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520 N Broadway Ste 320
Green Bay, WI 54303
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BayAreaWDB.org

BAY AREA BOARD OF LOCAL ELECTED OFFICIALS

Thursday, May 11, 2023

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), Theresa Willems (Oconto), Tom Nelson (Outagamie), James Przybylski (Shawano), Vernon Koch (Sheboygan); Vickie Patterson, Mistine Habeck (staff); Cheri Galecke (Bay Area WDB Chair)

Absent: None

- I. **CALL TO ORDER/ROLL CALL** – The meeting was called to order at 1:00 P.M., promptly at the Bay Area Workforce Development Board office, 520 N Broadway, Green Bay. A quorum was present.
- II. **WELCOMING REMARKS** – John opened the meeting by welcoming a new LEO Board member – Keith Tourtillott. Keith is replacing Eva Johnson as the LEO Representative for Menominee County. He noted that he may need to attend virtually going forward as he has a conflict on this day/time. In addition, a brief recap of the Executive Search Committee’s work was given, and John introduced Vickie Patterson as the new Executive Director for Bay Area WDB.
- III. **LEO BOARD BUSINESS**
 - A. **Consent Agenda** – Included in the consent agenda were LEO Minutes from both the February 9, 2023 meeting and the April 6, 2023 special meeting. The consent agenda was approved with a motion and a second by Troy Streckenbach and David Englebert, respectively.
 - B. **Governance**

Bay Area WDB Board of Directors Membership & Reappointments - It was noted that with the following recommendations, the Bay Area WDB Board of Directors would reduce from a total of 36 members to 33 members (which meets the required percentages for the make-up of the BOD – 51% private industry; 20% labor/workforce; remaining % other partners, education). Lastly, the BOD does not currently have a representative from Kewaunee County so may be bringing a recommendation to the LEO Board for an additional board member at the September LEO meeting (with a total of 34 members, the BOD would still meet the required percentages).

The following was unanimously approved with a motion and second from Troy Streckenbach and Tom Romdenne, respectively.

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- 1) Appointed to a subsequent 3-year term: Tim Beno, Amber Collegnon, Steve Heller, Michelle Lawrie, Matt Rentmeester, Mike Ruminski, Bruce Russell, Gerald Shomaker.
- 2) Appointed to complete term of a predecessor: Debra Warga (Job Service – DWD) replacing Jolene Wilkens.
- 3) Term expiring/Non-renewal of term: Dan Keyzers, Guy Meyerhofer, Marcia Christensen.

Vickie and Cheri informed the LEO members that the BOD will be reviewing the by-laws over the summer, and one of the changes they will be reviewing is the recruitment and timing of approving BOD members. Any updates will be shared at the September LEO meeting.

PY22 & PY23 One Stop MOU's update – Vickie explained that the PY22 One Stop MOU had been submitted to DWD for approval; however, it was not signed by all partners. There are several reasons for this and Vickie has had some recent conversations with a few of the key partners. A meeting is scheduled with all partners on 5/31/23 to discuss approval of the PY22 MOU, as well as planning for the PY23 MOU (which is due June 30, 2023). There are some key areas that need to be addressed, but after the initial conversations, it is expected that these will be resolved.

2023-2024 LEO Meeting Schedule – The meeting schedule has been confirmed and shared with LEO Board members.

Bay Area WDB Annual Report – A draft copy of the Annual Report (2021-2022) was shared, noting that final copies are being printed. This is the first Annual Report that the organization has had, and provides a nice overview of all the various activities of Bay Area WDB.

IV. FINANCIAL SUMMARY

- A. **Independent Financial Audit Report** – a copy of the report was emailed to LEO board members. It stated that Bay Area WDB's financial statements were found to be in accordance with all requirements.
- B. **Current Financial Status/Reality** - A slide was shared showing the Workforce Innovation & Opportunity Act (WIOA) funding (the primary funding source of the WDB), and the seven year trend. Notably, since 2017, Bay Area WDB has had this funding decrease by \$1.2M through the past year. While Bay Area WDB has not yet received official notification of their PY23-24 allocation, it is anticipated to be between a 10-12% reduction (bringing the total reduction over 7 years to nearly \$1.5M). These continued reductions will require a change in the services that are provided, and has already resulted in a waitlist for training funding. Vickie explained that some WDB's across the state will be returning WIOA funds this program year. A question was raised as to where these deobligated funds go; and it was explained that they go to the Governors office as "set aside" funds and are not necessarily reobligated to other WDB's across the state. This is an area where perhaps the LEO Board members could be leveraged to advocate for changes to this process.
- C. **Proposed PY23-24 Corporate Budget (July 1, 2023 – June 30, 2024)** – Mistine reviewed the budget summary noting the YTD and Estimated Expenses; the PY22-23 Budget; and the Py23-24 Proposed Budget. Specifically, overall revenue is budgeted to decrease due to the retirement of a couple of larger grants (Employment Recovery Grant; Worker Advancement Initiative); however, Dept. of Corrections revenue is increasing due to bringing Windows to Work programming inhouse.

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The overall excess/carryover amount goal is \$1.2M, and the Py23-24 budget currently shows a \$746,413 excess amount (it was noted that in February this amount was approximately \$206,000). Mistine and Vickie explained that over \$540,000 was reduced from the corporate budget and program budgets – with reductions being distributed across all areas. It was acknowledged that we are currently short of our goal; however, it is a number we are comfortable moving forward with, due to some other factors. Mainly, the potential for additional funding from the Rural Healthcare Grant, along with a new staff structure (revised organizational structure was shared) that increases flexibility for resource development. Specifically, it was noted that the budget will be monitored carefully over the next 6-8 months and further reductions will be made if necessary. A question was asked about wage increases that were included in the proposed budget, and Mistine noted that a 3% increase was factored in.

The PY23-24 Corporate Budget was unanimously approved with a motion and second by Troy Streckenbach and Tom Romdenne, respectively.

- D. **Beyond PY23 Fiscal Planning** - As noted above, resource development will be emphasized over the next year(s) along with reviewing and adjusting the current service mix – which is unsustainable with continued reductions in funding. A focus will be made on identifying services that can be done in a less costly, intensive way, but that will still add value to employers in our workforce development area.

V. OPERATIONAL OVERVIEW

- A. **DWD WIOA Coordinated Monitoring** - The PY21-22 monitoring report has been received. Vickie noted that after initial work on addressing the various findings, etc. it is anticipated that we will have approximately \$1,200 in disallowed costs. These are due to an area of documentation not being entered by a career planner, and due to human error. Typically, and again in this case, Bay Area WDB covers any disallowed costs; however, all such costs must be paid with non-Federal funds – stressing the importance of the WDB securing additional, flexible, non-federal grants/funds.
- B. **Recommendations for contract extensions** – Vickie shared that recommendations for sub-recipient funding will go to the Board of Directors at their May 18th meeting. This will include all changes/reductions to sub-recipients program funding. She noted that all impacted subrecipients have been informed of the potential cuts/reductions.
- C. **Labor Market Update** - A labor market update (provided by the WI Dept. of Revenue) was shared. Troy asked if it was possible to get data on what was projected to happen (a decade or so ago) and what has actually happened. Bay Area WDA has a DWD Labor Analyst (Ryan Long) and Vickie can check on the possibility of getting that information. As well, if there is any specific data that would like to be reviewed, please forward request to her and she can follow-up with Ryan to see if it can be provided.
- D. **Strategic Plan Update** - A brief summary was shared of the current strategic plan (where at to-date), and Vickie noted that the staff will be “kick-starting” this process to move it forward, and will then share their work with the Board of Directors/Executive Committee. Specifically, the roles of the WDB will be reviewed and incorporated – these roles being convener, strategist, optimizer and manager. It was noted that Bay Area WDB is a good manager, but has reduced its work in the other roles over the past couple of years. With the needed change in service mix due to budget constraints, this is something that will be carefully reviewed and incorporated into a strategic plan. Troy mentioned that the word “convener” is widely used so

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it would be important to be clear about Bay Area WDB's role in that space.

Keith mentioned that programs are needed for counties to address overall wellness programming (impacts of opioids, mental health, etc.), as well as recruitment and training of law enforcement. Additionally, other members spoke of the labor shortage impacts on critical infrastructure needs (911 dispatch, Fire, First responders, etc.) and that counties are having increasingly difficulties competing with business.

VI. FEDERAL, STATE, AND COUNTY UPDATES - Vickie asked about any member's experience with requesting earmarked funds (from Tammy Baldwin's office). This is something that the Board staff would like to learn more about and potentially pursue.

VII. OTHER BUSINESS - Over the next few months, individual meetings with LEO Board members will be scheduled.

VIII. FUTURE AGENDA ITEMS –

- A. **Bay Area WDB representation by County**
- B. **Potential Kewaunee County Board of Director appointee**
- C. **Bay Area Workforce Development Board By-Law revisions (if any)**

IX. ADJOURNMENT - Adjournment unanimously approved with a motion and second made by Jim Przybylski and Troy Streckenbach, respectively.

**NEXT MEETING
THURSDAY, SEPTEMBER 14, 2023
1:00 – 3:00 PM**

Respectfully submitted,

Vickie Patterson, Executive Director
Bay Area Workforce Development Board

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