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BAY AREA BOARD OF LOCAL ELECTED OFFICIALS

Thursday, May 5, 2022

1:00 P.M. - 3:00 P.M.

MINUTES

Present: Troy Streckenbach (Brown), David Englebert (Door), Jeanette Bomberg (Florence), Tom Romdenne (Kewaunee), Bob Ziegelbauer (Manitowoc), John Guarisco (Marinette), Eva Johnson Menominee), Elmer Ragen (Oconto) with Theresa Willems, James Przybylski (Shawano), Vernon Koch (Sheboygan); Matt Valiquette, Nan Macy, Mistine Habeck, April Stevenson (staff)

Absent: Tom Nelson (Outagamie)

I. CALL TO ORDER/ROLL CALL – The meeting was called to order at 1:04 P.M. at the Bay Area WDB office at 520 N Broadway, Green Bay, WI, by Matt Valiquette. A quorum was present

II. WELCOMING REMARKS & INTRODUCTIONS

- A. The Board expressed its sincere appreciation for Richard (Biz) Virlee, Fran Damp, Marvin Klosterman, Elmer Ragen, and Cinde Nichols for their years of commitment, wisdom, and guidance on this Board, while warmly welcoming its newly designated LEOs to the Bay Area Team.
- B. April county elections brought five new members to our required eleven-county Bay Area WDB Local Elected Official's Board:
1. David Englebert is designated to represent Door County, replacing Richard Virlee.
 2. Jeanette Bomberg, Florence County Board Chair has elected to take the Board seat herself, replacing Cinde Nichols.
 3. Theresa Willems is designated to represent Oconto County, replacing Elmer Ragen.
 4. James Przybylski is designed to represent Shawano County, replacing Marvin Klosterman.
 5. Vernon Koch, Sheboygan County Board Chair has elected to take the Board seat himself, replacing Fran Damp.
- B. Mistine Habeck, Bay Area WDB Controller, and April Stevenson, the Board's Fiscal Assistant were introduced for purposes of answering any questions which may come up relative to budget items on the agenda.

III. ORGANIZATIONAL OVERVIEW

- A. Governance
Responsibilities of the Board of Directors and the Local Elected Officials (LEO) Board were reviewed and discussed.

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1. Governance Documents. The documents that detail the responsibilities of the counties, the LEO, and the Board of Directors are:
 - a. 2020-2025 Chief Elected Official Consortium Agreement, an agreement between the 11 counties of the Bay Area Workforce Development Area. Foremost, is that LEO Board members represent their county's workforce development needs so that we may better address those needs, and work as a liaison between the workforce board and help their county learn about and connect with services.
 - b. 2020-2022 LEO-WDB Joint Agreement, an agreement outlining what the two boards will do individually, as well as together.
 - c. The LEO Bylaws
 - d. The Bay Area WDB Bylaws
 2. LEO's Primary Responsibilities: Designation as a workforce development board, the appointment of the Board of Directors, development, and approval of WDB Corporate budget, approval of OSO MOU, financial responsibility for any misuse of funds, and program oversight. These responsibilities are established under the Workforce and Investment Opportunity Act (WIOA).
 3. LEO/Board Shared Responsibilities: Receive funds, ensure fiscal integrity and accountability, procure contracts, conduct monitoring of service providers, and respond to audits and monitoring.
- B. Strategy – The Board's Mission and Vision Statements, core values, and goals were reviewed. The newly formed Strategic Leadership Committee is working on a Strategic Plan with goals and objectives to be presented later. The recent focus has been on upskilling in high-demand industries. To be addressed are how to better serve a client base that is changing in need and support services, the development of a greater community-based effort, and how to better leverage technology in providing services.
- C. Operations and Programs – Recommendation for WIOA service procurement will go before the Board of Directors on May 19th. Proposal awards for the new Worker Advancement Initiative (ARPA) will also be on the 5/19 agenda. The initiative in this grant is to promote and support an inclusive NE Wisconsin workforce and address labor shortages using "Hidden Talent" and that client basis we have not traditionally served.

IV. FINANCIAL STATUS

- A. YTD Financial Summary – A spreadsheet and graph depicting incoming grant monies and the percent to the total current funds each represents. It is noted that Bay Area WDB has brought in additional grants to provide wrap-around services and support for our core WIOA services. Grant monies and programs run on different fiscal calendars and are granted for different lengths of time (months/years), with some carryover. This partially describes why a straightforward financial line statement is not possible for an overall snapshot review.
- B. Independent Financial Audit – Wegner CPAs has submitted its audit summary for the June 30, 2021, and 2020-time frames. There were no findings. This audit is required under WIOA and paid for by us. This marks the first time in three years that we have completed an audit with no findings, a reflection of our staff's hard work and stewardship.
- C. 2020-2021 DWD Coordinated Monitoring Report – In a letter of April 12, 2022, the Wisconsin Department of Workforce Development (DWD), we were notified that our

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responses to monitoring questions were received and have resolved any outstanding findings or concerns. Further, disallowed costs totaling \$535.00 has also been resolved.

V. CONSORTIUM BUSINESS (ACTION)

- A. LEO Board Minutes – February 3, 2022, Minutes were unanimously approved with a motion and a second from Bob Ziegelbauer and Elmer Ragen, respectively.
- B. Board of Directors Appointments – The following actions were unanimously approved with a motion and a second from John Guarisco and Tom Romdenne, respectively:
 1. Appointed to a subsequent 3-year term: Shirley Aviles, Tara Carr, Ed Kelley, Claudia Krepsky, Heather Martin, Mercedes Olson, Matt Rentmeester, Will Robinson, Brian Schauf, and Michael Troyer.
 2. Appointed to complete the term of a predecessor: Nicole Tritt for Brian Schauf (Schreiber Foods), and Michelle Lawrie for Steve Jenkins (Door County Economic Development).
- C. Proposed PY 23 (July 2, 2022 – June 30, 2023) Bay Area WDB Corporate Budget
 1. Notable in the budget discussion was an increase in advertising costs to capture a digital marketing campaign which funding will come from some of the allowable 160K administration allowance generated by incoming 1.6M ARPA funds.
 2. Notable was an increase in staff training to reflect necessary leadership training as staff becomes more diverse in their responsibilities with expectations requiring greater communication, organization, and problem-solving, individually and as a team. At a staff and supervisory level, training includes developing talent and retention.
 3. Wages and Benefits – An increase in the budget accommodate the potential for the following events:
 - a. Current Staff – Staying competitive toward attracting and retaining talent is a struggle we talk about with employers and know can be accommodated in a comprehensive benefits program. Much discussion surrounded these line items with Board members relating their frustrations with the pinch in county funds to hire and retain qualified staff. It was noted that any Board staff increases come because of greater responsibilities and effort being essential to facilitate new funding for initiatives the staff “went after” to supplement and enhance current services.
 - b. Staff Development - Additionally, this pool of money may, in part, fund staff development and any new staff needed to perform administration and service requirements about new initiatives developed within the program year.
 - c. Cost of Living Wage Increase – A cost of living increase is expected, although it will fall far short of the current 8.5-8.6 CPI.
 - d. Salary Increases – The Finance & H.R. Committee, along with the Executive Director is evaluating an incentive program based on performance vs. annual wage increases for simply working another year on the job. This will better reward effort, initiative, taking on responsibilities successfully, etc.

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A motion to approve the corporate budget was made by Tom Romdenne and Elmer Ragen, respectively.

Before a vote, a motion to approve the corporate budget less the wage and benefits section pending a resubmittal of wage and benefit detail a suggestion was made that the budget is approved less the wage section with a request that wage and benefit information be resubmitted in greater detail was made by Troy Streckenback with a second by Bob Ziegelbauer.

More discussion followed noting the process is for the Executive Director to prepare the budget, seek budget approval, and then manage expenditures within the budget. It was noted that managing line items does not fall within the responsibility of a governing body without cause for questioned cost, misappropriation, or misuse of funds. Another comment indicated the preference to stay out of the weeds and let the Executive Director do the job and not micro-manage the process.

The Executive Director stated that any newly created positions or changes in staff responsibilities are always reported to the Board ahead of time.

Additionally, without the approval of all or part of the corporate budget, expenditures will end on June 30, 2022, and be on hold until the next LEO meeting in September.

The Board returned to the original motion to approve the full 1.2M Corporate budget, and request that a wage and benefit summary be provided in the future. The Motion carried 9 to 2.

D. PY22-23 LEO Board and Board of Directors Meeting Schedules

1. The LEO Board will meet on the second Thursday in September, November, February, and May; four meetings per year, and scheduled 1-week before the Board of Director's meeting for the given month. The LEO Board will meet at the Board office from 1:00 PM – 3:00 PM.
2. Matt Valiquette noted that Board meetings are open to the public and that it would be of benefit for both parties if LEOs were to attend a Board meeting when available.

VI. FEDERAL, STATE, AND COUNTY UPDATES

- VII. ADJOURNMENT** - Adjournment unanimously approved at 2:44 P.M. with a motion and a second from Jeanette Bomberg and David Englebort, respectively.

NEXT MEETING
Thursday, September 8, 2022
1:00 P.M. – 3:00 P.M.

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