

Board Chair: Jessica Subach
Minute Scribe: Jessie Quinn
Meeting Attendance: See Page 3

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I. CONSENT ITEMS

A. Call to Order

Ms. Subach called the meeting to order at 1:00 p.m. A quorum was present as indicated by roll call.

B. Announcements and Introductions

None.

II. ORDER OF BUSINESS

A. Meeting Minutes — August 30, 2021

Motion made (Glendenning/Johnson) to approve the August 30, 2021 meeting minutes.

Motion approved unanimously.

B. Financials

Ms. Foss presented the financials as of August 31, 2021.

Motion made (Rodriguez/Glendenning) to approve the financials as of August 31, 2021.

Motion approved unanimously.

C. Program Reports

1. WIOA Youth

Ms. Myers reported Ms. Altimus has been hired as the WIOA Youth Outreach Coordinator. She began her position earlier this month. Her focus will be recruiting youth to the program.

2. WIOA Adult and Dislocated Worker

Ms. Myers reported contracts for PY21's first quarter have been issued. Quarters 2 - 4 state allotments have not been received yet. Contracts will be updated once those numbers are received.

3. DOC Windows to Work

Ms. Myers reported Mr. Simmons continues to operate groups in Black River Falls and New Lisbon

4. Business Services Coordinator

Ms. Myers reported the PY21 contract is in place with Western Technical College for Business Services Coordinator. The Coulee Region Job Fair was held September 16th at the Omni Center in Onalaska with more than 70 employers and 200 jobseekers attending.

Motion made (Johnson/Brown) to accept the program reports.

Motion approved unanimously.

D. Conflict of Interest Statements

Ms. Myers reminded the boards each board member needs to fill out and sign a year conflict of interest statement.

E. Position Description/Hiring

1. Department of Corrections Treatment Specialist

Ms. Myers informed the boards the Department of Corrections intends to increase its contract with the Western Wisconsin WDB so the board can hire two Department of Corrections Treatment Specialists. The individuals will be based at Jackson Correctional Institution and New Lisbon Correctional Institution. The board will not post for or hire the positions until the modified contract is finalized.

Motion made (Brockmiller/Johnson) to approve the Department of Corrections Treatment Specialist position description and to post for the position once the amended contract has been received from the state. Motion carried unanimously.

F. Case Management Policy

Motion made (Glendenning/Brown) to approve the Case Management Policy. Motion carried unanimously.

G. Annual Meeting Change

Ms. Myers requested the board consider changing when its annual meeting is held from fall to spring. Board members were open to the change, so the topic will appear on the next agenda for official approval.

H. Executive Director Updates

1. Other Funding Opportunities

Ms. Myers reported the board was awarded \$1.5 million as part of the Worker Advancement Initiative. The board also applied for a \$10 million grant. The board's application focuses on child care needs in the region. The board should know in November whether or not its project will be funded.

2. New Hires

Ms. Myers reported Ms. Altimus was hired as the WIOA Youth Outreach Coordinator and Ms. Rice was hired as the Front Desk Coordinator.

III. CONCLUSION

A. Unfinished Business
None.

B. New Business
None.

IV. ADJOURN

Meeting adjourned at 2:15 p.m.

Respectfully recorded,
Jessie Foss, recorder

Jessie Quinn

Respectfully submitted,
Jessica Subach

Jessica Subach