

JOINT EXECUTIVE COMMITTEE

MEETING MINUTES



Date: June 3, 2021
Location: Virtual Meeting via Microsoft Teams
Members Present: Dawn Schicker, Tom Hostad, Lisa Geason-Bauer, John Bloor, Paul Decker, Don Kriefall, Jerry Baake, Kris Deiss, Gus Wirth
Others Present: Laura Catherman, Beth Norris, Cindy Simons

Ms. Schicker called the meeting to order at 8:04 am.

Review and Approval of Meeting Minutes

Ms. Geason-Bauer moved to approve the June 4, 2020 meeting minutes as presented. Mr. Baake seconded. The motion carried unanimously.

Review and Approval of Draft Fiscal Year 2021-2022 Budget

Ms. Catherman provided an overview of the allocations and estimated carryover funds for fiscal year 2021-2022. Wisconsin and the WOW Workforce Development Board received an increase in funding after several years of decreases. 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 FY2020-21 allocation as well as underspent funds from current program contracts. 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 2021-2022 fiscal year.

Mr. Decker moved to approve the proposed fiscal year 2021-2022 draft budget and recommend approval to the Workforce Development Board. Mr. Hostad seconded. The motion carried unanimously.

Review and Approval of Service Provider Renewals for Fiscal Year 2021-2022

Ms. Catherman provided an overview of the current service providers and previous procurement processes. The current contract allows for up to two one-year renewals based on achieving successful performance levels. This is the second one-year renewal therefore the contracts will be re-procured in the spring of 2022. Forward Careers, Inc. and Waukesha County Department of Administration, the current service providers, are meeting all subaward expectations including performance measures and quarterly reporting.

Mr. Hostad 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, and Waukesha County Department of Administration for regional One-Stop Operator services for fiscal year 2021-2022. Ms. Geason-Bauer seconded. The motion carried unanimously.

Update on Strategic Projects

Ms. Catherman provided brief updates on the following items:

- WIOA Regional Plan approval;
- The Board's strategic objectives and progress made in 2020;
- The Workforce Network's forthcoming video;
- WIOA Regional One-Stop Operator pilot year; and

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- The 2020 relocation of the Waukesha County Workforce Development Center.

Update on One-Stop Operations

Ms. Norris provided a high-level overview of one-stop operations for fiscal year 2020-2021. Key items discussed were:

- The return of walk-in customers to DWD Resource Rooms as of June 1, 2021;
- The Workforce Development Centers are at full occupancy;
- A LEAN Six Sigma project to increase referral capacity of partner agencies across the region is underway;
- A second regional virtual job fair will be held this summer and hosted by the Department of Workforce Development; and
- A virtual partner fair was held in May 2021 to help educate providers on available programs and services.

Discussion on Business and Community Trends as We Emerge from the Pandemic

The committee discussed recent workforce trends and issues related to pandemic economic recovery including:

- Businesses are looking for resources on managing a hybrid workforce;
- Job vacancies remain high at local businesses while applicant pools remain low;
- Many companies are prioritizing workforce needs to assist with talent attraction, including increased work-from-home arrangements depending on the job type;
- Youth in local workforce programs are being placed into summer employment at a faster rate than previous years;
- Sustainability is increasingly becoming a talent attraction tool; and
- Customer traffic at the Workforce Innovation and Opportunity Act orientations is increasing.

Other Business

With no other business, the meeting adjourned at 9:01 am.

Respectfully submitted by:



Laura Catherman