



Bay Area Workforce Development Board

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EXECUTIVE COMMITTEE of the Bay Area Workforce Development Board

MEETING MINUTES

March 25, 2004

Present: Paul Linzmeyer (Chair), Jane Delveaux, Bob Guenther, Diane Koepke, David Turbiville

Absent: Don McAdams, Kris Parkansky

Guests: Connie Hendries, Joy Rautmann, Kathy Karshna, Kim Chong, Nancy Musial, Penny Helmle, Jody Madden, Peggy Durand

Mr. Linzmeyer called the meeting to order at 9 AM. A quorum was present. Members agreed to move Agenda Item 4 to the top of the meeting to accommodate the job center representatives who were present.

Baldrige Assessment Project. Committee members had received, and the job center representatives were given, a memo from Dennis Nitschke providing his insights on the mission and roles of “Job Center Development Committee” and the Program Performance Committee. Mr. Nitschke’s purpose in creating the memo was to 1) be very specific about the role and authority of each committee, b) keep the two committees from duplicating efforts, and 3) maintain the Baldrige process focus of the committees’ efforts. In reviewing the proposed purposes for the Job Center Development Committee, there was general agreement among the members, staff, and guests that setting up a formal communications structure between representatives of the job centers and the Bay Area WDB was very important and necessary. The proposed purposes for the committee included:

1. To advance communication within the Bay Area workforce system to provide accurate information, guidance, and support to the work of Job Centers and the Board;
2. To identify priority leadership topics for consideration by the Board and other Committees;
3. To serve as a “sounding board” on select leadership issues and topics identified by its members and other Committees. This discussion will serve to provide initial feedback on the planning and the results of action alternatives.

Members requested clarification from Mr. Nitschke on his suggestion that the committee not serve as a “problem-solving” group. In reviewing the suggested make up of the committee, the job center leaders felt that limiting their representatives on the committee to those currently chairing Job Center Management Teams was too restrictive, and the WDB members agreed. The members of the Job Center Leadership Team will meet to name four representatives for the

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committee. They will also designate one of the four to be co-chair. Mr. Linzmeyer asked that they consider naming individuals from small, medium, and large-sized job centers in their discussion. The WDB representatives will be determined via email before the April 15 WDB meeting. Since committee meetings will be incorporated into the regular WDB meeting time in April and May, members should be available to participate.

Mr. Nitschke had also suggested topics for the committee's attention, and the committee can spend its initial meeting on April 15 prioritizing those issues. The suggested "accountability measures" were also reviewed and agreed upon.

Mr. Nitschke had also provided direction for the on-going Program Performance Committee in which he closely mapped the work of that group on to Baldrige criteria. The Program Performance Committee will also meet on April 15 to review their work on job center metrics and to review the tasks suggested in the memo. After the metrics are reviewed, job center input will be invited.

Staff Business.

Bay Area WDB and North Central WDB each received a "Technical Assistance Grant" of \$23,000 to help us address the deficiencies in WIA Older Youth program performance. Since both areas have similar needs, funds were pooled in a joint project that involved contracting with a consultant to work directly with the Older Youth job center staff, analyze the program information collected, and provide appropriate training to bring Older Youth performance up to expectations. A competitive bid went out, and proposals were reviewed by staff from the two WDBs. They choose Callahan Consultants from Maryland, to provide these services. Staff provided details about the selection process. The contract amount is \$31,780 with the remainder of the funds going for local administrative costs. The project will begin during the first week of April and be completed by the end of May. Motion was made to support staff action in this matter by Ms. Delveaux, second by Ms. Koepke. Motion passed on a unanimous vote.

Members wished to go on record as officially receiving the PY 2002 audit from Wipfli Young. Motion to do so was made by Mr. Guenther, second by Ms. Koepke. Motion passed on a unanimous vote.

Members discussed how to approach the new program year beginning July 1, 2004. Current WIA contracts with the job centers could be renewed or entirely new job plans could be required from the Management Teams. The former would require only an updated budget and other updates as necessary, while the latter would entail significantly more work. Members felt that renewing existing contracts was the better option since the on-going Baldrige process would include the broader planning activity. Motion to recommend renewal of the existing WIA contracts with the job centers for Adult, Dislocated Worker and Older Youth programs to the full WDB was made by Ms. Delveaux, second by Ms. Koepke. Motion passed on a unanimous vote.

The reasons for termination of the contract with Northwest CEP for the JobFIT program were provided by Mr. Linzmeyer. The three business consultants are now independent contractors for the project. Mr. Linzmeyer has been meeting with the contractors for JobFIT weekly. There is a comfort level that the right contractors for the project are in place and that there is a solid plan in place for implementing JobFIT that is appropriate to the Bay Area in collaboration with the local job centers. Under the new contract arrangement, costs for the project that were built-in contract costs, such as phones, supplies, software, and facilities now fall directly on the WDB staff. Staff

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requested that \$10,370 be added to the corporate budget from the JobFIT project allocation for the remainder of the fiscal year to account for these costs. Motion to add \$10,370 to the corporate budget for this purpose was made by Ms. Delveaux, second by Mr. Turbiville. Motion passed on a unanimous vote.

There was a discussion about purchasing new financial software for the corporate office. This would be a major purchase of about \$40,000. Staff is very limited by the current DOS-based system, especially in running useful FINANCIAL reports. JobFIT will require an Accounts Receivable module that the current program does not have. Most importantly, there is significant staff time required to make duplicative entries on several different spreadsheets to track expenditures. Staff believes that this investment will save a staff time and provide value added fiscal information for management purposes. Mr. Golembeski had spoken with several other WDBs and discovered that many had already upgraded their accounting software. The committee members asked for a “payback analysis” report on such an investment before any further action is taken.

Mr. Golembeski reported that he and Bonnie Rosner had been getting quotes for the creation of a Bay Area WDB website, which many feel is a needed addition for the board. Two quotes have been received and a third is forthcoming. Further determination of the size and scope of the website elements will have to be made, and funds for the project have not yet been identified. In addition to standard informational items and hyperlinks, the website might contain an area for board members to conduct an on-going discussion of workforce issues that the public would have read-only access to. Staff is also considering including section that would assist the public in identifying their needs and connecting them with appropriate agencies and organizations.

Other Updates. The JobFIT contractors had provided a sample balanced scorecard to keep the members informed of the project’s progress. Members asked that the report be put into a MS Excel format in the future. Mr. Golembeski also gave a brief update on the Economic Opportunity Study project. He attends the monthly oversight committee meetings at which the economic development partners and Cheryl Welch, his colleague at Fox Valley WDB, work with the contractor, Northstar Economics, to select and shape the analysis of the data that has been collected. He noted the real energy being put into this project by the economic development agencies. Plans will be formulated soon about the process of implementing the recommendations of the study once it is completed.

WDB/LEO Agreement. Mr. Golembeski reminded the members that the Agreement between the WDB and the ten counties that constitute the Bay Area is renewed every two years. This will have to be done before July 1, 2004. There are no concerns or issues presently about the Agreement or about the relationship between the WDB and the Local Elected Officials (LEO) Board. Members will need to review the Agreement in preparation for its renewal.

The meeting adjourned at 10:10 AM.