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Bay Area Workforce Development Finance & HR Committee Meeting August 25, 2022

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OUR MISSION

The Bay Area Workforce Development Board,
consisting of selected community representatives, develops a skilled workforce
by strategically allocating and coordinating resources to address community needs
by working through others for the benefit of all.

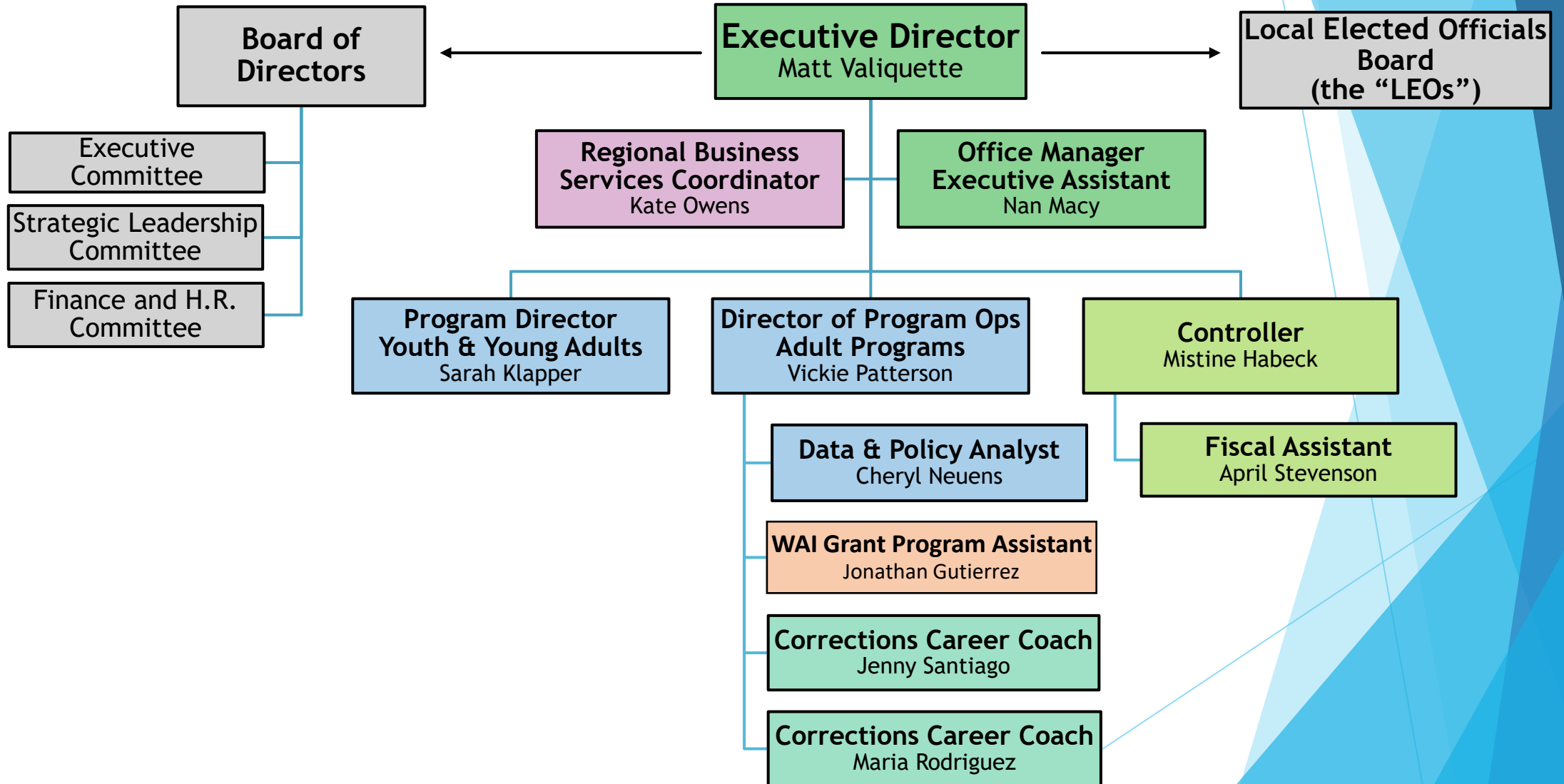
OUR VISION

The vision of the Bay Area Workforce Development Board is that job skills and educational levels
are increased, quality of life of all individuals is enhanced, while employers' needs are met.

Board Team

Matt Valiquette	Executive Director
Nan May	Executive Assistant & Office Manager
Kate Owens	Regional Employer Services Coordinator
Cheryl Neuens	Data & Policy Analyst
Vickie Patterson	Program Operations Manager
Sarah Klapper	Program Operations Manager
Jonathan Gutierrez	Program Assistant
Mistine Habeck	Controller
April Stevenson	Fiscal Assistant
Jenny Santiago	Corrections Job Lab Coach
Maria Rodriguez	Corrections Job Lab Coach

Bay Area Workforce Development Team



Agenda Item II: Nomination & Appointment of Committee Chair

EXECUTIVE COMMITTEE

1. Cheri Galecke**
2. Tim Beno
3. Marcia Christiansen
4. Dustin Delsman
5. Mercedes Olson
6. Matt Rentmeester
7. Chuck Dallas
8. Tara Carr

STRATEGIC LEADERSHIP COMMITTEE

1. Matt Rentmeester**
2. Tim Beno
3. Paul Carlsen
4. Tara Carr
5. Chuck Dallas
6. Cheri Galecke
7. Brian Ognacevic*
8. Randa Ruleford
9. Mike Ruminski
10. Michael Troyer
11. Jolene Wilkens*

FINANCE & HR COMMITTEE

1. Tara Carr**
2. Tim Beno
3. Cheri Galecke
4. Marcia Christiansen
5. Mercedes Olson
6. Justin Hensley*
7. Pete Bilski*

**** Committee Chair**

*** Non-Board Member**

Agenda Item III: Review Committee Mission

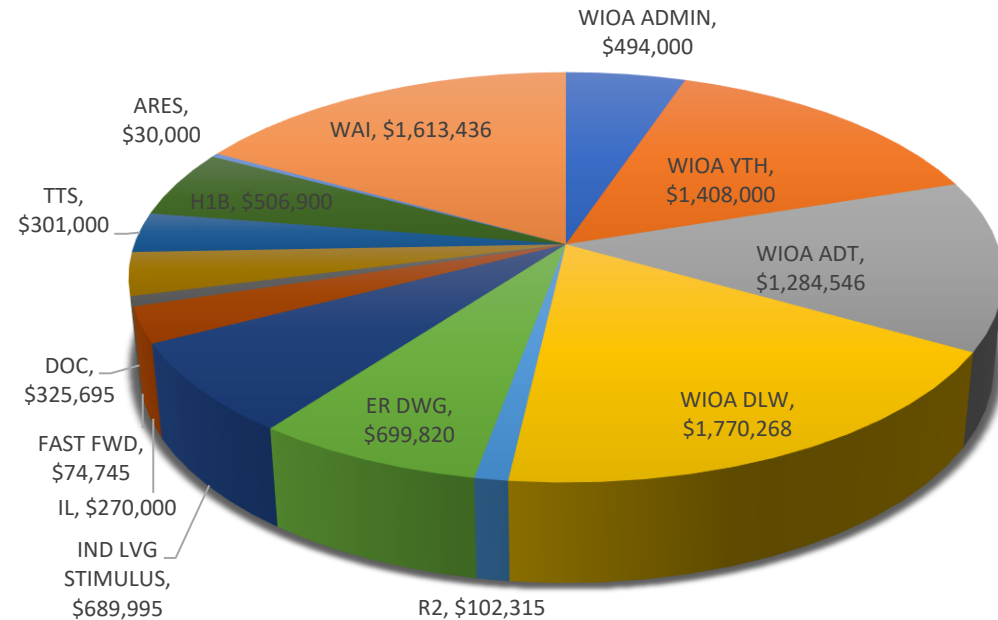
Finance & HR Committee shall:

- Review financial information and expenditure reports.
- Review and make recommendations to financial procedures.
- Review and make recommendations to Program Year (PY) budgets to the Board.
- Review and make recommendations on personnel policies/issues.
- Conduct review of salary ranges and benefit packages from a cost and recruitment/ retention perspective on a cycle determined by the Board.

Agenda Item IV (A.3): PY22 Financial Summary

PY22 Funding Summary		
	AWARD	EXPENDITURE
WIOA ADMIN	\$494,000	\$50,100
WIOA YTH	\$1,408,000	\$186,266
WIOA ADT	\$1,284,546	\$126,184
WIOA DLW	\$1,770,268	\$66,247
R2	\$102,315	\$5,572
ER DWG	\$699,820	\$509,478
IND LVG STIMULUS	\$689,995	\$620,000
IL	\$270,000	\$132,784
FAST FWD	\$74,745	\$11,311
DOC	\$325,695	\$26,373
TTS	\$301,000	\$172,556
H1B	\$484,253	\$90,265
ARES	\$30,000	\$0
WAI	\$1,613,436	\$220,188
	\$9,548,073	\$2,217,324

PY22 FUNDING SUMMARY



* Certain fund streams are multi-year awards and/or varying timelines

Bay Area Workforce Development Board

PY22 (July 1, 2022 – June 30, 2023) OPERATIONS BUDGET



	5/20/2021	9/16/2021	7/1/2022
ADULT			
Carryover funds-estimated	\$ 150,000.00	\$ 340,000.00	\$ 629,461.00
PY21 WIOA Allocation	\$ 714,460.00	\$ 714,460.00	\$ -
PY22 WIOA Allocation	\$ -	\$ -	\$ 634,540.00
Transfer funds from DW to ADT	\$ 750,000.00	\$ 750,000.00	\$ 440,000.00
DOC Cost Share	\$ 283,802.00	\$ 286,502.00	\$ 325,600.00
TOTAL AVAILABLE	\$ 1,898,262.00	\$ 2,090,962.00	\$ 2,029,601.00
Subcontracts			
Job Center One Stop	\$ (25,000.00)	\$ (25,000.00)	\$ (25,000.00)
Case Management	\$ (646,065.00)	\$ (646,065.00)	\$ (695,255.00)
Tribal One Stop	\$ (44,601.00)	\$ (44,596.00)	\$ (46,000.00)
DOC Case Management	\$ (260,000.00)	\$ (262,700.00)	\$ (275,000.00)
Other job center costs	\$ (73,000.00)	\$ (73,000.00)	\$ (75,000.00)
Training/support/Ind Career Serv	\$ (325,000.00)	\$ (325,000.00)	\$ (325,000.00)
Corporate	\$ (75,000.00)	\$ (300,000.00)	\$ (100,000.00)
(Estimated) UNOBLIGATED	\$ 449,596.00	\$ 414,601.00	\$ 488,346.00
DISLOCATED WORKER			
Carryover funds-estimated	\$ 853,000.00	\$ 880,000.00	\$ 969,152.00
PY21 WIOA Allocation	\$ 969,151.00	\$ 969,151.00	\$ -
PY22 WIOA Allocation	\$ -	\$ -	\$ 883,472.00
Rapid Response		\$ 101,464.00	\$ -
Employment Recovery grant	\$ 227,500.00	\$ 382,800.00	\$ 92,000.00
TOTAL AVAILABLE	\$ 2,049,651.00	\$ 2,333,415.00	\$ 1,944,624.00
Subcontracts			
Job Center One Stop	\$ (25,000.00)	\$ (25,000.00)	\$ (25,000.00)
Case Management	\$ (382,747.00)	\$ (382,747.00)	\$ (352,353.00)
Tribal One Stop	\$ (44,601.00)	\$ (44,601.00)	\$ (46,000.00)
Other job center costs	\$ (45,500.00)	\$ (45,500.00)	\$ (85,000.00)
Training/support/Ind Career Serv	\$ (300,000.00)	\$ (350,000.00)	\$ (300,000.00)
Corporate	\$ (75,000.00)	\$ (300,000.00)	\$ (100,000.00)
Transfer funds from DW to ADT	\$ (750,000.00)	\$ (750,000.00)	\$ (440,000.00)
(Estimated) UNOBLIGATED	\$ 426,803.00	\$ 435,567.00	\$ 596,271.00

	5/20/2021	9/16/2021	7/1/2022
YOUTH			
Carryover funds-estimated	\$ 150,000.00	\$ 300,800.00	\$ 596,347.00
PY21 WIOA Allocation	\$ 776,346.00	\$ 776,346.00	\$ -
PY22 WIOA Allocation	\$ -	\$ -	\$ 702,649.00
Independent Living-program	\$ 148,500.00	\$ 156,906.00	\$ 140,000.00
TOTAL AVAILABLE	\$ 1,074,846.00	\$ 1,234,052.00	\$ 1,438,996.00
Subcontracts			
Case Management	\$ (682,054.00)	\$ (682,054.00)	\$ (686,166.00)
Tribal One Stop	\$ (5,000.00)	\$ -	\$ -
IL Case Management			\$ (140,000.00)
Other job center costs	\$ (68,610.00)	\$ (68,610.00)	\$ (20,000.00)
WIOA Training/support/incentive	\$ (50,000.00)	\$ (50,000.00)	\$ (50,000.00)
Work Experience -client services & staffing	\$ (135,000.00)	\$ (247,000.00)	\$ (139,742.00)
Corporate	\$ (20,625.00)	\$ (82,500.00)	\$ (80,000.00)
(Estimated) UNOBLIGATED	\$ 113,557.00	\$ 103,888.00	\$ 323,088.00
H1B COW			
TOTAL AVAILABLE	\$ 126,725.00	\$ 153,250.00	\$ 172,500.00
Corporate-program	\$ (15,750.00)	\$ (62,583.00)	\$ (64,500.00)
Training/support	\$ (64,000.00)	\$ (90,667.00)	\$ (108,000.00)
(Estimated) UNOBLIGATED	\$ 46,975.00	\$ -	\$ -
WAI			
Carryover funds-estimated			\$ 1,390,560.00
WAI Allocation			\$ -
TOTAL AVAILABLE			\$ 1,390,560.00
Subcontracts			
Corporate			\$ (1,209,800.00)
(Estimated) UNOBLIGATED			\$ -

Bay Area Workforce Development Board PY22 (July 1, 2022 – June 30, 2023) CORPORATE BUDGET

	5/20/2021	9/16/2021	7/1/2022
ADMINISTRATION			
Carryover funds	\$ 223,595.00	\$ 223,594.00	\$ 228,327.00
PY21 WIOA Allocation	\$ 273,329.00	\$ 273,329.00	\$ -
PY22 WIOA Allocation	\$ -	\$ -	\$ 245,995.00
H1B COW administration	\$ 1,900.00	\$ -	\$ 200.00
H1B COW program	\$ 15,750.00	\$ 62,583.00	\$ 64,500.00
WAI Admin			\$ 132,508.00
WAI Program			\$ 180,760.00
Rapid Response - Admin		\$ 11,273.00	\$ 10,000.00
Rapid Response - Program			\$ 100,000.00
Employment Recovery Grant admin	\$ 37,500.00	\$ 32,221.00	\$ -
Employment Rec Grant - Program			\$ 92,000.00
Dept. of Corrections-admin	\$ 31,533.00	\$ 31,833.00	\$ 32,000.00
Dept of Corrections - Program			\$ 127,000.00
Independent Living-Administration	\$ 44,000.00	\$ 68,908.00	\$ 27,000.00
Independent Living-Program	\$ 40,500.00	\$ 57,104.00	\$ 103,000.00
Youth program	\$ 20,625.00	\$ 82,500.00	\$ 80,000.00
Adult program	\$ 75,000.00	\$ 300,000.00	\$ 100,000.00
Dislocated Worker program	\$ 75,000.00	\$ 300,000.00	\$ 100,000.00
TOTAL AVAILABLE	\$ 838,732.00	\$ 1,443,345.00	\$ 1,623,290.00
Corporate Budget Amount	\$ (275,309.00)	\$ (1,157,232.00)	\$ (1,236,200.00)
(Estimated) UNOBLIGATED	\$ 563,423.00	\$ 286,113.00	\$ 387,090.00
(Estimated) Program UNOBLIGATED			\$ 1,407,705.00

Agenda Item IV(B): Human Resources

- Executive Director Evaluation & Salary
- BAWDB Staff Salary & Benefit Package Review
 - Position Descriptions
 - Salary Adjustments
 - PTO
 - Medical & Dental Plans
 - Life, WC, & STD
 - Pension Plan
- Staff Performance Evaluation Tool – “Stay Interviews”
- Performance-Based Incentive Policy
 - Develop an equitable & sustainable monetary incentive plan
 - Performance-based
 - Resource-available

Agenda Item IV(C): Committee Meeting Schedule Discussion

- Organization/Operational Tempo
 - October, January, May, ??
- Next Meeting?
- Adjourn