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MINUTES BAY AREA WORKFORCE DEVELOPMENT BOARD Thursday, May 20, 2021

Present - Chuck Dallas (Chair), Ann Schermetzler, Brian Pelon, Bruce Russell, Brian Schauf, Cheri Galecke, Deb Buckley, Dan Keyzers, Ed Kelley, Heather Martin, Gerald Schomaker, Kim Holmes, Marcia Christiansen, Matt Rentmeester, Meredith Jaeger, Mercedes Olson, Mike Ruminski, Mike Troyer, Ron Christensen, Shirley Aviles, Tara Carr, Tim Beno, Steve Jenkins, Norman Shawanokasic, Andy Ford

Absent - Aaron Augustian, Jennifer Bscherer, Paul Carlsen, Kris Chosa, Dustin Delsman, Cheryl Detrick, Claudia Krepesky, Steve Heller, Ron Kadlubowski, Chris Matheny, Guy Meyerhofer, Robert Pontius, Will Robinson, Loretta Shellman, Myrna Warrington

1. **Call to Order/Roll Call/Welcome** – Chairman Chuck Dallas called the meeting to order via ZOOM at 1:04pm. A quorum was present.
2. **Operational Overview**
 - a. **New Staff** - Matt Valiquette, Executive Director, opened the meeting by introducing the recently hired Bay Area WDB (the “Board”) staff and thanked the Board of Directors (the “Board Directors”) for their continued encouragement and support for technology and talent acquisition:
 - i. Kate Owens – Kate was hired as the Regional Employer Services Coordinator. Kate is leading the Board’s recently awarded DOL four-year, \$500K H1B Collaboration of Wisconsin (COW) Rural Healthcare Initiative, as well as dedicating time as our Business Services Coordinator for our eleven-county region.
 - ii. Mistine Thomson – Mistine was hired as the Board’s Accounting Assistant, with a longer-term option to succeed Debbie Spevacek as Controller.

Both Kate and Mistine come to the Board with decades of corporate banking experience and have made an immediate positive impact on the agency in the short time they have been on the team.
 - iii. Cheryl Neuens - A person familiar to many Board Members is Cheryl Neuens, who was hired in late March 2021, as the Board’s Data and Policy Analyst. Prior to joining the Board, Cheryl was a front-line supervisor at Forward Service Corporation (FSC) for nearly twenty years and was instrumental in FSC’s sustained superior performance in the Bay Area.
 - b. **Relocation** - Sarah Klapper, Deputy Program Operations Manager, provided an office relocation update stating the build-out was slightly ahead of schedule with a planned move-in window of June 18-20. Sarah described how the new accommodations will greatly enhance efficiencies and effectiveness across all functional areas. Staff are excited about the office’s relocation, and the timing is ideal as Job Centers are planning to re-open in early June 2021, as well. Sarah indicated a “soft-opening” celebration would likely take place in the July-timeframe followed by a “grand opening” in the October timeframe. All Board Directors, designated partners and stakeholders, and media will be invited.

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- b. Dislocated Worker Grants** - In November 2020, the Board requested and was awarded a \$275,000 Dislocated Worker Employment Recovery Grant (similar to the \$590,000.00 Dislocated Worker Retail Grant) and requested the Board of Directors approve its immediate use, augmenting existing WIOA and DWG funding. While roughly 75% of the DWG (Retail) was used for direct participant training and support costs, it is anticipated an equal percentage (75%) of the DWG (ER) would be needed for intensive case management services. Budgets can be modified as service needs change and evolve. The use of Dislocated Worker Employment Recovery Grant funds was approved unanimously on a motion and second from Steve Jenkins and Michael Troyer, respectively.
 - c. PY21 Program Budgets** - Matt presented the PY21 (July 1, 2021 – June 30, 2022) Adult, Youth, Dislocated Worker, and Administration budgets for review, discussion, and approval. Matt acknowledged that at this time in any given year, creating an annual program budget can be extremely challenging, however, based on the information available at this time (75%) and using both historical and predictive analysis, he is confident the development of a full-year budget can be accomplished but will likely need modification in the second or third quarters. Tim Beno requested the previous year budgets are included for comparison, following a similar request presented during Agenda item 3. Marcia Christiansen asked if partners were required to abstain to which Matt responded that abstentions are only necessary when specific awards are approved. The PY21 Program Budgets were approved unanimously on a motion and second from Matt Rentmeester and Tim Beno, respectively.
 - d. BAWDB PY21 Procurement Recommendations** - Vickie Patterson summarized the two procurement award recommendations on behalf of the Proposal Review Committee and stated the funding amounts reflect what was proposed and is subject to funding availability and final contract negotiations. Matt summarized the lone non-competitive sole-source procurement action recommendation. The following proposals were approved unanimously on a motion and second from by Tim Beno and Norman Shawanokasic, respectively. (Marcia Christiansen abstaining.)

 - i. Bay West Youth/Young Adult: Forward Services Corporation, \$91,421.00;
 - ii. Bay Central Brown Youth/Young Adult: Family Services of NEW, \$143,381.00; and
 - iii. Windows to Work Corrections Program: Family Services of NEW, \$258,500.00.
 - e. Comprehensive Grantee Monitoring Policy** - While no additional substantive monitoring requirements were added, the draft policy does codify and stipulate the Board’s fiscal, program, contract, and client file monitoring responsibilities. Clearly, staffing deficiencies and pandemic restrictions posed significant challenges in terms of meeting subrecipient monitoring requirements. While monitoring of all Board grant recipients is conducted and completed on an annual basis, proper documentation of monitoring efforts, corrective action plans, and other monitoring communications were insufficient and/or inconsistent. The new *Subrecipient Monitoring Policy* was approved unanimously on a motion and a second by Shirley Aviles and Mike Ruminski, respectively.
- 5. Board of Board of Directors News and Updates**
- a. Regional Job Centers** - Brian Pelon, Regional Job Service Director, provided an update to job center reintegration (following Covid-19), and while a few details remain outstanding, it was decided to re-open job centers on June 1, 2021. Due to staffing issues, some centers may have limited hours and/or limited services, but all partners are prepared to reopen June 1, 2021. A significant increase in customer demand for services is anticipated, particularly in the more comprehensive centers (i.e., Sheboygan) as the UI work search requirements will be reinstated in the coming days, requiring UI recipients to “look for work” to meet the requirements to continue receiving UI benefits.

- b. OSO Bid Update** - Matt was recently notified of the Board’s successful bid to serve as the region’s One-Stop-Operator. Much more information relating to the OSO role and PY21 MOU negotiations will be made available over the next few months.
 - c. FSC Program Updates** - Forward Service Corporation-operated TANF programs, Title V Senior Aide programs, and Unemployment Insurance updates were presented by Marcia Christiansen, Deb Buckley, and Kim Holmes, respectively. There was consensus that the operating environment is likely to be different and adjustments will continue to be needed as we adapt to the “new normal.”
- 6. Adjournment** - The meeting adjourned at 2:35pm.

The next Bay Area WDB meeting will be on
Thursday, September 16, 2021, from 1:00-3:30 P.M.
Location TBD.