

JOINT EXECUTIVE COMMITTEE

MEETING MINUTES



Date: June 4, 2020
Location: Virtual Meeting via Microsoft Teams/Conference Call
Members Present: Dawn Schicker, Tom Hostad, Lisa Geason-Bauer, John Bloor, Paul Decker, William Mitchell, Don Kriefall, Jerry Baake, Tim Ploetz
Others Present: Laura Catherman, Beth Norris, Cindy Simons, Renee O'Day, Emma Hoffman

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

Review and Approval of Meeting Minutes

Mr. Decker moved to approve the June 6, 2019 meeting minutes as presented. Mr. Hostad seconded. The motion carried unanimously.

Review and Approval of Draft Fiscal Year 2020-2021 Budget

Ms. Catherman provided an overview of the funding formula that is used to distribute WIOA funds at the federal and state level. Ms. Catherman provided an overview of WIOA and Windows to Work funding allocations and funding trends over the last six years. While federal funding has been stable, both Wisconsin's and WOW's share of funding has decreased during the six-year period due to strong economic conditions.

Ms. Catherman noted that the Board will be carrying in the previously budgeted 20% of the FY2019-20 allocation as well as underspent funds from current program contracts. This will help to lessen the impact of the funding changes. Initial estimates for WIOA Rapid Response and Windows to Work were provided as final allocations and contracts have not yet been received. Ms. Catherman presented the draft proposed budget for the 2020-2021 fiscal year.

Mr. Bloor moved to approve the proposed fiscal year 2020-2021 draft budget. Mr. Ploetz seconded. The motion carried unanimously.

Review and Approval of Service Provider Renewals for Fiscal Year 2020-2021

Ms. Catherman provided an overview of the current service provider and previous procurement process. The current contract allows for up to two one-year renewals based on achieving successful performance levels. The first one-year renewal will be reviewed in June 2020 and the second one-year renewal will be reviewed in June 2021. The contracts will be reprocedured in the spring of 2022. Forward Careers, Inc., the current service provider, just completed year one of the contract and is meeting all subaward expectations including performance measures and quarterly reporting.

Ms. Geason-Bauer moved to approve renewing the contracts with Forward Careers, Inc. as the service provider for WIOA Adult and Dislocated Worker, WIOA Youth, and Windows to Work for fiscal year 2020-2021. Mr. Decker seconded. The motion carried unanimously.

Update on One-Stop Operations

Ms. Norris provided an update on one-stop operations over the last fiscal year and discussed the system's transition to virtual service delivery due to COVID-19. As the result of the COVID-19 pandemic, services offered

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through the physical service delivery sites began systematically reducing location-based service offerings in the last week of March. The front-end concierge team, the three positions that serve as the point of first contact for the system, transitioned their customer assistance from in-person help to phone, e-mail, web, and social media support. A live chat feature was added to the wfdc.org website to better assist customers. The largest need of customers has been related to Unemployment Insurance.

The virtual job fair pilot that had been in development prior to the pandemic was held on May 7. The fair was expanded to include both “jobs” and “resources” and the virtual platform included both employer and resource agency booths. Additionally, the fair was expanded to a regional event in partnership with Employ Milwaukee and the Southeastern Wisconsin Workforce Development Board. Three live webinars were provided during the event, one on the labor market, one on LinkedIn, and one on services available through the public workforce system.

Update on Strategic Projects in Fiscal Year 2019-2020

Ms. Catherman provided updates on the following items:

- **Strategic Planning:** The Board participated in a 4-month strategic planning process that included an in-depth environmental scan, creating a shared practical vision, developing strategic objectives, and more. Four strategic objectives were created and along with 12-month implementation plans we are currently being carried out:
 - Leveraging partnerships to better serve our clients;
 - Expanding organizational capacity to increase impact;
 - Creating a clear message of who we are; and
 - Increasing self-service access to demand-driven workforce development resources.
- **The Workforce Network:** The Board launched a new website that allows the community to access information on the numerous workforce programs and services in one convenient, self-serve location. The site launched in the fall of 2019 and will look to expand to other partners across the region.
- **Regional One-Stop Operator:** The Board has partnered with Employ Milwaukee and the Southeastern Wisconsin Workforce Development on an innovative pilot that is the first of its kind – a regional one-stop operator concept. This will align service delivery across the seven-county region and enhance services to employers and job seekers. Competitive procurement occurred in April 2020 and the contract is scheduled to begin July 1, 2020.
- **Workforce Development Center Relocation:** The Waukesha County Workforce Development Center is in the process of relocating from Waukesha County Technical College’s Pewaukee campus to its downtown Waukesha campus. The expected move-in for the new location is July 2020. The Ozaukee County Workforce Development Center is in the process of working with Milwaukee Area Technical College to identify a new room to relocate the center. The preliminary space identified is located down the hall from the current location and is more appropriately sized for the current and future service delivery model.

Other Business

The committee discussed current trends related to COVID-19 including companies expanding telework, the need for telework etiquette training, and the need for more digital literacy training. Each sector is adapting to best meet their needs and are working with respective industry associations.

With no other business, the meeting adjourned at 9:00 am.

Respectfully submitted by:



Laura Catherman