

**WAUKESHA-OZAUKEE-WASHINGTON
WORKFORCE DEVELOPMENT BOARD**

Minutes of the Workforce Development Board Annual Meeting
Thursday, September 13, 2018
Davian's Banquet and Conference Center
Menomonee Falls, WI

Present:

John Bloor	Wilma Bonaparte	Nate Butt	Lisa Geason-Bauer
John Heyer	Steve Holtan	Robert Jessel	William Johnson
Grace Kostroski	John Krause	Deanna Krell	Laneice McGee
Antwayne Robertson	Donald Rouse	Dawn Schicker	Kathleen Schilling
Kurt Schmidt	Angela Stemo	Carole Witkowski	

Also Present:

Dale Shaver	Ron Pupp	Paul Decker	Kris Deiss
Paul Farrow	Don Kriefall	Gus Wirth	Renee O'Day
Deb Weber	Rebecca Deschane	Royce Hix	Laura Catherman
Lisa Maylen	Beth Norris	Maureen Pool	Cindy Simons
Joe Starrett	Kimberly Trinko	Amanda Kelsey	

Mr. Heyer called the meeting to order at 11:05 a.m. with introductions.

Welcome by County Executive Paul Farrow

Mr. Farrow, Waukesha County Executive, welcomed the attendees and thanked Laura Catherman for her leadership in creating a new Workforce Development Board structure that is sustainable, and for bringing together a group that will continue to meet workforce development needs for the next 10 years.

Approval of the Minutes of the Previous Meeting

Mr. Rouse moved to approve the minutes of the June 14, 2018 meeting. Ms. Geason-Bauer seconded. The motion carried unanimously.

Executive Report

Ms. Catherman reported on the following items:

- WIOA PY 2017 WOW Program Outcomes and Demographics
- Wisconsin WIOA Title I Primary Indicators of Performance PY 2017
- Wisconsin Unemployment Rates by County and City for the month of July 2018
 - Waukesha County – 2.9%
 - Ozaukee County – 2.8%
 - Washington County – 2.7%

Ms. Catherman distributed the FY17/18 Annual Accomplishments for the Board's review, along with the Wisconsin Policy Forum publication April 2018.

Review and Approval of Revised Fiscal Year 2018/2019 WIOA Budget

Ms. Catherman related that on June 17, 2018 the WOW Workforce Development Board reviewed and approved a draft WIOA budget that included projected allocation for Fiscal Year 2018/2019 since the

official allocations were not yet available. On June 27, 2018, the local workforce development boards received the official WIOA allocation numbers from the Department of Workforce Development. There were small differences, roughly \$50,000 overall. As such, the Fiscal Year 2018/2019 WIOA budget has been updated accordingly. Ms. Catherman provided an overview of the final Fiscal Year 2018/2019 WIOA budget.

Mr. Rouse moved to approve the final Fiscal Year 2018/2019 WIOA Budget as presented. Ms. Witkowski seconded. The motion carried unanimously.

Review and Approval of Fiscal Year 2017/2018 Fiscal Report

Mr. Starrett reviewed the fiscal report for Fiscal Year 2017/2018. The report provides detailed financial information for the programs administered through Waukesha-Ozaukee-Washington (WOW) Workforce Development, Inc. (WDI) for July 1, 2017 through June 30, 2018.

Ms. Witkowski moved to approve the Fiscal Year 2017/2018 Fiscal Report. Ms. Bonaparte seconded. The motion carried unanimously.

Procurement of One Stop Operator

Ms. Catherman reported that Employ Milwaukee was enlisted to solicit and retain a One Stop Operator in accordance with provisions of Workforce Innovation and Opportunity Act and Waukesha- Ozaukee-Washington Workforce Development Board Policies. Employ Milwaukee conducted the procurement. Three members of Employ Milwaukee's Leadership Team served on the proposal review team, including Patti Porth, Chief Financial Officer.

Only one entity responded to the proposal, Waukesha County. The proposal review team recommended that Waukesha County be granted the award and designation as One Stop Operator.

Mr. Holtan moved to approve the award and designation of Waukesha County as One Stop Operator. Ms. McGee seconded the motion. The motion carried unanimously.

Review and Approval of Revised Joint Agreement

Ms. Catherman reported that the Workforce Innovation and Opportunity Act (WIOA) requires that boards enter into agreements with the counties that comprise the workforce development area and the board's designated fiscal agent to define respective roles and responsibilities. As discussed and approved at the June 14, 2018 board meeting, the Joint Agreement needed updating to reflect changes in federal legislation and the change in the board's designated fiscal agent from Workforce Development, Inc. to Waukesha County. The attached Joint Agreement includes the following key items:

- Appointment of the board;
- Development of the local plan;
- Selection of the grant recipient, fiscal agent, and administrative entity;
- Development of budgets, contracts, and selection of service providers;
- Oversight;
- Operating procedures; and
- General administrative provisions.

The revised Joint Agreement was unanimously approved by the following parties:

- August 20: Waukesha County Board Executive Committee
- August 21: Washington County Board Executive Committee
- August 21: Waukesha County Board Land Use, Parks, and Environment Committee
- August 21: Waukesha County Board Human Resources Committee

- August 22: Waukesha County Board Finance Committee
- August 28: Waukesha County Board
- September 5: Ozaukee County Board Executive Committee
- September 5: Ozaukee County Board
- September 12: Washington County Board

Ms. Schilling made a motion to approve the revised Joint Agreement between the WOW Workforce Development Board, WOW Counties Consortium, and Waukesha County. Mr. Jessel seconded the motion. The motion carried unanimously.

Review and Approval of WOW WDB Bylaws

Ms. Catherman stated that the board's bylaws were slightly modified address three items:

- Ensure consistency with the revised Joint Agreement;
- Define the appointment process for non-board members who serve on committees; and
- To modify the board member term length from two years to three years.

To comply with WIOA, the three-year terms must be staggered so only a portion of the terms expire in any given year. To move into the three-year terms, all board members will receive new appointment letters for either one-, two-, or three-year terms. Subsequent renewals and appointments will be for three years moving forward.

Ms. Witkowski moved to approve the revised WOW Workforce Development Board bylaws. Mr. Rouse seconded the motion. The motion carried unanimously.

Guest Presentation on Regional and Statewide Efforts to Attract Top Talent to Wisconsin

Mr. Heyer introduced Rebecca Deschane, Talent Initiatives Director for Wisconsin Economic Development Corporation and UW System. Ms. Deschane's presentation included information on "Think-Make-Happen in Wisconsin" talent engagement.

Presentation of Employer of the Year

Each year the WOW Workforce Development Board recognizes a private-sector employer with an Employer of the Year award. Mr. Heyer announced Snider Mold Company of Ozaukee County as the 2018 Employer of the Year. Ms. Amanda Kelsey, Business Solutions Representative, provided an overview of Snider Mold Company's contribution to the workforce system and community. Mr. Royce Hix, Controller of Snider Mold of Ozaukee County, accepted the award.

Recognition of Former Workforce Development Board Members

Mr. Heyer shared that three individuals retired at the end of Fiscal Year 2017/2018 from the WOW Workforce Development Board. Recognition clocks were presented to Mr. Holtan, Mr. Johnson, and Mr. Rouse.

Election of Workforce Development Board Officers for the 2018/2019 Fiscal Year

Ms. Catherman reported that federal law requires the WOW Workforce Development Board to elect a Chair and Vice Chair for a one year term. Nominees must be a private-sector business representative serving on the Board. Ms. Catherman announced that Mr. Heyer, Ms. Schicker, Ms. Stemo and Ms. Witkowski were nominated for Chair of the WOW Workforce Development Board; however, Ms. Schicker, Ms. Stemo, and Ms. Witkowski declined their nominations. Ms. Catherman called for other nominations from the floor 3 times. Ms. Geason-Bauer moved to close the nominations from the floor. Mr. Johnson seconded. The motion carried unanimously.

With one nomination remaining, Ms. Geason-Bauer made a motion to elect Mr. Heyer as Chair of the WOW Workforce Development Board for a one-year term. Mr. Johnson seconded. The motion carried unanimously.

Ms. Catherman announced that Ms. Kostroski, Mr. Oakes, Ms. Schicker, Ms. Stemo, and Ms. Witkowski were nominated for Vice Chair of the WOW Workforce Development Board; however, Ms. Kostroski, Mr. Oakes, Ms. Stemo, and Ms. Witkowski declined their nominations. Ms. Catherman called for other nominations from the floor 3 times. Ms. Geason-Bauer moved to close nominations from the floor. Mr. Schmidt seconded the motion. The motion carried unanimously.

With one nomination remaining, Ms. Geason-Bauer moved to appoint Ms. Schicker as Vice Chair of the WOW Workforce Development Board for a one-year term. Ms. Witkowski seconded the motion. The motion carried unanimously.

Other Business

With no other business, Ms. Witkowski moved to adjourn the meeting. Mr. Rouse seconded. The meeting ended at 12:08 p.m.

Respectfully submitted by:



Maureen Pool