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## Bay Area Local Elected Officials Board MEETING MINUTES:

**May 6, 2021**

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

**Absent:** John Guarisco

- I. Call to Order/Roll Call:** Mr. Streckenbach called the meeting to order at 1:05 PM. A quorum was present.
- II. Approval of Minutes:** The Minutes of the February 4, 2021, Local Elected Officials Board (“the LEO Board”) meeting were unanimously adopted as presented on a motion by Mr. Virlee and a second by Ms. Nichols. Ms. Johnson abstained.
- III. Consortium Business:** Matt Valiquette, Executive Director, provided an overview of the Bay Area Workforce Development Board’s (“Bay Area WDB”) current staffing structure, highlighting the recent talent acquisitions intended to improve the organization’s federal administration compliance and bolster new workforce development program management.

**A. Operational Update:**

- i. Program and Performance Overview:** Sarah Klapper, Bay Area WDB’s Program Operation Manager, presented an overview of the Independent Living Program and the Youth Advisory Council. Since 2016, the Bay Area WDB has partnered with the WI Department of Children and Families, directly assisting 100s of our region’s foster youth successfully transition into adulthood. Klapper shared several performance metrics, showcasing Bay Area WDB’s Independent Living Program’s sustained success in areas such as stable housing, post-secondary education enrollment, meaningful employment, and healthcare insured. The Youth Advisory Council is an important forum for current and former foster youth to provide direct input to regional programming and much of the Bay Area WDB’s youth programming structure has been influenced by the input of the Youth Advisory Council members and our other young adult customers. After considerable delays and challenges, some of which were caused by the COVID-19 Pandemic.
- ii. PY19 DWD Monitoring Report Status:** Valiquette announced the full resolution and completion of Program Year 2019 (PY19) Department of Workforce Development (DWD) Coordinated Monitoring Report. This report included 34

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If you need this information in an alternate format or in a different language, contact Matt Valiquette at (920) 327-8732 or via email, [mvaliquette@bayareawdb.org](mailto:mvaliquette@bayareawdb.org). Deaf, hard of hearing or speech impaired callers can reach us through the Wisconsin Relay Service at 7-1-1.

Findings, approximately \$15,000 in questioned/disallowed costs, and required nearly 12 months to resolve. Ultimately, all Findings were fully corrected and over 90% of the disallowed costs were administratively resolved with the remainder of the costs invoiced to the appropriate contracted service provider(s). Valiquette assured the LEO Board that significant steps have already been taken to proactively address administrative compliance issues which will lead to significant improvement in future monitoring.

iii. 2021-2023 Bay Area WDB Local Plan: Valiquette reported the 2020-2024 Bay Area WDB Local Plan was formally approved by DWD following numerous revisions and requests for additional information.

iv. PY20 MOU/Resource Sharing Agreement: Valiquette reported the Program Year 2020 (“PY20”) Job Center Network Memorandum of Understanding (MOU) and associated resource sharing, and infrastructure funding agreements were finalized and approved by all signature parties following a lengthy negotiation and development process.

v. PY21-23 One-Stop Operator: Valiquette provided an update on Bay Area WDB’s proposal to serve as the region’s One Stop Operator. DWD is currently reviewing the submitted proposal and the Board is awaiting notification following the competitive procurement action. Should Bay Area WDB be successful in its bid to serve as the One Stop Operator, it is hopeful a more collaborative and coordinated regional workforce development model can be developed. Valiquette will provide an update once formal notification is received.

vi. Board Office Relocation Status: Valiquette and Klapper provided a brief update on Bay Area WDB’s Staff office relocation process, expecting the actual move to begin in the early June timeframe and be fully completed before July 1, 2021. An open house event is being planned for the September-October timeframe to promote greater public awareness of the workforce board’s mission and purpose.

vii. Job Center Re-integration Status: While every Wisconsin job center remained closed to the public and/or open by appointment only throughout the duration of the pandemic, plans to “re-open/reintegrate” were beginning to be developed. A tentative reintegration date of July 6, 2021, was identified, but may be adjusted or modified based on updated COVID-19-related information and guidance. Valiquette stated that while the job centers were closed to the public, Bay Area WDB service providers continued to provide services uninterrupted throughout the pandemic, albeit almost entirely virtually.

- B. **Board of Directors Nominations and Re-appointments:** With a motion by Mr. Ziegelbauer and a second by Ms. Damp, the LEO Board unanimously formally approved the nominations and appointments of the following Bay Area WDB Board of Directors:

Reappointment to new 3-year terms:

Dr. Paul Carlsen, President, Lakeshore Technical College

Kris Chosa, Human Resource Labor Relations Manager, Neenah Foundry

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Ron Christensen, Oconto County Veteran Service Officer  
Marcia Christiansen, CEO, Forward Service Corporation  
Charles Dallas, Mergers & Acquisitions, Cornerstone Mortgage  
Cheri Galecke, Director of Human Resources, DeLeers Construction  
Meridith Jaeger, Dean Corporate Training & Economic Development, NWTC  
Dr. Chris Matheny, President, Fox Valley Technical College  
Brian Pelon, District Director, Dept of Workforce Development  
Ann Schermetzler, General Manager, Acuity Insurance  
Myrna Warrington, Director, College of Menominee Nation

New Appointments:

Norman Shawanokasic, Director of Retention, College of Menominee Nation  
Andy Ford, Director, Alliance Laundry Systems

Resignations:

Wendy Dzurick (retired)  
Penny Helmle (retired)  
Brad Nye

C. Financial Situation Overview

i. PY21 Corporate Budget: Valiquette presented a first quarter PY21 (July 1 – Sept 30, 2021) Corporate Budget to the LEO Board for review, discussion, and formal approval. The proposed Corporate Budget showed a 23% increase over the PY20 1<sup>st</sup> quarter (Q1) approved budget, which reflected the additional direct and indirect costs associated with three new staff hires (data and policy analyst, regional employer services coordinator, and accounting assistant) previously discussed. The proposed budget also included a recommended three (3) percent wage increase for all current employees to offset healthcare insurance premium increases and promote retention. Significant cost reductions were made by restructuring and reducing job center office leases across the region, eliminating antiquated phone systems, switching cellphone providers and IT support companies. The proposed Corporate Budget represents the Bay Area WDB's Strategic Action Plan by incorporating multiple organizational-wide succession planning as well as wide-scale technology investment. The PY21 Q1 was unanimously approved with a motion by Ms. Damp and a second by Mr. Virlee. Valiquette indicated a revised PY21 12-month Corporate Budget will be presented to the LEO Board at the September 2, 2021, meeting for review, discussion, and approval.

D. Northeast Workforce Development in the Post-Pandemic/Recession World: Open discussion.

**IV. Federal and State Updates:** Nothing to report

**V. 2021 LEO Board Meeting Dates:** Schedule will be sent and posted.

**VI. County Issues Discussion:** Valiquette concluded the meeting by looking forward to seeing each LEO at the soon-to-be scheduled “Lunch and Learns.” These informal 60-minute meetings are intended to create an opportunity for staff, Board Directors, Local Elected Officials, partner agencies, and key community stakeholders to discuss important workforce development issues in each of the Bay Area’s eleven counties. The Bay Area WDB is providing beverages and lunch to all attendees. Please be on the lookout for invitations and availability requests in the coming weeks.

**VII. Adjournment:** The meeting adjourned at 2:00 PM.

**The Bay Area LEO Board will meet next on Thursday, September 2, 2021, at the new Bay Area WDB offices at 520 North Broadway, Suite 320, Green Bay, WI 54303. A virtual conference-call option may be provided if necessary.**