



## ***Bay Area Workforce Development Board***

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### **BAY AREA WORKFORCE DEVELOPMENT BOARD**

#### **MEETING MINUTES**

**October 21, 2004**

**Present:** Paul Linzmeyer (Chair), Larry Bergner, Karen Besiada-Hansen, Paul Bredael, Bill Chaudoir, Rodney Cotillier, Amy Du Bois, Bob Guenther, Sue Hammersmith, Larry Harkness, John Haugh, Penny Helmle, Joe Hilke, Holly Hoppe, Christine Jensema, Susan Kromm, Mike Lanser, Tony Marcelle, Jean Marsch, Don McAdams, Bob Miller, Dee Olsen, Pamela Phillips, Reggie Phillips, Loretta Shellman, Pat Simonar, Mike Troyer, Michael Van Dyke

**Guest:** Jesus Panalez

**Absent:** Nancy Armbrust, John Bloor, Rick Gerroll, Diane Koepke, Steve Kopecky, Mike Ptacek, Charles Rohlmeier, John Schwantes, Jon Syndergaard, Dave Turbiville, Steven West

Mr. Linzmeyer called the meeting to order at 1:00 PM at the NWTC Center for Business and Industry. Roll call showed a quorum present. Mr. Golembeski noted that Tonya Felhofer and Roger Utnehmer had each submitted a letter of resignation because of scheduling conflicts with board meetings. Both sent regrets at having to move on and wished the members well in their efforts. The Minutes of the September 16, 2004 meeting were adopted as submitted on a motion by Ms. Phillips, second by Mr. Bergner.

**Bylaws.** Draft language for a Bay Area WDB Bylaw amendment was distributed to the members. The amendment reads, "The immediate past Chair, at the discretion of the board, may be appointed to a one-year term as a member of the Executive Committee to facilitate the transition of board leadership". The intent is to facilitate a smooth transition in leadership on the board. Mr. Golembeski suggested that such a goal could be achieved with proactive planning. Members of the Board will vote on the Bylaw amendment at the November 18 meeting.

**Committee Reports.** The Executive Committee had no report. Mr. Haugh reported that the Program Performance Committee recommends a January 2005 implementation date for the job center performance standards the committee has been working on. The board will have to provide technical assistance to help the job centers meet the criteria, and the committee hopes that the board will allocate PY 2005 funds to serve as incentive awards for job centers who meet the standards.

The vision of the Bay Area Workforce Development Board is that job skills and educational levels are increased, quality of life for all individuals is enhanced, while employers' needs are met.

Mr. Hilke reported for the Strategic Leadership Committee. The Committee reviewed the WDB Mission and Vision Statements in light of funding priorities. Priorities will be even more important if anticipated WIA funding cuts occur next year. Mr. Hilke and several others had visited several job centers recently, and he strongly recommended that all board members take that opportunity to get a real sense of how job centers operate. There was informal consensus that our job centers perform at a grade of “B,” and the committee will continue to discuss how to raise that level even higher. Committee members identified fourteen key areas to focus on, and will be developing action steps at the next meeting.

**Staff Updates.** Mr. Golembeski strongly encouraged all the board members to attend the “Launch” of the NEW Economic Regional Development Partnership to be held at the KI Convention Center on November 15, 2004. This symposium will mark the beginning of the implementation phase of the NEW Economic Opportunity Study. The event web site is [www.newep-launch.com](http://www.newep-launch.com). Members may contact Mr. Golembeski if they need assistance with the fee for the symposium. A handout was distributed.

**State Council.** Mr. Linzmeyer spoke about his efforts across the state to speak against the proposed Taxpayer Bill of Rights (TABOR). He asked the WDB members to become informed about this important issue and the effects it might have on the state economy. He offered to provide additional information upon request. As to the state Council on Workforce Investment, he reported that they had done a “pretty solid job” so far is working on issues related to strengthening the state’s workforce. Several strong committees have been very active, and members will be receiving surveys soon from one committee or another to gather input. The Center on Wisconsin Strategy (COWS) has been working closely with CWI on developing a set of meaningful metrics to measure Wisconsin’s progress toward a stronger economy. Mr. Miller asked for more funding for the job centers from the Council.

**Strategic Plan Development.** Dennis Nitschke took over the meeting. Members separated into groups for some intensive work on a modified SWOT analysis. The goal is to identify four “Must Do Strategies” that will drive a three-year strategic plan for the board. Groups worked diligently for the remainder of the meeting without report-out sessions. Information will be shared prior to the next meeting on November 18. Mr. Nitschke also asked the Executive Committee to review the Bay Area WDB Vision and Mission Statements, and come to the next board meeting with recommendations for updates to those documents.

The meeting adjourned at 3:50 PM.