



Bay Area Workforce Development Board

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www.bayareawdb.org

Bay Area Local Elected Officials Board MEETING MINUTES

February 4, 2021

Present: Troy Streckenbach (Chair), Thomas Nelson, Richard Virlee, Cinde Nichols, Marvin Klosterman, Tom Romdenne, Fran Damp, Bob Ziegelbauer, John Guarisco, Elmer Ragen

Absent: Ben Warrington

Invited Guests: Charles Dallas

Mr. Streckenbach called the meeting to order at 1:04 PM. A quorum was present.

The Minutes of the November 5, 2020 LEO Board meeting were unanimously adopted as presented on a motion by Mr. Virlee and a second by Ms. Nichols.

As Chairman of the BAWDB Board of Directors and elected Chairman of the Executive Director Search Committee, Charles Dallas was invited and introduced to the members. Two members of the LEO Board, Ms. Damp and Ms. Nichols, had also participated on the Executive Search committee along with three additional Bay area WDB members. Mr. Dallas described some of the uncertainty pertaining to WDB-LEO-Board of Directors roles and responsibilities that surfaced following the committee's recommendation and hiring of Matt Valiquette as the new Bay Area WDB Executive Director effective January 1, 2021. Most specifically, the issue of salary negotiation remained unresolved, since Mr. Valiquette's new salary was determined by the previous Executive Director and considered to be sub-median level. Mr. Dallas proposed an annual wage of \$82,000 for Mr. Valiquette, effective January 2, 2021. Mr. Ziegelbauer motioned to approve the wage with a second from Mr. Streckenbach. The motion carried unanimously. Mr. Streckenbach recommended the hiring committee negotiate the salary offer directly with Mr. Valiquette and suggested a future discussion to better understand the shared, separate, and delegated roles and responsibilities of the LEO and Directors Boards is scheduled.

Mr. Valiquette next summarized progress towards achieving the goals outlined in his "First 100 Days" plan, to include reviewing and evaluating current staff position descriptions, responsibilities, and salaries, organizational talent acquisition, and Board office relocation plans. Corollary to promoting Vickie Patterson from Youth Work Experience Manager and Sarah Klapper from Independent Living Program Coordinator to Program Operations Manager and Deputy Program Operations Manager, respectively, their salaries were increased by 15% commensurate with their increased responsibilities. Bay Area WDB's controller Debbie Spevacek's salary was also increased by 3%, which is more aligned with comparable skills and experience. Mr. Valiquette also indicated the immediate need and intent to hire an Accounting

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Assistant as a succession strategy and a Data and Policy Analyst to directly address the talent shortfalls that likely contributed to some of the State monitoring and compliance challenges. Lastly, Mr. Valiquette discussed ongoing efforts to relocate Bay Area WDB office spaces from its current location at 317 West Walnut. While the current office location for the past 20 years has met the organization's needs, organizational and system transformation coupled with lessons learned from the pandemic have made it clear change is needed. Enhanced technology, improved infrastructure, biophilic design, drop-in worker office space, no-touch, and open-area work spaces centrally located are necessary to effectively operate in today's environment. After much research and evaluation of options, the Railyard District provided the optimum option at an affordable and comparable cost.

"Re-setting" current staff responsibilities and salaries, acquiring additional talent, and office relocation require an adjustment modification of the Bay Area WDB Corporate Budget, net increasing the total annual corporate budget by \$42,854.00. Some discussion ensued resulting from the multi-part structure of Mr. Valiquette's presentation, which admittedly could have benefitted from a simpler, less-fidelity approach. Mr. Streckenbach suggested that in the future, individual issues requiring the LEO Board's ACTION and impacting the corporate budget should be treated as separate ACTION items and not combined as a single "corporate budget modification" ACTION item. Mr. Valiquette agreed. Ultimately, a motion was made by Mr. Streckenbach and a second by Mr. Ziegelbauer to approve the salary increases. The motion carried unanimously. A separate motion was made by Ms. Damp approving the office relocation and revised corporate budget with a second by Mr. Guarisco was approved, but Ms. Nichols abstaining.

Mr. Valiquette provided a summary of One-Stop-Operator (OSO) roles, responsibilities, and options for Program Year 2021 and beyond. An in-depth discussion on Bay Area WDB options with respect to its One-Stop-Operator options was facilitated during the January meeting of the Board of Directors, resulting a general consensus pursuing the One-Stop-Operator role was in the best interests of the Bay Area WDB, its required job center partners, and our customers (job seekers and employers alike). Per the regulations governing WIOA, the LEO Board and the Governor must formally approve a WDB to serve as the OSO. A motion was made by Ms. Damp with a second by Mr. Virlee for the Bay Area WDB to pursue the OSO role. The motion was approved, which finalize the formal LEO ACTION items.

Mr. Valiquette next briefly highlighted an operational overview previously provided in a read-ahead document. A compilation of recent "success stories" was included. Although the DWD 2019-2020 Monitoring report was not fully resolved, Mr. Valiquette indicated due to the amazing was of staff combined with DWD assistance he was very confident the report would be fully resolved soon and all disallowed/questioned costs would be resolved internally. The Job Center MOU and associated resource (cost) sharing agreements was currently being routed for final signatures and should be complete in the coming weeks.

In an effort to strengthen and enhance relationships between the LEO Board, Board of Directors, Bay Area WDB staff, Bay Area WDB contracted service providers and partner agencies, and local employers, Mr. Valiquette described his intent to begin conducting regional "lunch and learns." An informal, 60 minute lunch between key stakeholders in each county may provide an opportunity to discuss workforce development challenges, possibilities, and solutions as we prepare to "re-emerge" post-pandemic.

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Lastly, LEO members were provided an opportunity to discuss ongoing issues and challenges occurring in their respective counties, with much of the current efforts being directed towards COVID vaccinations and overcoming COVID-related challenges.

Members had received a LEO Board meeting schedule for calendar year 2021. Meetings will be held at the Neville Public Museum when the pandemic situation allows, and virtual meetings will be held until that time. Members were asked to offer a preference for continuing virtual meetings after the pandemic is past.

The meeting adjourned at 2:25 PM.

The Bay Area LEO Board will meet next on Thursday, May 6, 2021 in a virtual format.

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