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BAY AREA WORKFORCE DEVELOPMENT BOARD OF DIRECTORS

Thursday, November 18, 2021

Brown County Library – Kress Family Branch
333 N. Broadway, De Pere, WI 54115

MINUTES

Attending: Chuck Dallas (Chair), Jennifer Bscherer (until 1:50), Tara Carr, Ron Christensen, Roberta Davis, Cheri Galecke, Meridith Jaeger, Mercedes Olson, Matt Rentmeester, Will Robinson, Mike Ruminski, Bruce Russell, Brian Schauf, Norman Shawanokasic (until 1:55), Michael Troyer, Bethany Wilde. (Marcia Christiansen, Steve Heller, Claudia Krepsky, Brian Pelon via phone.) (20)

Absent: Shirley Aviles, Timothy Beno, Amber Collegnon, Paul Carlsen, Kris Chosa, Dustin Delsman, Cheryl Detrick, Andy Ford, Steve Jenkins, Ron Kadlubowski, Ed Kelley, Dan Keyzers, Heather Martin, Chris Matheny, Guy Meyerhofer, Ann Schermetzler, Gerald Schomaker, Jennifer Short, Myrna Warrington. (19)

- I. CALL TO ORDER / ROLL CALL** – Chairman Chuck Dallas called the meeting to order at 1:08 P.M. A quorum was present until 1:50 p.m.

Roundtable introductions of Board Directors and Guests – The Board welcomed back former Executive Director Jim Golembeski and acknowledged the upcoming retirement of Debbie Spevacek (Controller) end of December 2021. Presentations and appreciations were given.

- II. WELCOMING REMARKS** – Matt Valiquette spoke on the topic of *Challenges & Possibilities: The Current State of Northeast Wisconsin Workforce Development and Future Projections*. Valiquette outlined some valid future workforce predictions as indicated from labor statistics and other survey data to include 1) Changing Compositions with greater diversity, telecommuting and greater need for digital literacy; 2) Organizational Restructuring due to digital innovations and automation; 3) Changing Management Styles focusing on employee performance measures and organizational culture; 4) Greater Investment in Training toward continuous learning; and 5) Changes in Regional High Demand Industries.

III. OPERATIONAL OVERVIEW

- A. Preparation and Planning for PY22 Service Provider Procurement (3-year contracts)** – The Board will soon begin the procurement process by issuing Request for Proposals (RFPs) in February. For Program Year 2022 (PY22, 07/01/22-06/30/23) there will be a total of six (6) total sub-awards, three (3) for the WIOA Youth/Young Adult program and three (3) for the WIOA Adult/Dislocated Worker program. A timetable noted the release of RFPs followed by Proposal Review in April, and in

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May, contract recommendations to the Board for approval. Board members were asked to consider serving on a Proposal Review Committee, which is emphasized as being one of **the most important things we do as a Board—contract the best service provider and staffing to meet our customer’s needs.**

B. HIB Collaboration of Wisconsin (COW) Rural Healthcare Careers Program – Kate Olsen, Business Services Coordinator, outlined the program which focuses on the shortage of trained healthcare professionals in seventeen (17) Wisconsin counties. The program is currently accepting applicants 17 years or older, not enrolled in secondary education and intend to work within one of the 17-counties in one of seven (7) healthcare occupations.

C. Procurement Timeline – As noted above.

IV. FINANCIAL STATUS

A. PY21 Q1 Financial Summary – Presented by Matt Valiquette

B. PY21 Program Budgets Modification (ACTION) – This modification included approval of the Worker Advancement Initiative (WAI) budget following an award from the Wisconsin Department of Workforce Development in the amount of \$1.6M.

By the time the above Agenda item came up for approval, some Board members had to leave the meeting and a quorum was no longer present. As allowable by its Bylaws, the Executive Committee will meet in early December to approve this item to allow for the Board staff to move forward in implementing the WAI program.

V. BOARD BUSINESS

A. CONSENT AGENDA (ACTION) – Without a quorum present, the following Agenda items will go before the Executive Committee for approval along with the Budget Modification noted above.

1. Approval of Minutes (October 21, 2021)
2. 2020-2023 NEW North (BAWDB/FVWDB collaboration) Regional Plan Approval
3. 2020-2023 BAWDB Local Plan (Modification)
4. Policy Changes
 - i. Credit Card Policy
 - ii. Supportive Services Policy

B. BAWDB Talent Retention & Acquisition Strategy (ACTION)

1. BAWDB Staff Performance Evaluations and Salary Recommendations
2. Fiscal Assistant Position update
3. AMERICORPS/VISTA intern
4. “Community Integration Coordination” (WAI Grant)

C. Strategic Planning Task Force Update – Strides have been made by identifying themes on which to focus. The Strategic Planning will now be taken up by the Strategic Leadership Committee which will meet in January and prior to the regular Board meeting on January 20, 2022.

D. Bay Area (WDA5) American Job Center Report and Outlook – Brian Pelon, Board member and DWD District Director located out of the job center in Green Bay, provided some insight on activities in the job center noting that foot traffic has been slower and has been closed due to Covid and many service providers working from home. A topic relative to this and before the Strategic Leadership Committee, the Board, and our service providers in general remains, “how do we better engage with our customers” and “how do we better get the word out of what we have to offer.”

VI. BOARD OF DIRECTORS NEWS AND UPDATES

Next meeting January 20, 2022. Location TBD and may be scheduled as virtual-only.

VII. ADJOURNMENT – 3:01P.M.