

# WOW WORKFORCE DEVELOPMENT BOARD

## MEETING MINUTES

**Date:** December 2, 2021  
**Location:** Virtual Meeting via Microsoft Teams  
**Members Present:** Angela Stemo, Bonnie Baerwald, Deanna Krell, Grace Kostroski, Jerry Baake, Jill Kreider, John Heyer, Kathleen Schilling, Kilah Engelke, Laneice McGee, Lisa Geason-Bauer, Nate Butt, Robert Jessel, Sheree Larson, Tom Dieckelman, Tom Hostad, Wilma Bonaparte  
**Others Present:** Laura Catherman, Beth Norris, Cindy Simons, Alvin Hill

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Ms. Geason-Bauer called the meeting to order at 8:01 am.

### **Consent Agenda**

Ms. Geason-Bauer announced the following items were included in the consent agenda for consideration by the board:

- September 23, 2021 Meeting Minutes
- Executive Report
- Quarterly Financial Report

My. Heyer moved to approve the consent agenda as presented. Ms. Kostroski seconded. The motion carried unanimously.

### **Review and Approval of New and Revised WIOA Policies**

Ms. Catherman presented the following new and revised policies:

- Medical and Disability Information Policy; and
- Support Services Policy.

My. Heyer moved to approve the new and revised WIOA policies. Ms. Schilling seconded. The motion carried unanimously.

### **Recommendation from the Ad Hoc Communications Workgroup**

Mr. Hostad provided an update on the work of the ad hoc communications workgroup. The ad hoc workgroup developed a simple request for quotes (RFQ) document that outlined the scope of the strategic project. Three responses were received and were independently scored by the committee. Based on scores, two were interviewed and final scores were assigned. EPIC Creative received the highest score, and the ad hoc communications workgroup recommends selecting them for the board's project.

Mr. Dieckelman moved to approve the recommendation to select EPIC Creative for the board's strategic brand and communications project. Ms. Kostroski seconded. The motion carried unanimously.

### **Training: Diversity, Equity, and Inclusion**

Alvin Hill, Senior Director of Diversity and Cultural Competence at the Milwaukee Center for Independence, provided diversity, equity, and inclusion training to the board.

The meeting adjourned at 9:36 am.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read 'Laura Catherman', with a stylized, cursive script.

Laura Catherman