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

Bay Area Workforce Development Board

EXECUTIVE COMMITTEE

MEETING MINUTES

Thursday, December 9, 2021

Present Cheri Galecke, Tim Beno, Matt Rentmeester (in person); and Chuck Dallas, Dustin Delsman, Marcia Christiansen (remote); Matt Valiquette, Nan Macy (staff)

I. CALL TO ORDER/ROLL CALL – Chairman Chuck Dallas Called the meeting to order at 1:01 P.M. A quorum was present.

II. BOARD BUSINESS (Dallas/Valiquette)

A. Consent Agenda – A request was made and accepted to remove items II(A) (3-4) from the Consent Agenda for separate deliberation. Motion to approve the Consent Agenda, items II(A) (1-2), Approval of Minutes (October 21, 2021) and 2020-2023 NEW North (BAWDB/FVWDB collaboration) Regional Plan were unanimously approved with a motion and a second from Marcia Christiansen and Matt Rentmeester, respectively.

B. Consent Agenda Items II(A)(3-4)

1. 2020-2023 BAWDB Local Plan (Modification) – Two modifications and follows:

- a. The \$1,000 semester limit for training was removed and now identifies the lifetime limit, as was updated in the Training Policy, and approved at the September 15, 2021, Board Meeting.
- b. The procurement procedure manual reference was removed, as the Procurement Policy was updated and then also included the procedures within the RFP itself.

2. Policy Changes

- a. Credit Card Policy – This is a new and necessary policy to cover the interests of the Board and set-forth a protocol for staff usage of a corporate credit card.
- b. Supportive Services Policy – A DWD policy update required that 1) we remove the statement indicating that that a training program must be on the ETPL in order for Supportive Services to be provided on Youth/Young Adult and Adult/DW policies; 2) removed repetitive state policy language on the Adult/DW policy; and 3) a. Removed exclusions of support for rent security deposits, mortgage payments, vehicle repairs, insurance premiums, b) Added an exclusion for fines, and c. changed “housing assistance” to “housing and utilities assistance” on the Youth/Young Adult and Adult/DW policies.

Both the Local Plan modification and the policies updates as noted above, were unanimously approved with a motion and a second from Tim Beno and Matt Rentmeester, respectively.

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C. BAWDB Talent Retention & Acquisition Strategy

1. BAWDB Staff Performance Evaluations and Salary Recommendations – Matt Valiquette provided Statewide WDB Salary Survey data with the request that BAWDB update its staff salary ranges to better align with position responsibilities, education, experience, and performance to optimally attract and retain the most qualified, effective talent. He indicated that staff salary will then be performance/merit-based, consider the consumer price index, and available funding within the WDB budget. In the future, a Finance and Personnel Committee may be considered to assist in addressing salary going forward

The proposed salary adjustments were unanimously approved with a motion from Tim Beno and Cheri Galecke, respectively.

2. Fiscal Assistant Position update – Mistine Habeck, currently serving as Fiscal Assistant and Controller in training for Debbie Spevacek, will take on the Controller role when Debbie retires end of December. Kimberly Mueller has been hired for the Fiscal Assistant position.
3. AMERICORPS/VISTA intern – Staff are researching the potential of hosting and intern through one of these programs to assist in programming and outreach.
4. “Community Integration Coordination” (WAI Grant) – Having been awarded \$1.4M by the State DWD for the Worker Advancement Initiative, we finalized our program budget for approval and are preparing a position description to assist in executing the provisions of this grant.

II. UPDATED PROGRAM BUDGETS (ACTION)

A budget modification was presented to include the WAI Budget dollars referred to above. The WAI grant budget was unanimously approved with a motion and a second from Marcia Christiansen and Dustin Delsman, respectively.

III. ADJOURNMENT – The meeting was adjourned at 1:42 P.M.