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BAY AREA WORKFORCE DEVELOPMENT BOARD OF DIRECTORS

**Thursday, September 15, 2022
1:00 P.M. - 3:00 P.M.**

**Northeast Wisconsin Technical College
2740 W. Mason Street | Green Bay, WI 54307**

MEETING MINUTES DRAFT for approval 10/20/22

A networking luncheon was held between 12:00 pm – 12:45 pm.

- Present:** Tim Beno, Elizabeth Burns, Paul Carlsen, Amber Collegnon, Tara Carr, Ron Christensen, Marcia Christiansen, Dustin Delsman, Cheri Galecke, Steve Heller, Meridith Jaeger, Ed Kelley, Claudia Krepsky, Guy Meyerhofer, Mercedes Olson, Matt Rentmeester, Will Robinson, Mike Ruminski, Gerald Schomaker, Jennifer Short, Nicole Tritt, Michael Troyer, Myrna Warrington, Bethany Wilde; Jolene Wilkins. Staff: Mistine Habeck, Sarah Klapper, Nan Macy, Cheryl Neuens, Kate Owens, Vickie Patterson, Maria Rodriguez, Matt Valiquette
- Absent:** Shirley Aviles, Jennifer Bscherer, Kris Chosa, Chuck Dallas, Cheryl Detrick, Andy Ford, Dan Keyzers, Michelle Lawrie, Heather Martin, Bruce Russell, Ann Schermetzler, Norman Shawanokasic
- Guests:** Rebecca Deschane, Barb LaMue, Jessica Lambrecht, Maiyoua Thao

I. CALL TO ORDER / ROLL CALL – The meeting was called to order by Cheri Galecke, Chair, at 1:05 P.M. Roll call confirmed that a quorum was present.

II. WELCOMING REMARKS & INTRODUCTIONS:

- A. Board Member Reappointments and New Members – On September 8, 2022, the Local Elected Officials Board (LEOs) approved new Board Directors including Elizabeth Burns, Vice President of Student Success at Fox Valley Technical College to complete the term of Chris Matheny, and Jolene Wilkins, Wisconsin Department of Workforce Development Job Service to replace Brian Pelon following his new temporary assignment within DWD. Nicole Tritt, Corporate H.R. with Schreiber Foods, attended her first meeting as officially appointed by LEOs on May 5th.
- B. Local Elected Officials (LEOs) – Matt Valiquette reported that John Guarisco, Marinette County was elected Chair by the LEO Board at their meeting on September 8, 2022.

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- C. New Staff – Matt Valiquette introduced Maria Rodriguez hired for the new Corrections Career Coach position serving Kettle Moraine Correctional and Taycheedah Correctional.

III. BOARD BUSINESS

A. Consent Agenda

1. Board Meeting Minutes from May 19, 2022, meeting were unanimously approved with a motion and a second from Tara Carr and Matt Rentmeester, respectively.
2. Conflict of Interest Disclosure Statements were requested from each Board member, an annual request due to updates in partnerships and contracts.
3. LEO/Board Joint Agreement – This official document has been updated with the signatures of our new LEO Chair and our new Board Chair to be submitted to DWD. Noted that this document indicates the specific responsibilities of the LEO Board and the Board of Directors, separately and jointly.

B. Standing Committee Updates

1. Strategic Leadership – Matt Rentmeester, Chair, reported that the committee had met and is close to presenting a prioritized and actionable Strategic Plan to the Board.
2. Finance & H.R. – Tara Carr, Chair, reported that the committee is reviewing performance evaluations and position descriptions, and gathering information and input relative to the performance review of Matt Valiquette, Executive Director.

IV. PROGRAM, OPERATIONS, AND PERFORMANCE – Review of service and program portfolio.

- A. PY22 WIOA Subrecipient Award Agreement Update – Letters of Authorization were issued on July 1, 2022, for Case Management totaling \$1,822,872 between six contractors in Adult & Dislocated Workers (\$784,089), Youth (\$946,783), and Tribal (\$92,000). Award Agreements will be signed by October 1, 2022.
- B. Independent Living – This program, as funded by the Wisconsin Department of Children & Families, provides services to youth aging out of foster care within a 17-county region. The age range of eligibility has been widened from 18-21 years to 18-23 years. Doak Bock, a current Youth CSS with FVTC will assume the role of Coordinator for this program and WIOA/IL co-enrollments over the next 15-month period.
- C. Monitoring – A report presenting a comparison of report data for PY19, PY20, and PY21 was presented. Our ability to leverage WIOA and other grant streams is a great strength. Overall, our monitoring report has greatly improved over the past three years with most findings occurring in data entry, not program services or funding.
- D. Program Dashboard – Cheryl Neuens, Policy & Data Analyst was commended for her work on the design of a dashboard to quickly and visually see participants' numbers based on program, service location, age, race, gender, education level, etc. The Dashboard also allows for year-to-year comparison of key metrics for all programs individually or separately. We await hard data on the impact new WAI program (Digital Literacy and Hidden Talent). Dashboard information will help to align resources to better meet a need in areas needing attention.

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- E. The Program Press – Programs introduce a new quarterly newsletter that more specifically highlights what is happening in each of the programs we administer.
- F. Re-entry Programming – Introduction to current re-entry programming includes Windows to Work (W2W) services citizens return to our area; Lakeshore Jails Project includes LTC virtual training in welding and soft skills; Job Labs at Taycheedah and Kettle Moraine provides workforce preparation at 6-8 month before release, and a new Adult Reentry Employment Strategies (ARES) program will assist to fill the gaps in service and development of a community resource library.
- G. Hidden Talent – COMSA reports 12 individuals are enrolled in CDL Training; New North reported the creation of a portal/platform to identify free resources and equipment needed for job hunting (including digital upskilling) and is partnering with other organizations with existing learning labs and services. A demonstration of the New North portal will take place in October or November.
- H. WIOA Performance Summary – Q4 PY21 program performance was reviewed, noting that Bay Area WDB exceeds all adult and youth measures. In dislocated workers, Bay Area met quarterly employment expectations and exceed in the areas of median earnings, credential attainment, and measurable skills gain.

V. FINANCIAL STATUS

- A. PY22 Funding Summary – Graphics provided a pie chart of the current 14 funding streams/programs being operated, with an accounting of year-to-date expenditure to award— noting that certain fund streams are multi-year awards and/or on varying timelines. The Board currently carries awards totaling \$9.5M with expenditures of \$2.2M YTD.
- B. Budgets – The PY22 (July 1, 2022 – June 30, 2023) Operating and Corporate budgets were reviewed as approved in May 2022.

VI. BOARD OF DIRECTORS NEWS AND UPDATES

Board Activities and Outreach – The Executive Director has been sought to participate in many panels, roundtables, and discussions relating to workforce development, which is an indicator that Bay Area WDB is gaining recognition as a leading contributor in continuing discussions and activities surrounding all things workforce related. Over the summer, the Executive Director met with Board members and LEOs in 8 of our 11 counties.

VII. ADJOURNMENT - The meeting was unanimously adjourned.

Next meeting: October 20, 2022, at NWTC, 1:00 p.m.

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