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## **BAY AREA WORKFORCE DEVELOPMENT BOARD OF DIRECTORS**

**Thursday, January 20, 2022**

### **MINUTES**

**Present:** Shirley Aviles, Tim Beno, Jennifer Bscherer, Amber Collegnon, Tara Carr, Kris Chosa, Ron Christensen, Marcia Christiansen, Chuck Dallas, Dustin Delsman, Andy Ford, Cheri Galecke, Steve Heller, Dan Keyzers, Claudia Krepsky, Heather Martin, Mercedes Olson, Brian Pelon, Matt Rentmeester, Mike Ruminski, Brian Schauf, Gerald Schomaker, Norman Shawanokasic, Jennifer Short, and Michael Troyer via video conferencing; Ed Kelley via telephone. Staff members present included Matt Valiquette, Nan Macy, Vickie Patterson, Kate Owens, Sarah Klapper, Mistine Habeck, and Kim Mueller.

**Absent:** Paul Carlsen, Roberta Davis, Cheryl Detrick, Meridith Jaeger, Shannnon Jefferson, Steve Jenkins, Ron Kadlubowski, Chris Matheny, Guy Meyerhofer, Myna Warrington, and Bethany Wilde.

**Guests:** Brian Kowalkoski (CMN), Fran Damp and Cynde Nichols (LEOs), Jolene Wilkins and Tara Cowe-Spigai (DWD-DET), Robin Scott (We All Rise), Sabrina Robins and Shannon Jefferson (Abaxent), Maiyoua Thao (ABC Staffing), and Ann Franze (NEWMA).

- I. CALL TO ORDER / ROLL CALL** – Chair Chuck Dallas called the meeting to order at 1:03 P.M. A quorum was present.
- II. WELCOMING REMARKS** – Executive Director Matt Valiquette stated that it has been challenging these last few years, especially when trying to reach the populations that have traditionally been disconnected. Invited guests are critical partners to our success and represent the Hmong, Native American and African American population. Additionally, servicing these populations is contingent upon our front-line staff and our ability to become more culturally diverse in our service abilities.
- III. OPERATIONAL OVERVIEW (Patterson/Klapper)**

A. PY22 WIOA Service Provider Procurement – This is a large procurement year for Bay Area WDB. RFPs will be released end of February for WIOA Adult and Youth services (three 2-year contracts each) and for Adult/Dislocated Workers (also three 3-years contracts each), all of which are based geographic area. Within the RFPs we are requesting that proposers “think outside the box” toward must greater “Equity, Integration, and Outreach.”

1. Procurement Teams– Currently, there are seven volunteers to serve on a Procurement (Proposal Review) Committee and 3-4 more volunteers are needed. There will be an Orientation for volunteers followed by independent reviewing/scoring by committee members, and then a committee meeting to discuss reviews and agreement of an award to be approved by the Board.

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- B. Expansion of Windows to Work (W2W) BAWDB/DOC Program – Expanding current contract, including 1) participants and goals; 2) minimum transfer from pilot program (#8 from other facilities, 3) creation of job labs (mini job in centers) located prisons throughout the state (FTE 2-3/days per week at each location). Bay Area WDB will sole-source the service contract(s) for Taycheedah, Kettle Moraine and Green Bay correctional facilities. Re-entering residents are among one of our underserved populations and a ready source of workers, which leads to meaningful employment to fight recidivism. Meanwhile the Lakeshore project is off to a good start helping re-assimilating this population back into communities.
- C. Digital Literacy/Equity Skills RFP (WAI) – Term of award is November 2021 through September 2023. Relief funds of \$1.6M will target a minimum of 160 people. Phase 1 is the Digital Literacy Skills RFP to be released by January 27<sup>th</sup> for \$200-400K and focusing on improved literacy and employment outcomes. Phase 2 RFP focuses on engagement and connection to services for under-represented and/or barriered population.

**IV. FINANCIAL STATUS** - Program Year 2021 Mid-Year Financial Summary presented with award by grant and dollars expended 7/01/21 – 12/31/21 by Grant. Moving forward, we will work toward more comprehensive and comparative information with the assistance of a standing Finance and Personnel Committee proposed for approval.

**V. BOARD BUSINESS**

- A. **CONSENT AGENDA (ACTION)** – The Consent Agenda Item 2, Executive Committee Minutes of 12/09/21 and Item 4, Personnel Policy were unanimously approved on a motion and a second from Ron Christensen and Marcia Christiansen, respectively.
  - 1. Board Meeting Notes From 11/18/21 were provided requiring no action as a quorum was not present at the time of Consent Agenda (the Executive Committee met on 12/09/21 to conduct the November Board business and approvals. Minutes of that meeting were provided and approved as above.
  - 2. Links to recent news articles related to the workforce in the Bay Area as well as nationwide were provided, including:
    - i. [Georgia Pacific \\$500M capital investment creating 150 new jobs](#)
    - ii. [J.J. Keller Foundation, Inc. awards Bay Area WDB with a \\$70,000 grant for its' Transitions to Success opportunity youth program](#) in honor of their [30-years and \\$70 Million milestone of giving.](#)
    - iii. Business News Article: [Connecting the Disconnected](#)
    - iv. [Great Resignation Myth Interview/DOL Secretary](#)
- B. Bay Area Board of Directors-Local Elected Officials Joint Agreement Revision – Revised to allow for Board staff to provide direct program services without the consent of the Board to cover gaps as needed and in-house career services was unanimously approved with a motion and a second from Michael Troyer and Tim Beno, respectively. Revision will advance to the LEO Board for approval at their meeting on 02/04/22.
- C. Standing Committees Discussion

1. Strategic Planning Committee/Task Force – The Board will revitalize the Standing Strategic Leadership Committee to assume the work of the Strategic Task Force. Current Chair Matt Rentmeester proposed committee members to include Board members Chuck Dallas, Cheri Galecke, Michael Troyer, Mike Ruminski, Brian Pelon; and non-Board members Brian Ognacevic, Randa Ruleford, and Jolene Wilkins. The proposed committee membership was unanimously approved with a motion and a second from Matt Rentmeester and Kris Chosa, respectively. The committee will now proceed with the development of an actionable Strategic Plan and take on the review of contract and contractor performance in lieu of the Program Performance Committee (recommended to be dissolved).
  2. Dissolve the Program Performance Committee – The dissolution of the Program Performance Committee with duties to be absorbed the Strategic Leadership Committee was unanimously approved on a motion by Tim Beno and Brian Schauf, respectively.
  3. Financial and Personnel Committee – Motion to form a standing Finance and Personnel Committee was unanimously approved with a motion and a second by Marcia Christiansen and Mike Ruminski, respectively. Current membership will include Cheri Galecke, Tim Beno, and Tara Carr. Others interested (including the required two non-Board members) are asked to notify Matt Valiquette or Nan Macy. The Committee will bring their full membership to the Board for approval in February, and then draft a committee mandate.
  4. Standing Committee Schedule – Committees will either set a schedule and/or meet on an as-needed basis.
  5. Standing Youth Council – The Youth Council was designed to compile experiences from youth services throughout the region and bring these ideas and initiatives to the Board to aid in shaping programming and services. Initially the group met quarterly but eventually fell apart. Most workforce board have elected to forego having a standing youth council/committee. The Board proposes future discussion toward having an adhoc group focused on Youth as the collective experiences of area youth initiatives remains integral to our mission. The matter will be further discussed as relative to the goals within the developing Strategic Plan.
- D. Bay Area (WDA5) One Stop Operator American Job Center Report – Brian Pelon reported that the Pandemic has reduced traffic at the Brown County job center. Virtual services have, in part, continued the services of the brick-and-mortar service and helped with the general flow of services throughout the region. The Board and job center partners continue to work through processes of how to better serve during the Pandemic, and to a greater degree, in general. The Board, partners and contributing agencies are looking for improved ways to combine their efforts toward servicing our clients.

Currently, there are approximately 5K UI claimants in our WDA likely to return to workforce in the future. The average UI claim covers seven weeks. The focus needs to shift to those no longer receiving UI or have not filed for UI--the unemployed, disconnected from the workforce and/or communities. This is where it continuing to build collaborations and partnerships will help us better service and identify people that would benefit from our services.

- VI. BOARD OF DIRECTORS NEWS AND UPDATES** – Tara Cowe-Spigai, DWD-DET Local Program Liaison, stated that preliminarily monitoring looks good. Michael Troyer, in addition to his own consulting business, has accepted a VP position with AFF Research. Guest Sabrina Robins (We All Rise) is engaged in making connections with regional leaders and service providers (including Bay Area WDB) and outreach to identify program participants for upskilling. Maiyoua Thao (ABC Staffing) reported that 3K postcards recently went out to Hmong families introducing the services ABC Staffing provides—of which Bay Area WDB may be a partner. Mike Ruminski has been assisting a group of ten Afghan men that have begun settling in the Greater Green Bay area, a future population Bay Area WDB hopes to assist with training and employment programming.
- VII. ADJOURNMENT** – The meeting was adjourned at 2:25 P.M.