



# Bay Area Workforce Development Board

317 West Walnut Street | Green Bay, WI 54303  
T (920) 431-4100 | F (920) 431-4101  
TDD/TTY Dial 7-1-1 Toll-free  
www.bayareawdb.org

## LOCAL ELECTED OFFICIALS

of the Wisconsin Bay Area Workforce Development County Consortium

### MINUTES

Thursday, May 9, 2019

**Present:** Holly Wahlstrom-Stratton (Chair-Florence), Elmer Ragen (Oconto), Richard Virlee (Door), Larry Abitz (Outagamie), Fran Damp (Sheboygan), Troy Streckenbach (Brown) [arrived 2:00], Tom Romdenne (Kewaunee)

**Absent:** Anthony Waupochick (Menominee), Marvin Klosterman (Shawano), Mark Anderson (Marinette), Bob Ziegelbauer (Manitowoc)

**I. CALL TO ORDER** – Ms. Wahlstrom-Stratton called the meeting to order at 1:00 PM at the Neville Public Museum in Green Bay. Roll call confirmed a quorum was present.

**II. APPROVAL OF MINUTES** – Motion to approve the November 8, 2018 LEO Board Minutes was made by Ms. Damp with a second from Mr. Virlee. Motion carried.

### III. NEW BUSINESS

#### A. Bay Area WDB Appointments

The LEO Board reviewed Bay Area WDB membership changes.

Resignations were received from Stephen West (Oneida Tribe, effective 1/1/2019), Grailing Jones (Schneider National, effective 2/1/2019), Christopher Czarnik (Career [Re]Search Group, effective 2/1/2019), Carols Karls (Wisconsin Public Service, effective 6/30/2019), Tony Marcelle (Laborers' International Union, effective 6/30/2019), Jim Schuessler (Door County EDC, effective 6/30/2019), Mark Weber (NWTC, effective immediately) and Tom Schmidt (M3 Insurance, effective 6/30/2019).

Current members requesting reappointment to new three-year terms on Bay Area WDB were: Shirley Aviles (UMOS), Tara Carr (UW-Green Bay), Cheryl Detrick (NEWCAP), Penny Helmle (Oconto County Human Services), Ed Kelley (Florence Hardwoods), Heather Martin (Johnsonville), Jennifer Mikalowsky (DVR), Norman Shawanokasic (Menominee County Human Services), and Michael Troyer (Strategic Management Associates).

There were two nominations for new members as well, including Meredith Jaeger, (Dean, NWTC Corporate Conference Center, effective immediately), and Christina Studebaker (Business and Education Partnership Manager, Door County EDC, effective 7/1/2019).

Motion to accept the received resignations, reappoint the nine current members to new terms on Bay Area WDB, appoint Ms. Jaeger to a term to replace Dr. Weber immediately and fill out the remainder of his term through 6/30/2021, and appoint Ms. Studebaker to an initial three year term on Bay Area

**The Bay Area WDB, serving WIOA Title I, is an Equal Opportunity Employer and Service Provider**

**Serving Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Oconto,  
Outagamie, Shawano, and Sheboygan counties.**

WDB effective 7/1/2019 was made by Mr. Ragen with a second from Mr. Virlee. Motion was adopted unanimously.

**B. Independent Audit Report PY 2018**

Members received copies of the PY 2018 Wegner CPAs independent audit report. The document showed no areas of non-compliance and no material weaknesses found in their review. There were no questioned or disallowed costs. The auditors had also issued a management letter recommending that Bay Area WDB respond to several issues identified by the DWD Monitoring Report. Motion to accept the Wegner audit for PY 2018 was made by Mr. Virlee with a second from Mr. Romdenne. Motion passed.

**C. DWD Monitoring Status**

Mr. Golembeski indicated that a couple of issues still remained unresolved but that staff hoped to have a follow up response to DWD in a week.

**D. Budget Updates**

There were no updates for the current year budget.

**E. PY 2019 Budget**

Mr. Golembeski shared that PY 2019 WIOA allocations had been received and for the third year in a row, we will experience about a ten percent reduction in federal funding. Planning was difficult as some budget information has not been received from DWD yet. The PY 2019 Rapid Response grants had not yet been announced. In addition, there is an on-going discussion with DWD about the job center infrastructure cost sharing that is required of the WIOA core programs. A significant amount of money is in question at this time. No overall WIOA program budget was available for review.

Members did review a draft PY 2019 corporate budget for Quarter 1. Mr. Golembeski explained that, in light of missing budget information, this was a “worst case scenario” budget that would allow the board to function pending more information. He indicated that the LEO Board will likely have to schedule a telephone conference meeting in June to adopt a revised corporate budget. The Q1 budget was in the amount of \$181,747 and represented about a ten percent reduction from the current program year. Motion to adopt the Quarter 1 corporate budget as presented was made by Mr. Abitz with a second from Mr. Romdenne. Motion was unanimously adopted.

**F. Staffing Update**

Sarah Klapper has been hired as the Independent Living Grant Coordinator to replace Faith Price who accepted a position at the Wisconsin Department of Children and Families recently. Bay Area WDB was recently awarded a new five year contract to administer the Independent Living grant for a 17-county area.

**G. PY 2019 Procurement**

Staff is working on procuring many of the PY 2019 WIOA contracts. Service agencies will be chosen and then contracts negotiated based on available funding.

**IV. Program Updates**

WIOA performance for the current program year continues to look very good, but the final numbers will not be in for several months yet.

Members received the PY 2018 Strategic Action Plan Review document. Staff highlights accomplishments and significant events during the program year based on the strategic areas of focus identified a year ago. The review summarized achievements in addressing 1) quality improvement in the job center system, 2) maintaining a level of WIOA Youth and IL services in the region, 3) implementing Academic and Career Planning programs in the k-12 schools, 4) providing employers with relevant workforce information, and 5) planning for the impact of new technology on the workforce.

A Strategic Action Plan for PY 2019 was not yet available.

**VI. Federal and State Updates**

There was no report.

**VII. Sub Regional Issues**

Members discussed some of the workforce struggles in their communities. Ms. Wahlstrom-Stratton and Mr. Streckenbach discussed some of the challenges local libraries that serve both K-12 schools and the general public are experiencing.

**VIII. Adjournment**

The meeting adjourned at 2:35

**The Bay Area Local Elected Officials Board will met next on Thursday, September 5, 2019 at 1 PM at the Neville Public Museum in Green Bay.**

[Typo correction on 6/21/2019 and 7/21/2019]