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BAY AREA WORKFORCE DEVELOPMENT BOARD OF DIRECTORS

Thursday, January 19, 2023

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

Virtual Meeting

MEETING MINUTES

- Present:** Tim Beno, Jennifer Bscherer, Paul Carlsen, Amber Collegnon, Tara Carr, Kris Chosa, Ron Christensen, Marcia Christiansen, Chuck Dallas, Dustin Delsman, Cheri Galecke, Meridith Jaeger, Ed Kelley, Claudia Krepsky, Michelle Lawrie, Guy Meyerhofer, Mercedes Olson, Matt Rentmeester, Will Robinson, Mike Ruminski, Bruce Russell, Jennifer Short, Nicole Tritt, Michael Troyer, Bethany Wilde, Jolene Wilkens; Staff: Mistine Habeck, Sarah Klapper, Nan Macy, Cheryl Neuens, Kate Olson, Vickie Patterson, April Stevenson, Matt Valiquette
- Absent:** Shirley Aviles, Elizabeth Burns, Cheryl Detrick, Andy Ford, Jonathan Gutierrez, Steve Heller, Dan Keyzers, Heather Paul, Ann Schermetzler, Gerald Schomaker, Norman Shawanokasic, Myrna Warrington
- Guests:** Iliia Bordiugov, Ann Franz, Zana Keener, Jessica Lambrecht, Deb Warga

- I. CALL TO ORDER / ROLL CALL** – The meeting was called to order by Cheri Galecke, Chair, at 1:04 P.M. All attendees met virtually via Zoom. Roll call confirmed that a quorum was present.
- II. WELCOMING REMARKS & INTRODUCTIONS** – Following the announcement that Matt Valiquette, Bay Area WDB’s Executive Director, is leaving, Cheri Galecke spoke on “evolution,” where we are, where we have been, and where we are going.
- III. MISSION MOMENT** – Iliia Bordiugov, CSS from Shawano, presented a story of the Kovalenk family, recent refugees from Ukraine. In December, staff and others provided a Christmas tree, furniture, and gifts to the family of three. The family is learning English. The mother, a dentist in her former country, is working for a local dentist while studying to become a dental assistant. (Here dental credentials are not accepted for practice in the U.S. and therefore she must begin her studies again.) Iliia, CSS, is a Russian native with a language usually understood by Ukrainian people and is grateful to play a part in a family’s resettlement in the U.S.

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IV. BOARD MEMBERSHIP – Bylaws related to qualifications, nominations, and appointments to the Board of Directors were reviewed. Several three-year terms will expire June 30, 2023, and those people will be notified and asked if they want to continue on the Board, provided the LEO Board approves reappointment. Board Membership carries a required ratio of Private and Public sector representatives with the additional requirement that organized labor, education, economic development, and state government also be represented. The current 36 Board of Directors are compliant with these requirements.

V. BOARD BUSINESS

A. Consent Agenda – The following consent agenda items were unanimously approved with a motion and a second from Chuck Dallas and Ed Kelley, respectively.

1. Board Meeting Minutes from November 17, 2022
2. DWD 2021-2022 Coordinated Monitoring Report
3. Policy Updates: Personnel Policy and Records Retention Policy

B. Standing Committee Updates

1. Strategic Leadership – Matt Rentmeester, Chair, reported that the committee has a Strategic Plan and will present it to the Board once the resources and support are aligned for each goal. In the meantime, the staff is working toward meeting goals.
2. Finance & H.R. – The Committee met on January 5, 2023, and will be looking at PY23 budgeting and beyond, and have a fiscal plan for long-term spending once short-term grants end, including prioritizing resources in training, support, and staffing.

C. WIOA Regional Plan Attestation

1. No modifications to the Plan were made and therefore, approval is requested to submit an attestation to DWD with the signatures of the Bay Area Board Chair and LEO Chair, along with the signatures of our regional partner, the Fox Valley Workforce Development Board. Approval was unanimously given with a motion and a second from Tim Beno and Marcia Christianson, respectively

D. Board of Directors Survey Results – A survey was sent to each board member (36) with 27 responses received. A majority requested more operational/program and customer success stories (66.7%) and guest presentations (74.1%). A great number of survey participants (55.6%) believed their most important role was in strategy development. The survey demonstrated that 62% of respondents want to feel more “connected” to the customers we serve. The Board will work toward addressing these matters and improving the communication with board members in all future meetings and in between.

VI. NEW MANUFACTURING ALLIANCE – Ann Franz, Executive Director, provided a high-level summary of activities and initiatives accomplished by the manufacturing alliance, including the publication of the [2023 Manufacturing Vitality Index](#).

VII. FINANCIAL STATUS – Modified program budgets are expected in February.

VIII. PROGRAM, OPERATIONS, AND PERFORMANCE

- A. One-Stop Operator – The Board has submitted its OSO Attestation and reports. The Shawano Job Center was decertified in 2022. Bay Area WDB now has two comprehensive job centers (Green Bay and Shawano), along with some affiliated centers offering limited on-site services.
- B. Transitions to Success – Sarah Klapper, Youth & Young Adult Program Manager, noted a partnership with the Department of Children & Families beginning in 2014, which targets at-risk youth. The program originally served youth 14-24 years of age; this has expanded to 30 years old.
- C. H1B – Healthcare Initiative (COW grant) – Kate Owens, Regional Business & Innovation Specialist, noted several changes within the grant 1) the addition of a telehealth certificate, and 2) an Innovation Apprenticeship, has been added to the training options related to nursing, medical lab, human services, substance abuse, and home health aides (to name a few). On 12/20/22, Dalton Cairns’s graduated with honors from his AND-RN Program at NWTC.

IX. BOARD OF DIRECTORS NEWS AND UPDATES

- A. Director Spotlight – The Executive Committee was spotlighted with one of their responsibilities being to convene and lead collaborations. The Committee will meet shortly to organize the process of selecting a new Executive Director.
- B. Board directors around the room shared individual business updates and activities.

X. ADJOURNMENT - The meeting was unanimously adjourned at 3:02 P.M. with a motion and a second from Mike Ruminski and Ron Christiansen, respectively.

Next meeting: February 16, 2023, at NWTC, 1:00 p.m.

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