

**Bay Area Workforce Development Board
EXECUTIVE COMMITTEE SPECIAL SESSION**

MINUTES

**Friday, May 5, 2023
11:00 A.M. – 12:30 P.M.**

Bay Area WDB, 520 N Broadway, Ste 320, Green Bay, WI 54303 or via virtual link

Executive Committee Members:

	Present
Cheri Galecke (Board Chair)	✓ In person
Chuck Dallas (Past Board Chair)	✓ Virtually
Dustin Delsman (Vice Chair)	✓ In person
Tim Beno (Treasurer)	✓ In person
Matt Rentmeester (Strategic Leadership Chair)	✓ In person
Marcia Christiansen (Member-at-Large)	✓ In person
Tara Carr (Finance Chair)	✓ In person
Mercedes Olson (Secretary)	✓ In person

I. CALL TO ORDER/ROLL CALL – Chairwoman Cheri Galecke called the meeting to order; all members were present.

II. FINANCIAL UPDATE (Habeck/Patterson)

Mistine provided an overview was provided with the Current/YTD Financials & Estimated Actuals, along with the proposed PY23-24 Budget – Corporate and Program. She noted that the revenue for the PY23-24 budget is educated estimates, and reflect expected decreases in WAI grant funding as well as some increased revenue for Dept. of Corrections Windows 2 Work funds (noting that the program will be coming in-house starting July 1, 2023).

The specific reductions were reveiwied, which included reductions to subrecipient awards, corporate budget (non-personal), training funding (waitlist and reduced overall lifetime limit), and other adjustments. Vickie noted that conversations have already taken place with impacted subrecipients, or have been scheduled.

It was noted that the LEO’s will be reviewing/approving the Corporate Budget at their 5/11/223 meeting, and then the entire budget, including program will be brought to the Board of Directors on 5/18/23.

There was some discussion regarding increasing revenue from other sources, and not just looking at reducing spending. This is something that will be a priority over the next 6-8 months, along with reviewing our service mix and determining how that can be structured to ensure we are adding value to our WDA. Ideas were suggested/discussed and Vickie noted that both staff and board involvement will be important to move this forward.

Lastly, a revised organizational chart was shared and it was noted that this staff structure would allow for more of a focus on resource development which will be critical to identify additional, and more flexible, revenue sources.

III. BOARD BUSINESS

The committee reviewed the list of board members whose terms expire on June 30, 2023 – and who will be reappointed; who will have their term expiring, and who will be added/appointed. The following individuals will be reappointed (and officer appointments are noted after name):

- Tim Beno (Treasurer)
- Amber Collegnon
- Steve Heller
- Michelle Lawrie
- Matt Rentmeester
- Mike Ruminski
- Bruce Russel
- Gerald Shomaker

The following individuals have filled a vacancy or are appointment replacements:

- Debra Wargo (for DWD – Job Service representataive)

The following individuals' terms will expire:

- Dan Keyzers
- Guy Meyerhofer

The following individual is retiring and will no longer be serving on the board:

- Marcia Christiansen

With the above, the board would be at 33 members (vs. the current 36 members) and it would meet the 51% private business; 20% labor/workforce requirements. It was noted that there is no representation from Kewaunee County on the board and that this is something that would be important. With this addition, the board would be at 34 members and still meet the required percentages. Vickie stated that she has reached out to the Kewaunee County LEO to see if he had any recommendations for an appointee to the board. She will follow-up with him, and will bring this to the LEO Board for consideration, although a specific member will likely need to be approved at the September LEO meeting.

Several items were discussed for future planning/revisions, including:

- Committee membership requirements (for standing committees) of two non-board members (would require a change to the by-laws)
- Timing of board appointments and process; possibly change to approving a slate in the Spring, meet over the summer, and vote on membership at September LEO meeting. This will be brought up to the LEO's also at their upcoming meeting, and specific requirements that would need to change will be reviewed (by-laws; joint agreement; etc.?).

Lastly, Cheri mentioned that moving forward board attendance at board meetings will be tracked more closely with clear expectations. Due to not always having virtual meeting options, we will be moving forward with a “clean slate” and will track beginning this next year.

IV. ADJOURNMENT – there being no further business, the meeting was adjourned (Motion was made and seconded by Matt and Marcia, respectively; all members were in favor; motion passed).

Respectfully submitted by,

Vickie Patterson, Executive Director
Bay Area Workforce Development Board