



# Bay Area Workforce Development Board

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## BAY AREA WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

### MINUTES June 13, 2019

Present: Michael Troyer (Chair), Tony Marcelle, Matt Rentmeester, Shelly Ghere, Chuck Dallas (left the meeting at 1:55 pm), Tim Beno, Marcia Christiansen (joined 1:15 pm)

Dr. Troyer called the meeting to order at 1:00 PM at the NWTC Corporate Conference Center. Roll Call showed a quorum present with several members joining by phone conference.

#### **PY 2019 Budget Approvals**

Mr. Golembeski began the budget discussion with a summary of the budget situation. Three years of significant cuts in WIOA funding have brought the board to the point at which significant budget cuts need to be made. Staff recommended a number of positions and areas to reduce spending, including:

Eliminate CSS position in Manitowoc effective 9/30/2019

Eliminate CSS position in Door effective 9/30/2019

Reduce 1 CSS position in Menasha

Reduce 1 CSS position in Marinette

Reduce Menominee CSS to half time

Reduce Menominee Resource Room to half time

Reduce Stockbridge-Munsee Mohican Resource Room position to one-quarter time

Reduce Resource Room/Reception costs in Sheboygan, Menasha, Shawano and Marinette

Eliminate Resource Room costs in Door and Manitowoc effective 9/30/2019

End lease for space in Aurora

Close Menasha Computer effective 9/30/2019 (we will explore options with partners to keep the lab open)

End 25% support for Strategic partnerships Manager effective 6/30/2019

Moratorium on new training enrollments effective 7/1/19 except for Retail Grant

Reduce administrative staff by 1.5+ positions

He also recognized the changes in the workforce system such as the increased role of the FoodShare Employment and Training (FSET) program in serving entry level and individuals with barriers to employment, a traditional job center customer base. DWD will be implementing its new job center infrastructure resource sharing program (SOLAR) beginning July 1, 2019 and there are a number of unknowns about how that will affect Bay Area WDB. DWD also seems to be insisting that only Job Service staff provide fulltime service in job center resource rooms and staff anticipates that will come up in the PY 2019 DWD Coordinated Monitoring. He also noted that board staff is charged with

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responsibility for an increasing amount of subcontract and facility monitoring as is evidenced by recent DWD Coordinated Monitoring Reports.

At the same time, he articulated two priorities for the PY 2019 budget:

1. Provide sufficient tuition reimbursement and support for all currently enrolled WIOA participants in Adult, Dislocated Worker, and Youth/Young Adult;
2. Make decisions that will build toward the future vision of job centers in the Bay WDA.

There was understandable concern on the part of the subcontractors and partners present at the meeting. Of particular concern was how enrolled participants would be provided Career Service Specialist attention over geographical distance. Staff noted that current staffing would continue in Manitowoc and Sturgeon Bay until September 30 in order to develop service plans. The committee's job at this meeting was to adopt an overall WIOA budget by line item which will allow staff to negotiate subcontract funding amounts within budget limits. Mr. Golembeski noted the role that Bay Area WDB has played for ten years in keeping job centers open in communities throughout the region. That has not happened in other parts of the state and, unfortunately, cannot continue in Bay Area at this point.

Members agreed to consider the WIOA budget first. Staff reviewed the allocations for Adult, Dislocated Worker, Youth, and Administration noting that unobligated amounts were very low. Given low funding amounts in PY 2020, further reductions in subcontractor staffing and other services will be required.

Motion to approve the PY 2019 WIOA budget for Adult, Dislocated Worker, Youth, and Administration was made by Mr. Beno with a second from Mr. Rentmeester. Motion was adopted unanimously with an abstention from Ms. Christiansen [note that Mr. Dallas had left the meeting prior to this vote].

Members reviewed the proposed Corporate Budget for PY 2019. Staff clarified the expenses constituting some of the budget lines. Motion to adopt a Bay Area WDB Corporate Budget in the amount of \$781,568 for PY 2019 was made by Mr. Marcelle with a second from Ms. Ghery. Motion was unanimously adopted [note that Mr. Dallas had left the meeting prior to this vote].

### **DWD Special Monitoring Report**

Mr. Golembeski distributed a handout describing the situation in which DWD had released a "special Monitoring Report" at the end of May in regard to an anonymous complaint DWD had received about a purchase of service staff entered into with former board member Christopher Czarnik to provide the Human Search Engine product to assist mid-career professionals, mainly from the Shopko corporate office dislocation, with more intensive employment search assistance at the Brown County Job Center. He summarized DWD's concerns in the report:

1. How the purchase will be cost allocated among WIOA programs.
2. The length of the term for this purchase.
3. Whether "time is of the essence" justified a sole-source process in this case.
4. The fact that Bay Area WDB did not approve this "contract."
5. Questions about Mr. Czarnik's conflict of interest due to his being a member of Bay Area WDB.

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6. Questions about maintaining the public trust in this situation. Staff is preparing a response to DWD that is due on June 20. There is the possibility of DWD declaring a disallowed cost of up to \$12,500 which has been paid out for this purchase, but staff is confident that these concerns can be adequately addressed. Board members asked that the Special Monitoring Report be shared with the board members and staff will see to that shortly. No other action was required at this time. Dr. Troyer noted that Mr. Golembeski had kept him apprised of the situation regularly.

### ***Ad Hoc Committee***

Staff will prepare Doodles to schedule two or three additional Executive Committee meetings this summer to discuss funding alternatives, the future of job centers and the changing customer base, as well as developing a succession plan for the board staff. Staff will work with Dr. Troyer and Mr. Dallas to develop agendas for those meetings. All Bay Area WDB members will be invited to attend and participate.

The meeting adjourned at 2:50 PM.

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