

# JOINT EXECUTIVE COMMITTEE

## MEETING MINUTES



**Date:** June 2, 2022  
**Location:** Virtual Meeting via Microsoft Teams  
**Members Present:** Dawn Schicker, Tom Hostad, John Bloor, Paul Decker, Jerry Baake, Christine Howard, Jeffrey Schleif, Michael Schwab  
**Others Present:** Laura Catherman, Beth Norris, Cindy Simons, Tom Walsh

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Ms. Schicker called the meeting to order at 8:05 am.

### **Review and Approval of Meeting Minutes**

Mr. Hostad moved to approve the June 3, 2021 meeting minutes as presented. Mr. Decker seconded. The motion carried unanimously.

### **Overview of Joint Executive Committee**

Ms. Catherman provided a high-level overview of the structure and primary objectives of the Joint Executive Committee including requirements set forth in the Consortium and Joint Agreements as well as the bylaws.

### **Review and Approval of Draft Fiscal Year 2022-2023 Budget**

Ms. Catherman provided an overview of the estimated allocations and carryover funds for fiscal year 2022-2023. Wisconsin received approximately a 10% decrease in funding. Estimates for the WOW area are set at a similar decrease and will be adjusted once final allocations are released. The funding formula that is used to distribute WIOA funds at the federal and state level was discussed.

Ms. Catherman noted that the Board will be carrying in the previously budgeted 20% of the prior year's allocation. This year's budget also includes the 2-year grant from the Department of Workforce Development for the Workforce Advancement Initiative which is funded by American Rescue Plan Act funding. Ms. Catherman presented the draft proposed budget for the fiscal year.

Mr. Decker moved to approve the proposed draft fiscal year 2022-2023 budget and recommended approval to the Workforce Development Board. Mr. Schleif seconded. The motion carried unanimously.

### **Review and Approval of Service Provider Selection for Fiscal Year 2022-2023**

Ms. Catherman provided an overview of the procurement process that was used which aligns with federal, state, and local regulations. Separate procurements were done for WIOA Adult and Dislocated Worker, WIOA Youth, and Windows to Work programs. Notice was made in the Milwaukee Journal Sentinel and submitted via email to a bidders list. One bid was received for each program from Forward Careers, Inc.

A review panel of Workforce Development Board and Joint Executive Committee members, and fiscal agent staff reviewed and scored the proposals. The panel unanimously recommended approval of Forward Careers, Inc. Local policy allows for a 12-month contract with up to two one-year renewals based on achieving successful performance levels.

Ms. Howard moved to approve recommending Forward Careers, Inc. as the service provider for WIOA Adult and Dislocated Worker, WIOA Youth, and Windows to Work. Mr. Schwab seconded. The motion carried unanimously.

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**Update on Strategic Projects**

Ms. Catherman provided an update on the WOWWDB's brand strategy work with EPIC Creative. The draft brand and brand guide was reviewed and discussed.

**Update on One-Stop Operations**

Ms. Norris provided a high-level overview of one-stop operations and the structure across the WOW region and southeast Wisconsin. The committee discussed the types of services currently being offered as well as trends on foot traffic and specific populations.

**Presentation on the WOW Labor Market**

Mr. Walsh provided a presentation on labor market trends in the WOW area including unemployment rates and labor force participation rates. Mr. Walsh noted that labor force participation rates are correlated with the region's aging population. Given the multiple factors affecting the labor force a comprehensive strategy will be required. Mr. Walsh provided data on the four primary employment barriers – childcare, transportation, housing, and broadband access.

**Other Business**

With no other business, the meeting adjourned at 9:02 am.

Respectfully submitted by:



Laura Catherman