



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

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

#### **MEETING MINUTES**

**June 25, 2004**

Present: Paul Linzmeyer, Diane Koepke, Don McAdams, Joe Hilke, Bob Guenther

Absent: Dave Turbiville

Guests: Connie Hendries, Heidi Schaible, Brian Pelon, Kris Parkansky

Mr. Linzmeyer called the meeting to order at 11:00 AM at the Bay Area WDB office. Members participated by conference phone. Roll call showed a quorum present. Minutes of the June 11 meeting were amended to include the following addition to the discussion on job center reception services:

The committee also agreed to consider providing limited WIA funding, for a period of 2-3 months, to keep reception/core services staff in place in some job centers while other options were being considered.

With this amendment, the Minutes of the June 11 meeting were adopted on a motion by Mr. Guenther, second by Ms. Koepke.

**Board Business.** Mr. Golembeski expressed his concerns about whether the “list serve” electronic communication format complied with Wisconsin Open Meetings Law. An Attorney General’s opinion from October 2000 seemed to indicate that it would not comply with the law. Mr. Linzmeyer had reviewed the AG opinion as well and agreed. The law requires that a public body give notice about when and where it will discuss and act on any given issue. The open-ended nature of a list serve would allow board members to carry on a discussion without such notice. Members agreed to table the subject for the time being.

The proposal by the Program Performance Committee to reduce the level of WIA Adult tuition funding and move those funds to job center incentive funding awards is still being studied by staff. There is not further information at this time.

Mr. Linzmeyer spoke about recent developments in the Economic Opportunity Study implementation plans. Several regional groups are now involved in the project, including NEW Regional Economic Partnership (NEWREP), a partnership of economic development agencies; NEW Education Resources Alliance (NEWERA), a partnership of postsecondary education institutions; and NEW Economic Development Partnership (The CEO Group), a group of area business executives. There are plans for a large conference, in the fall, led by these groups, to

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develop the implementation plan for the Economic Study. There is a great deal of excitement around the possibilities for this project.

**Budget Issues.** JobFIT was discussed at some length. A quarterly payment of \$ 38,498 is due to Profiles International to maintain the website. Mr. Linzmeyer and Mr. Hilke have been part of a discussion group that is looking at options for this project. There is agreement among the employers who are utilizing JobFIT, and others, that it is a value-added product that can have a positive impact in our region. Getting a critical mass of employers to buy into JobFIT has been the challenge. Members suggested that the pricing approach needs to be reviewed. There is discussion going on with some of the postsecondary education institutions to integrate this into their placement operations. There is also discussion with the Fox Valley WDB and Michigan Works to integrate JobFIT services across the whole area. This quarterly payment would allow some time for these initiatives to work. Mr. Golembeski continues to seek private foundation funding for the cost of JobFIT. Motion to allocate \$38,498 for the quarterly payment was made by Mr. McAdams, second by Mr. Hilke. Motion passed on a unanimous vote.

Mr. Pelon asked about contact people for JobFIT. Job center staff was still directing customers to JobFIT and employer inquiries were also coming in. He was told to direct people to Mr. Golembeski for the time being. Mr. Golembeski will get out some information out to the job centers so that they have some specific direction during this interim period. People at Bay Towel and Services Plus are willing to tell employers about the benefits of JobFIT.

Mr. Linzmeyer asked the job center representatives to explain their situations with reception services in the job centers. Ms. Hendries explained the serious need in Manitowoc indicating that the W-2 program has primarily supported the receptionist position in past years, but can no longer do so to the extent it has in the past. She stated that a gesture by the WDB would encourage other programs to contribute more also. One of the challenges they have is that the leases with the state programs run until December 31, and there is no opportunity to renegotiate those leases until then. This gives them little flexibility and few options to free up funds for the receptionist position. Ms. Schaible indicated that both the Oconto and Florence job centers were strapped also for receptionist services and had few options. Motion was made by Mr. McAdams, second by Ms. Koepke to allocate WIA funds as follows for reception and core services costs in PY 2004:

|                      |           |
|----------------------|-----------|
| Manitowoc Job Center | \$ 18,250 |
| Florence Job Center  | \$ 2,606  |
| Oconto Job Center    | \$ 5,645. |

Motion passed on a unanimous vote.

Ms. Schaible asked that the WDB consider allocating specific dollars specifically for core services in the future. There was discussion about the benefits of promoting short-term training in partnership with employers with narrowly targeted training needs.

Mr. Golembeski shared plans to hold a regional Roundtable on core services in the job centers during the first week of August with Dennis Nitschke serving as facilitator. Details will be forthcoming. Mr. Nitschke will also work with the WDB this fall on a strategic planning process connected to the recommendations in the Economic Opportunity Study.

The meeting adjourned at 11:50 AM.

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