli,
- Discuss the board recertification and confirm Ms. Luz as chair, and review the other officer positions
- Review Workforce Connections, Inc. progress toward meeting the contract goals
- Enter into a closed session to discuss the disbursement of funding for the Adult and Dislocated Worker Program.
- Approve a new contract with Workforce Connections, Inc. for the Adult and Dislocated Worker Programs for PY16.

Motion made (Braund/Eide) to accept the Youth and Planning Committee reports , including the monitoring report, final audit and the contract for the Adult and DW program for PY16. Motion carried unanimously.

III Conclusion

A. Unfinished Business

None

B. New Business

None

IV. Adjourn

The meeting adjourned at 4:20 p.m.

Respectfully recorded,

Julie Mitchell, Recorder

Respectfully submitted,

Janine Luz, Chair

Present

Janine Luz, Chair
Pete Eide, Treasurer
Marina Abbott
Judy Berg (by Phone)
Daniel Braund
Tammy Brown
Patti Balacek
Rebecca Grapes
Jim Hill
Patrick Rodriguez
Dave Schmans

Excused

Jodi Roesler
Greg Flogstad
Fran Hegenbarth
Grace Jones
Vicki Proudlock
Kathleen Oson

Absent

Rhonda Noonan

Also Present

Beth Sullivan, WDB
Julie Mitchell, WDB
Bryan Huebsch, DWD
Ray Heidel, Weseten Technical College
Teresa Pierce, Workforce Connections, Inc.
Kelly Norsten, Workforce Connections, Inc.
Amy Scarborough, Workforce Connections, Inc.

