

# WOW WORKFORCE DEVELOPMENT BOARD

## MEETING MINUTES

**Date:** June 11, 2020  
**Location:** Virtual Meeting via Microsoft Teams  
**Members Present:** Jerry Baake, Bonnie Baerwald, Wilma Bonaparte, Nate, Butt, Tom Dieckelman, Lisa Geason-Bauer, John Heyer, Tom Hostad, Robert Jessel, Grace Kostroski, Deanna Krell, Richard Oakes, Antwayne Robertson, Dawn Schicker, Angela Stemo, Carole Witkowski  
**Others Present:** Laura Catherman, Beth Norris, Danielle Igielski, Cindy Simons, Emma Hoffman, Rebecca Klebsch, Renee O'Day

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Ms. Schicker called the meeting to order at 8:01 am.

### Review and Approval of the Consent Agenda

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

- March 12, 2020 Meeting Minutes
- Executive Report
- Q3 Financial Report

Ms. Schicker noted that individual items could be pulled from the consent agenda prior to any action being taken by the board. Ms. Witkowski moved to approve the consent agenda as presented. Ms. Geason-Bauer seconded. The motion carried unanimously.

### Election of Chair and Vice Chair

The Waukesha-Ozaukee-Washington Workforce Development Board elects a Chair and Vice Chair bi-annually. By federal law, the Chair and Vice Chair must be a private sector business representative on the Board. Two nominees were received – Dawn Schicker for Chair and Lisa Geason-Bauer for Vice Chair.

Ms. Catherman called for additional nominations from the floor for the Chair position. With no nominations, Ms. Geason-Bauer motioned to close nominations. Mr. Robertson seconded. The motion passed unanimously. With one nomination, Mr. Baake motioned to approve Dawn Schicker as Chair of the board. Ms. Geason-Bauer seconded the motion. The motion passed unanimously.

Ms. Catherman called for additional nominations from the floor for the Vice Chair position. With no nominations, Ms. Witkowski motioned to close nominations. Mr. Baake seconded. The motion passed unanimously. With one nomination, Mr. Heyer motioned to approve Lisa Geason-Bauer as Vice Chair of the board. Ms. Baerwald seconded the motion. The motion passed unanimously.

### Draft FY20-21 Budget

Ms. Catherman provided an overview of WIOA and Windows to Work funding allocations and funding trends over the last six years. Although Federal funding levels have remained relatively flat with some slight increases, both Wisconsin's and WOW's share of funding has decreased due to strong economic conditions and relative positions to other states and workforce areas. Ms. Catherman also provided an overview of the funding formula that is used to distribute WIOA funds at the state and local level. The board discussed the decrease in administrative funding and the potential for additional workforce funding as a result of COVID-19 impacts.

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Ms. Catherman presented the draft proposed budget for the 2020-2021 fiscal year. Ms. Catherman noted that the budget proposes to carry 20% of the funding allocation into the following fiscal year to ensure a smooth transition and lessen the effects of any significant funding changes. An initial estimate for Windows to Work was provided as final allocations and contracts have not yet been received. An updated budget will be shared at the next board meeting should the contract amount be different than the estimate.

Mr. Heyer moved to approve the proposed fiscal year 2019-2020 draft budget. Mr. Baake seconded. The motion carried unanimously.

### **WIOA Local Plan**

Ms. Catherman noted that each local Workforce Development Board must develop and submit a comprehensive four-year Local Plan that is updated every two years. The 2020-2024 local plan was drafted with input from workforce partners and posted for a 30-day public comment period. No public comments were received.

Ms. Kostroski moved to approve the WIOA Local Plan. Mr. Heyer seconded. The motion carried unanimously.

### **WIOA Policy Revisions**

Ms. Catherman presented four policy revisions for consideration:

- **Training Services Policy:** Due to Wisconsin Department of Workforce Development policy revisions, the policy needed to be updated for compliance purposes. The primary revisions include adding key provisions and removing the requirement that programs must lead to a credential.
- **On-the-Job Training Policy:** To adapt to COVID-19 business modifications and social distancing best practices, the revision would allow a portion of the one-the-job training to occur via virtual methods.
- **Incumbent Worker Training Policy:** The proposed revisions modify the application process and scorecard criteria. Rather than having an open application process, the revisions propose moving to a time-limited application period no less than semi-annually.
- **Supportive Services Policy:** Due to Department of Labor requirements, the policy needed to be updated to separate key adult and dislocated worker requirements from youth requirements.

The board discussed the potential impact of removing the credential attainment criteria and the process for incumbent worker applications. Mr. Baake made a motion to approve the revised policies. Mr. Heyer seconded. The motion carried unanimously.

### **Service Provider Contract Renewals**

Ms. Catherman noted that every three years the Workforce Development Board initiates a competitive process for selecting a service provider to provide workforce services for Windows to Work and Workforce Innovation and Opportunity Act programs. Forward Careers, Inc. was awarded the 12-month service provider contracts in June 2019 and the board may renew this contract annually for two additional 12-month periods. Annually, the board evaluates each subrecipient's risk of noncompliance with statutes, regulations, and the terms and conditions of the subaward. Additionally, board staff conduct annual program and fiscal monitoring of each subrecipient. Monitoring includes desk review surveys, client file reviews, trial balances, fiscal policies, and more. At this time, Forward Careers, Inc. is meeting all performance and contract expectations.

Mr. Heyer moved to approve the 12-month contract renewal. Ms. Witkowski seconded. The motion carried unanimously.

### **Strategic Plan Update: Ad Hoc Workgroup**

Mr. Baake updated the board on recent activities of the ad hoc workgroup. The Ad Hoc Workgroup met twice in the last quarter via virtual meetings and completed assignments in between the meetings. The Ad Hoc Workgroup was tasked with developing criteria for defining an effective partnership. Next quarter the Ad Hoc Workgroup will use the approved criteria to prioritize stakeholders in preparation for the stakeholder engagement strategy. The list of stakeholders includes the 147 potential stakeholders identified in the stakeholder map presented in March as well as any additional stakeholders that are submitted by board members or staff.

Mr. Baake noted that the Ad Hoc Workgroup researched best practices from workforce development, higher education, and the nonprofit sector, and brainstormed key criteria that would help us reach our ultimate goals. Mr. Baake provided an overview of the criteria, definitions, and sample spreadsheet.

Mr. Heyer moved to approve the partnership ranking criteria. Ms. Geason-Bauer seconded. The motion carried unanimously.

#### **Regional One-Stop Operator Update**

Ms. Catherman updated the board on the regional one-stop operator procurement process carried out by Employ Milwaukee. Three proposals were received and the contract was awarded to Waukesha County's Department of Administration. Beth Norris will be the primary staff contact for the one-stop operator contract.

#### **Ozaukee County Workforce Development Center and Service Delivery Update**

Ms. Catherman provided a brief update on the relocation of the Waukesha County Workforce Development Center which remains on track for a July 2020 move-in date. Ms. Catherman also noted that Milwaukee Area Technical College has offered to provide an alternative space for the Ozaukee County Workforce Development Center. This would allow staff to continue meeting with customers onsite in addition to community-based and virtual service delivery options.

#### **One-Stop System and Virtual Job Fair Update**

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 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.

#### **Upcoming Administrative Items**

Ms. Catherman notified board members that annual conflict of interest statements, term renewals, and a meeting schedule and logistics survey would be sent out over the summer.

#### **Other Business**

There was no other business.

The meeting adjourned at 9:15 am.

Respectfully submitted by:



Laura Catherman