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520 N. Broadway, Suite 320  
Green Bay, WI 54303  
920-617-1384  
BayAreaWDB.org

## MINUTES

### BAY AREA WORKFORCE DEVELOPMENT BOARD OF DIRECTORS

Thursday, September 16, 2021

**Present** – Chuck Dallas (Chair), Tim Beno, Deb Buckley, Paul Carlsen, Tara Carr, Kris Chosa, Ron Christensen, Roberta Davis, Dustin Delsman (via phone), Cheri Galecke, Meridith Jaeger, Ed Kelley (via phone), Brian Pelon (via phone), Matt Rentmeester, Will Robinson, Mike Ruminski, Bruce Russell, Ann Schermetzler, Norman Shawanokasic, Jennifer Short, Michael Troyer, Bethany Wilde (22)

**Absent** – Shirley Aviles, Jennifer Bscherer, Marcia Christiansen, Cheryl Detrick, Andy Ford, Steve Heller, Steve Jenkins, Ron Kadlubowski, Dan Keyzers, Claudia Krepesky, Heather Martin, Chris Matheny, Guy Meyerhofer, Mercedes Olson, Brian Schauf, Gerald Schomaker, Myrna Warrington (17)

- I. CALL TO ORDER / ROLL CALL** - Chairman Chuck Dallas called the meeting to order at 1:03 P.M. at Green Bay's Botanical Gardens. A quorum was present.
- A. Introductions** - Board staff, directors and guests introduced themselves. Guest Judy Price representing UW-Green Bay as also in attendance, new members Roberta Davis (for former member Robert Pontius), and Bethany Wilde (for Kim Holmes) were attending their first meeting, and Deb Buckley was attending her last as she is retiring from Curative Connections and after serving our Board since 2017.
- B. PY21 Conflict of Interest Disclosure Statements** - Board Members were asked to complete and sign their 2021-2022 Annual Conflict of Interest Disclosure Statements for Board administration.
- C.** A Motion to divert to the Consent Agenda (Action) item under Agenda item IV Board Business was made by Matt Rentmeester, seconded by Norm Shawanokasic, and unanimously carried.

### II. BOARD BUSINESS (Dallas/Valiquette)

Motion to approve the Consent Agenda items II(A)(i-vi) was unanimously accepted with a motion and second by Matt Rentmeester and Michael Troyer, respectively.

- A. Consent Agenda (ACTION)** – The following Consent Agenda items were approved unanimously with a motion and second from Matt Rentmeester and Michael Troyer, respectively:
- i. Approval of Minutes (May 20, 2021)
  - ii. Scholarship Announcement
  - iii. Personnel Policy Revision
  - iv. Supportive Services – Adult-DW Policy Revision
  - v. Supportive Services – Youth Policy Revision
  - vi. Occupational Skills Training Policy Revision

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Deaf, hard of hearing or speech impaired callers can reach us through the Wisconsin Relay Service at 7-1-1.

- B. PY21 Revised Program Budget (ACTION)** – Matt Valiquette, Executive Director, introduced the annual program budgets (Youth, Adult, Dislocated Worker, H1B Cow Grant, and Administration) stating that only the first quarter (July 1, 2021 – September 30, 2021) was approved at the May meeting, and that this approval included the rest of the budget. Matt indicated that he held back on formalizing the rest of the budget until he received confirmation of funding, which was only recently confirmed. Motion to accept the budget(s) as prepared was approved unanimously with a motion and second by Paul Carlsen and Cheri Galecke, respectively.

It was noted that the annual Corporate Budget was approved by the Local Elected Official’s Board (LEOs) on September 6<sup>th</sup> in accordance with Bylaws and the LEO/Board Joint Agreement.

- C. Strategic Planning Task Force Update** – First meeting in August was an overview of what the organization does and offers. The Task Force will next look at setting priorities, goals and begin devising a roadmap and timetable toward reaching those objectives. The next Task Force meeting is in early October. The Task Force will also look at the roles of our various committees (Program Performance, Leadership, etc.) and how to better incorporate the knowledge and talent of our Board members on those committees.
- D. PY20 DWD Coordinated Monitoring Report Summary** – Our monitoring brought 16 Finding, 6 Areas of Concern and \$2,400 is disallowed costs. This is a great improvement from last year in which we had 34 findings and areas of concern and 416K-\$17K in disallowed costs. The improvement is a testament of the work of Programming and Fiscal staff. A full resolution addressing these years’ findings will be completed by October 21, 2021.
- E. Board Meeting Schedule (2021-2022)** – Shared via email, website posting and notification here. The Board meetings the third Thursday of September, November, January, February, and April. In May the Board meets the fourth Thursday of the month. At this time the Board is meeting in-person and it is imperative that we have Board members present to ensure a quorum and that ACTION item can be address and programs related to those ACTION items can move forward.

### III. OPERATIONAL OVERVIEW (Patterson/Klapper)

**Decade In Review** - Matt presented a graph titled, “Decade in Review” depicting programming between 2011-2021. In 2011, we had four programs, two program operations staff and the focus was centered on dislocated workers and individuals entering training. In 2016, we had six programs and some focus shifted toward independent living and youth barriers and support systems. Since that time, we have learned that the average age of participants looking for our assistance is 35. In 2021, we are answering an increased need to diversify our programming and have been effective finding alternative funding streams to further support our base grants and services (WIOA). We have added five additional grants for a total of eleven programs administered by BAWDB. The increase in the number of programs reflects the growing diversity in labor market needs, labor sectors, and trends, all of which have challenged us to become more comprehensive in our service strategies. These new programs challenged the way we were administering service; service was improved to offer a more holistic approach with wrap-around services.

**Dashboard** - Vickie Patterson, Program Operations Manager, demonstrated dashboard options available to drill down information to report by demographic, including participants by program, by gender, race and ethnicity, and participant statue (ex-offender, disability, veteran), participants by county, program contract, to name a few and all of which can be used for forecasting and planning of budgets, service strategies, trends, and staffing. She also reported that there are currently 490 unduplicated participants being served: with 228 being active at end of year PY20 (07/01/20-06/30/21). Staff will continue to bring dashboard information to Board meetings.

There is also an indication that some high-bred training would better fit individual needs; perhaps shorter-term programs that will bring together a skill/skills and employment with a sustaining wage sooner.

**Success Story** - A success story was shared in which a mother of two, laid-off from her retail job, sought grant/program assistance to move toward a career in healthcare. Her barriers included financial assistance for school and support for childcare and transportation. With guidance, she obtained a scholarship to combine with grant funding from WIOA and childcare and transportation support to help her better focus on her studies. She has maintained a 4.0 throughout her program and will receive her 1-year technical diploma with presidential honors in December 2021. Employment Recovery grant monies will pick up her need for supportive services once the current grant ends, so that she can complete her program. This is an example of how the 600K grant was used to transition to meaningful employment with a greater opportunity for success and family sustainability.

**Covid** – Through Covid there have been “ah ha” moments during the process of service delivery, including blending in-person with virtual meeting, and electronic document access and signatures. An opportunity for improvement would be to better address the inconsistent digital literacy skills among participants, as well as participant access to internet in some of our rural service areas.

**Under-served** – Matt shared that Wisconsin’s current unemployment rate is 3.6%, with a 66.5% employment rate, which translates to approximately 1.6M people not currently in the workforce. Of these 1.6M, approximately 200K are full-time students in higher education. The question becomes, who is left and why are we not engaged with them? Of those remaining, how many are in our area and how many are vets, people of color, disabled, English as a second language, returning to the workforce, etc. that we could be serving?

Chuck Dallas made an appeal to the Board of Directors noting that we have these opportunities available, so as Board members, spread the word about what this organization can do to help people. Network, market, get the word out. Help us figure out how to better connect with some lesser represented populations, people of color, second language learners, etc. Other notes by Board Members:

1. How do we improve outreach;
2. How do we better market who we are and how to access services and programs we offer;
3. How do we work with employers to better address cultural difference and what is needed to attract and retain the generation entering the workforce;
4. How do we better understand and service those with a reality that is very different from our own;
5. How do we bring a greater diversity to our Board of Directors and service providers to gain cultural perspective, attract, service, and assist those we want to serve whose realities are very different from our own?

**IV. FINANCIAL STATUS** (Valiquette/Spvacek) – Covered under II(B).

**V. DISCUSSION: Governor Ever’s \$130M Workforce Investment Initiative**

- A. \$10M Worker Connection Program** – teams of “career coaches” to support individuals as they reengage the workforce, connecting them to the information and resources necessary to overcome barriers. Bay Area is one of two WDAs awarded this grant, with the other being Milwaukee.
- B. \$20M Worker Advancement Initiative** – subsidized employment and skills training opportunities for the unemployed. Bay Area WDB submitted a proposal for 1.6M and is awaiting a contract.
- C. \$100M Workforce Innovation Program** – respond to the negative economic impacts the COVID-19 pandemic has had on Wisconsin’s workforce and industries by encouraging affected regions and communities to develop leading-edge, long-term solutions so businesses can find workers, and so workers can prepare for and connect to better, high-quality and more family-sustaining careers. This grant proposal is being led by New North, with Bay Area WDB as a partner.

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The above grants were outlined as relative to Bay Area WDB. It was noted that a grant does includes a position for a Community Engagement and Program Coordinator. The position posting will be presented to the Board of Directors in October or November for approval to move forward with recruitment.

## **VI. BOARD OF DIRECTORS NEWS AND UPDATES**

- A. On Stop Operator (OSO)** - Bay Area WDB is the newly named OSO administrator for WDA #5. This award provides us the authority commensurate with our responsibilities. The strategy is to become more nimble, mobile, and agile with less emphasis on tying up resources in brick-and-mortar structures.
- B. Board Meeting Structure** – A survey will be conducted prior to next meeting to determine if an afternoon meeting time still best for most Board members, or if a morning meeting time would be better. The results to be discussed at the next Board meeting.
- C. Next Meeting** – The next meeting of the Bay Area Workforce Development Board of Directors will take place at NWTC on Thursday, October 21, 2021, at 12:30 P.M.

**VII. ADJOURNMENT** – Meeting was adjourned 2:39 P.M. on a motion and a second from Paul Carlsen and Norman Shawanokasic, respectively.