



Bay Area Workforce Development Board

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LOCAL ELECTED OFFICIALS BOARD of the Bay Workforce Development Area

MEETING MINUTES February 2, 2006

Present: Bruce Osterberg (Chair), Elmer Ragen, Cheryl Wruk, Jim Gilligan, Charles Most, Arlyn Tober, Don Markwardt

Absent: Dan Haefs, Randy Reiter, Jim Barlow

Mr. Osterberg called the meeting to order at 1:00 PM at the NWTC Center for Business and Industry. Members welcomed Mr. Most, now representing Door County. A quorum was present. Minutes of the September 6, 2005 meeting were adopted as submitted on a motion by Mr. Gilligan, second by Mr. Tober.

WDB Nominations. There are currently several vacancies on the Bay Area Workforce Development Board due to the recent resignations of Paul Bredael, Michael Ptacek, Reggie Phillips, and Steve Kopecky. The LEO Board considered three nominations to fill vacant seats: Ted Penn (Wisconsin Public Service), Jill Hennessey (The Manitowoc Company), and Louise Lochner (Green Bay Public School District). Motion to appoint all three nominees to fill out the terms of Paul Bredael, Steve Kopecky, and Mike Ptacek respectively, was made by Mr. Markwardt, second by Mrs. Wruk. Motion passed on a unanimous vote. Mr. Golembeski explained that the Bay Area WDB is in compliance with membership requirements, but he continues to recruit several private sector members. He also anticipates several more resignations at the end of the program year around July 1.

WIA Plan. The Bay Area Workforce Development Board will be required to update its WIA Local Plan by March 31, and the required update is a substantial piece of work. Mr. Golembeski indicated that the new Local Plan Guidelines were, in fact, a positive step forward in the strategic vision and leadership put forward by DWD for our job centers. It is, however, a very challenging plan that will require significant changes to our existing system and add several new initiatives. LEO members reviewed the new "Criteria for Certifying Comprehensive Job Centers." In the past, since Bay Area job centers grew from local initiatives, any local center was given the "Job Center" designation. These new standards set fairly sophisticated and uniform standards for job centers throughout the state, including the services of a credentialed employment counselor, K-12 school liaison, and a coordinated Business Services Team. Bay Area will

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have to redefine many of our medium and smaller job centers in terms of these requirements, something we have been in the process of doing since last spring.

Another issue in the WIA Plan Guidelines (Attachment N) seems to require that the LEO County Consortium Agreement, setting up the local area, be renewed with an added section about handling the misuse of WIA grant funds. This section would require the counties to develop a formula to be used to allocate responsibility for any disallowed costs or other misuse of funds (Section 10).

[Note: Here is the applicable language in the federal regulations:

§ 667.705 Who is responsible for funds provided under title I of WIA?

- (a) The recipient is responsible for all funds under its grants(s).
- (b) The political jurisdiction(s) of the chief elected official(s) in a local workforce investment area is liable for any misuse of the WIA grant funds allocated to the local area under WIA secs. 128 and 133, unless the chief elected official(s) reaches an agreement with the Governor to bear such liability.
- (c) When a local workforce area is composed of more than one unit of general local government, the joint liability of the individual jurisdictions must be specified in a written agreement between the chief elected officials.]

In addition, the WIA Plan Guidelines require that each county board adopted the renewed LEO Consortium Agreement (Section 11). Concerns were raised about the need for such a process and the effort it would take to get ten county boards to develop a formula and act on this matter in a timely way. The current LEO Consortium Agreement was developed with the assistance of the Department of Workforce Development and the Wisconsin Counties Association in 1997 when two previous districts were merged. LEO members reviewed the current WDB/LEO Agreement covering liability for misuse of funds. Since the WDB contracts for all services, disallowed costs related to WIA services are passed on to the contractors as, for example, in the case of an ineligible participant receiving services from a contractor. In addition, the Bay Area WDB maintains a Directors and Officers insurance policy that covers malfeasance. Mr. Golembeski explained that the WDB directors had asked the state office for additional clarification on this matter.

Program Updates. Mr. Golembeski distributed several pages of the independent audit of the Bay Area Workforce Development Board by Wipfli for the Program Year that ended June 30, 2005. That audit stated:

We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses;

and

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The audit reported no Findings or Questioned Costs.

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Members discussed general workforce issues including the effort the Bay Area WDB has been putting into linking businesses with the K-12 education system in the region. For 40 years, the baby-boomer generation has provided a steady stream of workers for area businesses. As the baby-boomers pass from the scene, companies will need to connect effectively with the education system in order to find the workers they need. The WDB has been looking at various aspects of how business and schools connect and will be developing an action plan to promote that relationship in the spring.

The LEO Board will meet next on Monday, March 27 at 1 PM to review the final form of the WIA Local Plan.

The meeting adjourned at 3 PM.