

WOW WORKFORCE DEVELOPMENT BOARD

MEETING MINUTES

Date: March 3, 2022
Location: Virtual Meeting via Microsoft Teams
Members Present: Jerry Baake, Bonnie Baerwald, John Bloor, Nate Butt, Tom Dieckelman, Kilah Engelke, Lisa Geason-Bauer, John Heyer, Tom Hostad, Robert Jessel, Matt Kirchner, Rebecca Klebsch, Grace Kostroski, Jill Kreider, Sheree Larson, Tim Ploetz, Dawn Schicker, Kathleen Schilling, Angela Stemo
Others Present: Laura Catherman, Beth Norris, Cindy Simons, Alec Fischer, Supervisor Gus Wirth

Ms. Schicker called the meeting to order at 8:00 am.

Consent Agenda

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

- December 2, 2021 Meeting Minutes
- Executive Report
- Quarterly Financial Report

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

Revised WIOA Supportive Services Policy

Ms. Catherman presented a revision to the WOWWDB's supportive services policy which was drafted in alignment with the Department of Workforce Development's recent policy revision.

Ms. Baerwald moved to approve revised policy. Mr. Heyer seconded. The motion carried unanimously.

Risk Assessment and Monitoring Plan

Ms. Catherman provided an overview of the WOWWDB's requirement to assess the risk of noncompliance for all subrecipients who receive federal funds as well as developing a monitoring plan for each subrecipient based on their risk assessment. The monitoring of equal opportunity and civil rights compliance will be expanded this year to align with the state's monitoring. Ms. Catherman presented a risk analysis and monitoring plan for the WOWWDB's WIOA Title I and Windows to Work service provider. Due to no substantial changes the proposed monitoring plan mirrors last year's plan.

Ms. Schilling moved to approve the risk assessment and monitoring plan. Ms. Kostroski seconded. The motion carried unanimously.

WIOA and Windows to Work Renewal and Procurement Plan

Ms. Catherman explained that per the Workforce Innovation and Opportunity Act, Workforce Development Boards are required to competitively procure for specific services and may elect to procure for additional services. The WIOA Title I adult, dislocated worker, and youth service provider contracts and Windows to Work contract will expire on June 30, 2022 and must go back out for competitive procurement. The WIOA one-stop operator contract is currently in year two of the contract and may be renewed for two additional one-year periods. The one-stop operator is currently meeting all required contract objectives and deliverables.

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Ms. Kostroski moved to approve the One-Stop Operator contract renewal and WIOA and Windows to Work procurement plan. Mr. Heyer seconded. The motion carried unanimously.

Strategic Plan 2022 Work Plan

Ms. Catherman presented a quarterly work plan for year three of the WOWWDB's strategic plan implementation. The plan focuses on wrapping up the remaining projects and initiatives. The Executive Committee reviewed and approved the 2022 work plan on January 5, 2022.

Mr. Heyer moved to approve the strategic plan 2022 work plan. Ms. Kostroski seconded. The motion carried unanimously.

Update on Brand Strategy and EPIC Creative's Progress

Ms. Catherman provided a brief recap of the activity to date on the brand strategy project. To kick-off the process, members of the Executive Committee, the One-Stop Operator, and the WDB Director participated in a "discovery" meeting on January 24 with the EPIC Creative team. EPIC presented draft concepts to the team on February 28 for feedback. Ms. Geason-Bauer walked the WOWWDB through the draft concepts and solicited input on the draft concepts and tag lines. The feedback will be shared with the EPIC team for the next phase of the project.

Strategic Initiatives Budget and Proposed Expenditure

Ms. Catherman provided an update on the current budget and expenditures related to strategic initiatives. Due to remaining available funds a proposal was shared to create a 12-month pilot for the WIOA youth program participants to use a cloud-based case management platform aimed at increased participant engagement and improved outcomes. These platforms are growing in popularity due to the changing customer preferences for virtual service delivery.

Ms. Baerwald moved to approve increasing the WIOA Youth service provider contract by \$12,700 for a 12-month pilot of a cloud-based case management tool. Mr. Heyer seconded. The motion carried unanimously.

Partner Presentation: Forward Careers, Inc. - Recent Program Trends

Ms. Simons presented on the following service delivery trends:

- Post-COVID job seeker and employer trends;
- Workforce program and service awareness among customers; and
- Client preferences for service delivery.

One-Stop Update

Ms. Norris provided a high-level overview of activity across the one-stop workforce development system. Centers have full-time services available onsite during traditional standard hours of operation. Physical traffic remains significantly less than two years ago. Partner agencies continue to employ hybrid staffing models that include remote and virtual service delivery.

Board Education: Emsi Burning Glass Platform Demonstration

Ms. Catherman provided a demonstration of the Emsi Burning Glass platform and previewed the types of labor market data reports the WOWWDB can now access with the software license.

With no other business, the meeting adjourned at 9:21 am.

Respectfully submitted by:



Laura Catherman