



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

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### **EXECUTIVE COMMITTEE of the Bay Area Workforce Development Board**

#### **Meeting Minutes November 10, 2006**

Present: Paul Linzmeyer (Chair), Joe Hilke, Mike Troyer, Tony Marcelle, Sam Perlman, Christine Jensema, John Haugh

Mr. Linzmeyer called the meeting to order at 3:30 PM. A quorum was present with several members participating by conference call. The Minutes of the July meeting were approved as submitted on a motion by Mr. Hilke, second by Mr. Perlman.

Barbara Fleisner, the Vice President for Economic Development of the Green Bay Area Chamber of Commerce, addressed the committee requesting a contribution of \$5000 from the Bay Area WDB toward the award for the regional Business Plan Competition sponsored by NEWREP, a regional partnership of economic development agencies. This is the second year of the competition, which was one of the action steps in the NEW Economic Opportunity Study. Last year, the two workforce boards had received a special state grant, called a GROW Grant, through the state Council, part of which was used for the Business Plan Competition award. Ms. Fleisner distributed a handout showing the various contributors to the award funding this year which included the Fox Valley Workforce Development Board. This year such a contribution would have to come out of regular WIA administrative funds, and staff opposed the proposal for several reasons including the precedent of considering unsolicited requests for funding and the priority of other projects such as the regional website and moving costs for the Green Bay job center. After some discussion, motion was made by Dr. Troyer, with a second by Mr. Perlman, to contribute \$2000 to this project. Motion passed on a unanimous roll call vote. Mr. Golembeski indicated that he would get back to the committee about whether new funds would have to be authorized by the full board for this purpose.

In other matters, Mr. Golembeski shared that the cost of health care coverage renewal on December 15 was going up 44%! This was a shock after two consecutive years of virtually no increase. His approach will be to adjust the benefit levels to stay within the approved budget, and he believed that this could be done without too much trauma. It is a matter of choosing among the elements of the plan that had the most value for the staff. Members suggested that staff look at Health Savings Account options again. He also reported that he had not taken any action to change the company retirement plan policy. He would like to allow for additional employee contribution beyond the contribution from the company that is currently in place. It is, however, hard to justify

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the addition administrative cost of approximately \$1,200 annual, associated with this change during a time of decreasing resources. Other options will be explored.

The committee reviewed the proposed committee job descriptions for the Strategic Leadership and the Program Performance Committees that was developed in the spring of 2006 by Ms. Jensema, Mr. Hilke, and Mr. Golembeski. The work of the two standing committees had begun to overlap considerably, and roles needed to be clarified. The members agreed by consensus that the distinction was appropriate with a broader systemic responsibility for the Strategic Leadership Committee and a more operational approach focused specifically on WIA programs for the Program Performance Committee. It was agreed that an annual joint meeting of the two committees would be useful to avoid duplication of effort.

The **Program Performance Committee** will work to translate the strategic vision of the Bay Area WDB into operational outcomes by:

1. Monitoring the WIA performance of the job centers and how the various contractors contribute to that performance;
2. Monitoring the WIA performance of the Younger Youth contractors;
3. Monitoring the WIA performance and/or overall effectiveness of the targeted WIA programs funded by the Bay Area WDB, such as programs for expelled youth and offenders;
4. Evaluating the effectiveness of the system building WIA contracts such as the Business Services Specialist and Job Center Strategic Managers;
5. Determining the return-on-investment value of WIA dollars in all contracted programs;
6. Identifying gaps in services and setting priorities for the use of WIA funds in the Bay Area based on the WDB's strategic plan;
7. Recommending quality improvement steps, including lean processes, for WIA programs and services.
8. Reviewing and discussing the operational effectiveness of all Bay Area WDB initiatives.

The **Strategic Leadership Committee** will bring together Bay Area WDB members and job center leaders to:

1. Advance communication within the Bay Area One-Stop system to provide accurate information, guidance, and support to the work of the job centers and the board;
2. Articulate a vision for the local One-Stop system in terms of continuous quality improvement, enhanced customer service, and increasing cost efficiency; and identify opportunities to achieve that vision;
3. Identify priority leadership topics for consideration by the board and other committees;
4. Serve as a "sounding board" on select leadership issues that arise from the WDB, committees, or job center operation;

Mr. Golembeski reviewed the focus of the WDB meetings, pointing out that the agenda would continue to focus on job center consolidation, business services, and systemic school-to-work issues. Projects with the Wisconsin Department of Corrections continue to evolve as well and he is putting a significant amount of time and energy into them. The project with the Wisconsin Council on Children and Families is on hold as funding from the Joyce Foundation to improve the W-2 program in the entire state of Wisconsin develops and is finalized. Little has been done about the issues around access to postsecondary education for minority students because of a lack of staff time to work in this area. The committee members were in agreement with the use of the board's time and agenda for the year so far.

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Mr. Linzmeyer wanted to compliment the WDB staff for their work on the Green Bay Job Center relocation project. He noted that it was a complicated and often frustrating process, but that now there was a firm decision to move this important job center to a much improved facility.

The meeting adjourned at 4:20 PM.