

WOW WORKFORCE DEVELOPMENT BOARD

MEETING MINUTES



- Date:** March 14, 2019
- Location:** Moraine Park Technical College, 2200 Green Tree Road, Room S-111, West Bend, WI
- Members Present:** Sarah Stehly, Nate Butt, Lisa Geason-Bauer, John Heyer, Tom Dieckelman, Sheree Larson, Grace Kostroski, Richard Oakes, Dawn Schicker, Carole Witkowski, Tim Ploetz, John Krause, Kurt Schmidt, John Bloor, Tom Hostad, Wilma Bonaparte, Laneice McGee, Deanna Krell, Robert Jessel, Antwayne Robertson
- Others Present:** Laura Catherman, Beth Norris, Danielle Igielski, Susan Dansby, Kristen Brandner, Cindy Simons, Brenda Ehrlich

Mr. Heyer called the meeting to order at 8:02 am.

Review and Approval of Meeting Minutes

Mr. Schmidt moved to approve the December 6, 2018 meeting minutes as presented. Mr. Robertson seconded. The motion carried unanimously.

Executive Report

Ms. Catherman reported on the following items:

- Unemployment rate (2.2%) and labor force data for the WOW area through December 2018
- Workforce Innovation and Opportunity Act (WIOA) Title 1 Primary Indicators of Performance – Q2 FY2018
- WOW WIOA Title 1 Program Outcomes and Demographics – Q2 FY2018

Ms. Catherman also provided updates on the upcoming WIOA Regional Planning with Employ Milwaukee and the Southeast Wisconsin Workforce Development Board, and the upcoming WOW Workforce Development Board (WDB) strategic planning.

Review and Approval of WOWWDB Financial Report

Ms. Igielski presented the WOWWDB Financial Report for July 1, 2018 – December 31, 2018. Ms. Igielski provided updates on expenditures for the most recent quarter.

Mr. Krause moved to approve the WOWWDB Financial Report as presented. Mr. Schmidt seconded. The motion carried unanimously.

Review and Approval of Updated Local Policies

Ms. Catherman provided an overview of federal, state, and local WIOA policy requirements. At the December 6, 2018 WOWWDB meeting, the WOWWDB decided to review and streamline local WIOA policies in batches throughout 2019.

Ms. Catherman provided an overview of the first batch of policies and recommended that:

- 23 policies be archived due to them no longer being required or containing policy information that is now included in state WIOA policies;
- 2 policies be combined into one policy due to them being similar in nature; and
- 1 policy be revised to best fit the new fiscal agent structure.

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Mr. Hostad moved to approve the list of policies to be archived, combined, and revised. Mr. Krause seconded. The motion carried unanimously.

Review and Approval of Risk Assessment and Monitoring Plan

Ms. Catherman provided an overview of the WOWWDB's responsibility of assessing 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. Ms. Catherman presented risk analyses and monitoring plans for the WOWWDB's WIOA Title I service provider and the WOWWDB's WIOA one-stop operator. The risk assessment looks at past performance with similar grants, results of past audits and monitorings, new personnel or substantially modified systems, and results from third party monitorings and audits. The monitoring plan is designed to build upon existing state and federal monitorings.

Mr. Schmidt made a motion to approve the risk assessments and monitoring plans. Mr. Robertson seconded. The motion carried unanimously.

Review and Approval of FY19-20 Procurement Plan

Ms. Catherman provided an overview of WIOA procurement requirements and the WOWWDB's current contracts. Ms. Catherman noted that the WIOA one-stop operator contract was procured in 2018 and is eligible for three one-year renewals based upon funding and performance. The current subrecipient is meeting all performance and contract requirements. Ms. Catherman recommended that the subaward be renewed for 12 months beginning on July 1, 2019.

Ms. Catherman provided an overview of three new procurements that need to occur in quarter 2 of 2019 so services can begin by July 1, 2019:

- WIOA Title I Adult and Dislocated Worker Services;
- WIOA Title I Youth Services; and
- Windows to Work Re-Entry Workforce Development Services.

Mr. Schmidt inquired about the funding levels for the new procurements. Ms. Catherman noted that funding allocations for FY2019-20 have not yet been made and that estimates would be used in the request for proposals. The subaward amount will be adjusted accordingly once funding allocations are received.

Mr. Bloor made a motion to approve the renewal of the one-stop operator subaward and the three new procurements. Mr. Krause seconded. The motion carried unanimously.

Update from the Strategic Initiatives Committee

Mr. Hostad provided an update the committee's two current projects – developing a regional workforce asset map and hosting a regional workforce event.

Mr. Hostad noted that the committee recognized that with workforce development being a hot topic in recent years, more and more organizations are creating programs and services to address the issue. However, there is not a single repository to house the information which can make it difficult for job seekers and employers to navigate the workforce landscape. The committee is working to build a self-service and interactive web-based asset map tool that would allow a job seeker, student, employer, and school to locate resources. The tool is in development and a communication strategy is being devised to reach out to partners and community-based organizations.

Mr. Hostad mentioned that the committee will be planning a regional workforce development event, in partnership with the three county economic development organizations, to look at talent attraction and retention strategies. The committee is targeting fall 2019 for the event.

Update from the One-Stop Operator Consortium

Ms. Norris provided a presentation on the LEAN Six Sigma project lead by the one-stop operator. The purpose was to address continuous improvement and customer satisfaction of job center customers. Five partner agencies participated and used the "define, measure, analyze, improve, and control" process as well as several other LEAN processes. The outcome resulted in increased customer satisfaction and time savings due to improved data entry protocols.

Introduction and Brief Overview of Spotted Eagle, Inc.

Ms. Dansby provided a brief overview of Spotted Eagle, Inc. and the workforce development programs and services offered through the organization. Spotted Eagle, Inc. provides adult employment, education, and training programs for American Indians of Southeastern Wisconsin. The organization works with both job seekers and employers and services include case management, job search assistance, and on-the-job training, just to name a few.

Presentation on INSPIRE Southeast Wisconsin

Ms. Brandner and Ms. Ehrlich provided a presentation on the INSPIRE program. INSPIRE is deployed locally in each county and coordinated regionally through the Milwaukee 7. INSPIRE provides career exploration opportunities for Wisconsin students, provides information on connecting to post-secondary institutions, and also provides a direction connection to local employers to facilitate career-based learning. Early data shows that INSPIRE is effective in education students about in-demand careers. There are approximately 30,000 active student profiles in the INSPIRE platform in the WOW counties.

Other Business

With no other business, the meeting adjourned at 9:34 am.

Respectfully submitted by:



Laura Catherman