



Bay Area Workforce Development Board

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EXECUTIVE COMMITTEE of the Bay Area Workforce Development Board

Meeting Minutes February 11, 2004

Present: Paul Linzmeyer (Chair), Jane Delveaux, Bob Guenther, Don McAdams
Absent: Dave Turbiville, Diane Koepke, Kris Parkansky

There was not a quorum immediately, so members discussed informational items until a quorum was achieved. Mr. Golembeski informed the members present of the staff intention to monitor WIA contracts at the midpoint of the contract to see if spending is on track. Contractors that have spent significantly less than 50% of their contracts at the midpoint of the contract period may have some funds “deobligated” (i.e., taken out of the contract) for other use. This year, because of reductions in other funding streams to the job centers, staff plans to allow the job centers to use deobligated funds for core service activities in their job centers. Members were comfortable with this procedure.

Mr. Golembeski also explained that he anticipates receiving a request from UW-Green Bay to have the University Provost, Sue Hammersmith, nominated for a regular seat on the Bay Area WDB. This will require the board to add two additional private sector members, for which we have already made provision in the Bylaws, to keep the required private sector majority. Members briefly discussed the advantages to having the university engaged with board activities at that level, and there was general agreement that this was a very positive development.

At this point, a quorum was achieved, and Mr. Linzmeyer called the meeting to order at 9:15 AM. Roll call showed a quorum present with several members participating by conference phone. The Minutes of the December 12 meeting were approved as submitted on a motion by Ms. Delveaux, second by Mr. Guenther.

Bay Area JobFIT. Mr. Golembeski stated that the real issue in this matter was whether Bay Area WDB intended for the JobFIT project to become self-supporting financially, and if so, within what time period. Fred Schnook, the Executive Director of Northwest CEP and the contractor for the JobFIT project, joined the discussion by conference call, and he explained his organization’s understanding that they should take steps toward making JobFIT a self-sustaining program that will not be dependent on support with WIA funds in a relatively short time. Everyone recognized that there are significant differences between the situation in the northwest from that in the Bay Area. Mr. Schnook indicated that he wanted his staff to pursue employer usage of JobFIT right away.

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Mr. Donarski, one of the NWCEP Business Consultants, had developed an issue paper and several pricing options for the project, and this was reviewed. Options were based on the challenge to make the project financially self-sufficient, but also took into account various options for focusing on employers of various sizes. Members spoke favorably of “Chart III” in the issue paper which put the project close to self-sufficiency based on sales assumptions, and also provided incentives to small employers while encouraging the purchase of multiple patterns. **Motion was made by Mr. McAdams, second by Ms. Delveaux, to direct the contractor, NWCEP, to proceed with the project based on the Chart III, with the understanding that flexibility will be needed in contract administration for the project.** Motion passed on a unanimous vote.

It was also decided that the Bay Area WDB staff will take care of invoicing employers for the service, and that Bay area staff will make sure that there is a customer-friendly process for billing inquiries. The committee also asked that a monthly report in a “balanced scorecard” format be developed to help the WDB stay current on the project’s progress. The report would include things such as the number of new accounts, expenses, number in the data base, and the number of hires using the system.

Welfare-to-Work Program. Staff explained that the federal budget signed into law by President Bush on January 23 has rescinded (taken back) any unspent Welfare-to-Work funding. In our area, WtW funding is used in our contract with ACS for the program in the Oshkosh Corrections Facility. Staff recommends taking up to \$60,000 in WIA funds from the \$120,000 set aside for “special projects” and use it to continue this project through June 30, 2004. The Wisconsin Department of Corrections is also providing \$10,000 for this purpose, and ACS is willing to continue the project this way. **Motion was made by Ms. Delveaux, second by Mr. Guenther, to allocate \$60,000 of WIA funding to continue the Oshkosh Corrections project with ACS.** Motion passed on a unanimous vote.

Baldrige Project Update. Mr. Nitschke went over the reports he developed following the January WDB meeting, and focused on the results from the small group discussions, noting that Baldrige is ultimately about performance improvement. Mr. Linzmeyer linked this project to the NEW Economic Opportunity Study, funded through the Bay Area WDB and the Fox Valley WDB, which is to be completed by June 30, 2004. He expressed some serious concerns about the quality of the information being gained in the focus groups going on in the 16-county area for this study, and will follow up with Northstar Economics staff to make sure we are getting a quality product. This report, along with the on-going Baldrige Assessment implementation, will form the basis for the next stage of the WDB’s strategic planning.

Mr. Nitschke went over the small group recommendations. Several groups indicated the need for a more formal communication structure with the job centers. Mr. Golembeski informed the members that the managers in the job centers had put together a group they call the “Local Collaborative Planning Team” (LCPT) for discussion of the Baldrige project, and they had asked for time on the next WDB agenda. In addition, the Program Performance Committee had sent out some proposed job center metrics” for review and comment, and that project needs to move ahead soon. The JobFIT project will serve to create stronger linkages with employers, and the business consultants have been working diligently at integrating JobFIT into the job centers, so that the entire system benefits from closer employer relationships. Committee members asked for a regular from the NWCEP staff on their project progress with employers and with job center integration.

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There was general agreement that a standing committee should be formed consisting of several board members, job center representatives, and staff, with a regular agenda. It was surmised that a committee could be developed from the LCPT report at the next WDB meeting. One smaller group asked for organization charts from each job center, but the committee felt that would be too much information at this time and tabled the item. The need for performance data was also emphasized in the small groups, and members felt that the Program Performance Committee job center metrics project should address that. Mr. Nitschke will give a report to the WDB at the February 26 meeting.

The meeting adjourned at 10:15 AM.