



Bay Area Workforce Development Board

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www.bayareawdb.org

MINUTES

BAY AREA WORKFORCE DEVELOPMENT BOARD

Thursday, January 21, 2021

Present

Brian Pelon, Bruce Russell, Brian Schauf, Cheri Galecke, Chris Matheny, Chuck Dallas, Claudia Krepsky, Deb Buckley, Ed Kelley, Gerald Schomaker, Jennifer Bscherer, Kim Holmes, Marcia Christiansen, Matt Rentmeester, Mercedes Schuchardt, Meredith Jaeger, Mike Ruminski, Mike Troyer, Paul Carlsen, Penny Helmle, Ron Christensen, Shirley Aviles, Steve Jenkins, Tara Carr, Time Beno, Will Robinson

Absent

Aaron Augustian, Kris Chosa, Dustin Delsman, Steve Heller, Wendy Dzurick, Ron Kadlubowski, Dan Keyzers, Heather Martin, Guy Meyerhofer, Brad Nye, Robert Pontius, Ann Schermetzler, Loretta Shellman, Myrna Warrington

Call to Order/Roll Call/Minutes

Dr. Troyer called the meeting to order via ZOOM at 1:05pm. Roll call showed a quorum present. The Minutes of the November 19th meeting were adopted as submitted on a motion by Tim Beno and a second from Steve Jenkins. Dr. Troyer requested a motion to move agenda item 5a, Nomination and Appointment of WDB Chair and Vice Chair, to immediate action. Mike Ruminski motioned to approve Chuck Dallas as Chair of the Board and Cheri Galecke as Vice Chair of the Board, with a second from Matt Rentmeester. Motion approved by the Board.

Operational Overview

Vickie and Sarah provided an overview of Bay Area WDB's programming, outcomes, trends and strategies.

Sarah gave a brief program overview that included information on the following programs/grants: Dislocated Worker, Adult, Youth/Young Adult, Independent Living, Transitions to Success, and Windows to Work. She noted that the One Stop Operator is an actual position/organization – not a “place” and that its primary responsibility is to coordinate service delivery among partner agencies in the One Stop Centers (actual physical places) in WDA 5 (Bay Area).

High level performance and outcomes were shared with the group, and Sarah noted that more extensive program guides will be sent out to board members that will include additional information on each program, as well as more in-depth outcome information.

Vickie shared some trends that have impacted programming (numbers, outcomes, etc.), including the following:

1) Increased number of barriers and extent of barriers among participants, noting that this has been an increasing trend over the past 6 years. This increase impacts the amount of time a career planner spends with clients, the amount of supportive services needed, etc. DWD does have a Statistical Adjustment Model (SAM) that they are implementing that does take the level of barriers into consideration, especially with

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regard to performance. When that information is available, it will be shared with the board. Lastly, there has been an increased demand for basic needs (amongst all programs), specifically with regard to housing needs.

2) Continued decrease in WIOA funding, which is Bay Area WDB's primary funding source. Since 2015, funding has decreased 50% (an average of 8-10% per year). As well, there has been a corresponding decrease in overall participant numbers, and a 30% in subrecipient staff levels over this same time period.

3) Dislocated Worker levels have decreased substantially since 2015, and they have not accessed services largely due to the ability to find jobs without additional training, etc. This is expected to change with regard to the impacts of Covid-19; however, we have not seen a tremendous increase to date. Will continue to monitor and update board. Youth/Young Adult numbers have consistently remained higher than funding for this program (even though numbers have also declined over the past 5 years).

4) Program strategy to address the above and maximize dollars to provide service to as many clients as possible in all three categories (Adult, Dislocated Worker, and Youth/Young Adult), has been to co-enroll youth/young adults in the Adult program. This helps serve the additional number of youth/young adults where youth funding is not adequate.

5) Another strategy has been to access additional funding, including:

- Retail Dislocated Worker Grant designed to assist those individuals who have been impacted by a dislocation related to a retail store, supporting service/warehouse, corporate office, etc.

- Employment Recovery Dislocated Worker Grant that has just begun implementation. This grant is available to any individual who has lost their job due to no fault of their own.

NOTE: Both above grants are also open to Displaced Homemakers (question on who is a "displaced homemaker" – is someone who did unpaid work at home and who is unemployed/underemployed; and who depended on another family members income but is no longer supported by that income (laid off; death; divorce; or spouse active-duty service and income decreased).

6) Program waitlist has also had to be implemented due to the lack of available funds for training, with individuals being on the waitlist for an average of 6 months. However, with the additional ER DWG grant, all individuals that were on the waitlist have been approved to move forward with training.

Procurement for program year 2021 (PY21)

Vickie noted that PY21's procurement process will include two subrecipient awards:

- 1) Bay West - Shawano Youth/Young Adult
- 2) Bay Central – Brown Youth/Young Adult

This will require the development of a Program Review Committee and Vickie noted that we will be looking for 3-5 members to serve on this time limited committee, whose role will be to review proposals and make a recommendation to the board for selection of sub-awards.

The timeline was reviewed, and it was noted that committee members would participate in an initial prep meeting in mid April; review proposals in late April to early May; and then attend a proposal review meeting would be held in mid May. All meetings and review will be done virtually this year (for the first time).

Chuck shared some of the benefits he has received from participating on this committee in the past and urged board members to consider joining for this year's process. It is an excellent way to learn more about what Bay Area WDB and its subrecipient awardees do to serve our clients. Anyone interested should let Matt know.

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Mid-Year Fiscal Summary Report

Debbie provided an overview of our current corporate budget and that we are financially in a good position right now. The Board can be prepared to expect a corporate budget modification in February and will be provided a full financial picture at that time. Mr. Valiquette shared that allocations are being received later than anticipated but board staff are preparing and planning to present information to the Board to be able to provide sub-recipient extensions a sufficient amount of notice, as well as any other sub-recipient or programmatic changes.

Board Business

5a Nomination and Appointment of WDB Chair and Vice Chair

Action completed under 'Call to Order'

5b Nomination and Appointment of Committee Chairs

Mr. Valiquette and Mr. Dallas reviewed the current roster of the Executive Committee, Strategic Leadership Committee and the Program Performance Committee. Matt Rentmeester elected to remain as the Chair of the Strategic Leadership Committee. Mr. Dallas opened nominations for the Program Performance Committee Chair, none were received, elected to table until next meeting. Tim Beno motioned for Chuck Dallas as the Chair of the Executive Committee, a second motion by Gerald Schomaker. Motion approved by Board.

5c Policy/Procedure Updates

Mr. Valiquette summarized two minor policy revisions (records retention and procurement policies) required based on the PY19 DWD monitoring report and updated State guidance. Marcia Christiansen motioned for acceptance, with a second by Gerald Schomaker. Motion approved by the Board.

5d WDB Bylaw Amendment

Mr. Valiquette summarized the Bylaw amendment revision (updated Uniform Guidance language) which was also identified during the most recent DWD monitoring and discussed at a previous WDB meeting. Dr. Troyer motioned for acceptance, with a second by Matt Rentmeester. Motion approved by the Board.

5e Corporate Budget Adjustments

Mr. Valiquette discussed the reset of staff salaries to bring up to current market wages based on various non-profit and workforce development board publications and research. Mr. Valiquette noted that talent acquisition will be critical as the Board looks to hire a 'Fiscal Assistant' as part of a succession planning process for Debbie (Controller) as well as a Data and Policy Analyst to provide dedicated technical assistance to contracted service providers and enhanced monitoring of WIOA programming and services delivery. The corporate budget adjustments will be provided to the LEO's on February 4th for approval and then presented to the Board of Directors on February 18th. Mr. Valiquette also noted that the WDB office is looking to relocate, as the current sublease agreement will end on April 30th when the current tenant lease expires. Tim Beno made a motion to approve, Matt Rentmeester seconded the motion. Motion approved by Board.

5f 2021 One Stop Operator Recommendation/Decision

Mr. Valiquette re-summarized the previously discussed options relating to the One Stop Operator role/responsibility and following a thorough review and analysis of the pro's and con's recommended to the Board of Directors that the BAWDB pursues serving as WDA5's OSO. Valiquette stated that he has held a number of preliminary and informal discussions with primary partners and there was general agreement an improved OSO model is needed and the BAWDB may be the most appropriately qualified organization to serve the role. Mr. Beno asked for an example of a possible disadvantage, with Mr. Valiquette replying the most likely significant challenge will be associated with the lack of clarity relating to "authority and responsibility." Fostering a systemic climate of cooperation and collaboration amongst various partners is never simple or easy and can at times be facetiously likened to "herding cats." Michael Troyer made a motion to approve, Cheri Galecke seconded the motion. Motion approved by Board.

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5g Local and Regional Plan Update

Mr. Valiquette noted that the Local Plan remained under review at DWD and was hopeful it would be approved and returned in the near future. No further discussion.

5h 2019 DWD Coordinated Monitoring Report Update

Mr. Valiquette stated the BAWDB staff, led by Vickie and Sarah have prioritized resolving the remaining outstanding issues associated with the monitoring report and expect to have the report fully resolved and closed out in the next month or so. Valiquette also indicated his intent to ensure no disallowed costs were passed on to contracted service providers, unless the disallowed cost(s) was determined to be the result of careless or complacent error/omission following a comprehensive review.

Bay Area WDB: New Opportunities in a New Era and New Environment

Mr. Valiquette briefly summarized some of the key factors influencing the changing environment and dynamics of “developing workforce” and the importance of engaging all BAWDB stakeholders to better position the organization to meet the needs of our customers, job seekers and employers alike. As was expertly summarized by Vickie and Sarah during the operational overview, while the “what, where, and when” of the BAWDB’s mission statement remains comparatively stable and consistent, the “who and the “how” are rapidly evolving, a transition accelerated by the ongoing pandemic. Valiquette requested the Board of Directors “challenge and interrogate realities” by examining the organization’s role, responsibility, and mission parameters through the “3-Ps” lens: POLISH – What are we doing that we need to continue/improve doing?; PIVOT- What are we not doing that we need to be doing?; PRUNE - What are we doing that we should not be doing? Identifying and developing a solid understanding of the “customer” will be a critical component of our upcoming strategic plan and key to long-term organizational success.

Strategic Plan Task Force: Getting from ‘here’ to ‘there’ in ‘X’ amount of time

Mr. Dallas indicated the strategic planning process would reconvene in the coming months with a focused agenda and specific timelines. Process will begin by examining the efforts and results produced during the previous strategic planning process that unfortunately was halted by the pandemic. Please contact Chuck, Cheri, or Matt if any Director is interested in participating.

WDB Restructure Discussion

Mr. Dallas provided his vision for transforming the Board of Directors into more of a “working board” which would likely result in restructuring and resizing to accommodate. Mr. Dallas emphasized the importance of active engagement and participation as the organization begins the strategic planning process leading to full transformation. More information to follow.

Adjournment

The meeting adjourned at 3:30pm.

The next Bay Area WDB meeting will be on Thursday, February 18th from 1:00-3:30pm via ZOOM

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