

# WOW Works Workforce Development Board



## MINUTES

<b>Date:</b>	Thursday, December 14, 2023
<b>Location:</b>	Virtual
<b>Members Present:</b>	Nate Butt, Tom Dieckelman, Kilah Engelke, Lisa Geason-Bauer, John Heyer, Mike Hoffman, Tom Hostad, Matt Kirchner, Sheree Larson, Al Luna, Amy May, Laneice McGee, Katie Pantzlaff, Dawn Schicker, Angie Stemo
<b>Others Present:</b>	Analiese Smith, Beth Norris, Cindy Simons, Thomas Walsh

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

### Consent Agenda

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

- September Meeting Minutes
- Quarterly Financial Report

Mr. Luna moved to approve the consent agenda as presented. Ms. Stemo seconded. The motion carried unanimously.

### Economic Update Presentation

Mr. Walsh provided a presentation to the board regarding the current labor market, labor participation, regional commuting patterns, and barriers to fully participating in the workforce. The board thanked Mr. Walsh for his presentation and verified that the PowerPoints would be shared.

### Executive Report

Ms. Smith reviewed the Executive Report. A discussion of the monitoring process as well as the results from PY21 and PY22 monitoring was reviewed. Ms. Smith highlighted the 'Promising Practices' and 'Areas of Strength' identified in the report as well as highlighted corrective actions taken as necessary regarding other report findings.

Ms. Smith also provided a brief update on WIOA reauthorization, currently named the Stronger Workforce for America Act (SWAA). Ms. Smith highlighted some of the potential changes and committed to providing ongoing updates via email as the legislation continues to evolve.

### Update on One Stop Job Center Operations

Ms. Norris provided a brief update on several partners in the One Stop System. Ms. Norris confirmed that the reorganization of space in West Bend has been completed and the move to the new Waukesha location will be

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completed January 5<sup>th</sup>, 2024 with the new location opening to the public on January 8<sup>th</sup>. The Board thanked Ms. Norris for the history of the American Job Center and her continued efforts.

### Partner Spotlight: Forward Careers, Inc

Ms. Simons provided an overview of Forward Careers including their locations, network of partners, services provided to businesses and job seekers, and an overview of the 9 programs that assist them. Ms. Simons also discussed YTD impacts and goals for 2024. The board thanked Ms. Simons for her informative presentation and impactful work and verified that the PowerPoint would be shared.

### Update on Strategic Plan and Formation of Ad Hoc Workgroups

Ms. Smith provided an overview of the work completed by each of the three workgroups. Progress is being made in each area.

Ms. Schicker thanked workgroup members for their engagement. She thanked Mr. Hostad for volunteering to Chair the Business Engagement Workgroup and asked any other board members interested in chairing workgroups to contact Ms. Smith.

Mr. Heyer made a motion to create three strategic workgroups and Ms. Geason-Bauer seconded. The motion passed unanimously.

### Policy Updates

Ms. Smith presented 4 policies to be approved: QST-01, QST-02, QST-03, and QST-05.

Mr. Heyer made a motion to approve the policies as presented and Mr. Luna seconded. The motion passed unanimously.

### LEP Plan Update

Ms. Smith presented an updated Limited English Proficiency Plan for the Board's review. The WIOA participant data has been refreshed as well as additional clarification has been included to reflect guidance from the state. The plan previously had not been updated since 2018. Data confirms no significant population changes that would require translating additional materials. Ms. Smith noted that forms are already being translated beyond the minimum standard.

Ms. Geason-Bauer made a motion to approve the plan as presented and Mr. Heyer seconded. The motion passed unanimously.

With no other business, the Mr. Heyer moved to adjourn at 9:14 am.

Respectfully submitted by:



Analiese Smith