



Serving Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Shawano, and Sheboygan counties.

520 N. Broadway, Suite 320  
Green Bay, WI 54303  
920-617-1384  
BayAreaWDB.org

## BAY AREA WORKFORCE DEVELOPMENT BOARD OF DIRECTORS

Thursday, May 18, 2023

### MEETING MINUTES

- Present:** Tim Beno, Elizabeth Burns, Paul Carlsen, Tara Carr, Ron Christensen, Amber Collegnon, Marcia Christiansen, Chuck Dallas, Dustin Delsman, Cheryl Detrick, Cheri Galecke, Andy Ford, Dan Keyzers, Claudia Krepsky, Guy Meyerhofer, Mercedes Olson, Matt Rentmeester, Will Robinson, Mike Ruminski, Gerald Schomaker, Jennifer Short, Michael Troyer, Debra Warga, Bethany Wilde,
- Absent:** Jennifer Bscherer, Kris Chosa, Meredith Jaeger, Steve Heller, Ed Kelly, Michelle Lawrie, Heather Paul, Bruce Russell, Ann Schermetzler, Norman Shawanokasic, Nicole Tritt, Myrna Washington
- Guests:** Jolene Wilkins (DWD-Job Service), Jess Lambrecht (UW-Green Bay), Ann Resop (Senator Ron Johnson's Office), Matalin Schoone (DWD – Local Program Liaison); Brian Kowalkowski (College of Menominee Nation; CMN)

- I. CALL TO ORDER / ROLL CALL** – The meeting was called to order by Cheri Galecke, Chair, at 1:03 P.M at NWTC. Roll call confirmed that a quorum was present.
- II. WELCOMING REMARKS & INTRODUCTIONS** –Cheri Galecke opened the meeting noting that May is National Foster Care Awareness Month, and Sarah provided a brief update on some activities that were taking place over the month. Cheri also noted that it is National Smile Month and encouraged all to be aware of the benefits (health, productivity, etc.) of a simple smile 😊
- III. BOARD BUSINESS**
- A. **CONSENT AGENDA** – The consent agenda was unanimously approved with a motion and a second by Tim Beno and Mike Troyer, respectively. Items included Board Minutes (4/20/2023), Executive Committee Special Session Minutes (5/05/23), Policy Revisions (Occupational Skills Policy).
- B. **BOARD MEMBERSHIP & OFFICERS** – Cheri explained that all current officers were approved for a 2-year term, with this being the first year served. She asked board members to reaffirm the appointments of the following officers: Chair – Cheri Galecke; Vice Chair – Dustin Delsman; Treasurer – Tim Beno; Secretary – Mercedes Olson. The officers were reaffirmed unanimously with a motion and a second by Chuck Dallas and Matt Rentmeester, respectively.

The slate of board members for PY23-24 was presented as approved by the LEO Board at their May 11<sup>th</sup> meeting. Three members will be leaving the board – either through terms ending or

A proud partner of the americanjobcenter<sup>®</sup> network

The Bay Area Workforce Development Board is an Equal Opportunity Service Provider and Employer.

If you need this information or printed material in an alternate format or in a different language, services are available free of charge by contacting us at 920-617-1384 or [info@bayareawdb.org](mailto:info@bayareawdb.org). Deaf, hard of hearing or speech impaired callers can reach us through Wisconsin Relay Service at 7-1-1.

retirement – and they are: Marcia Christiansen, Dan Keyzers & Guy Meyerhofer. It was noted that a representative from Kewaunee County will be sought to join the board and contacts will be made over the summer, with approval of any additional board member taking place at the September LEO meeting. Vickie noted that with or without the potential, additional Kewaunee board representative – the required percentages for board of director categories will be met.

#### IV. FINANCIAL STATUS –

- A. FINANCIAL SUMMARY - Mistine Habeck, Director of Finance & HR, gave an overview of the corporate budget, which was approved by the LEO's at their 5/11/23 meeting. A couple of areas were reviewed due to additional questions: a) Staff training & conferences reduced quite substantially due to the previous year including a one-time team leadership training; b) overall wage line item increased due to the addition of the Windows to Work program being brought in-house which resulted in increased revenue, along with one additional staff.
- B. PY23-24 BUDGETS - Next, the program budgets were reviewed, which showed all of the various grants and budgets – revenue and expenses. Mistine noted the unobligated amount from each of the individual programs is the amount that is brought in to the corporate budget revenue line items (as program funds).

Finally, the PY23-24 budget summary (including corporate and program budgets) was presented for approval. Vickie noted that the “excess of revenue” amount at the bottom of the proposed budget for PY23-24 is the amount expected to carryover into the next program year (PY24-25). Ideally, this amount would be closer to \$1M - \$1.2M; however, currently this amount is anticipated at \$746,413.00. She explained that in February, we were looking at only a \$203,000.00 carryover amount, and that staff spent much time reviewing and identifying where cuts had to be made – noting that all areas were impacted. The budget was approved unanimously with a motion and second by Paul Carlsen and Mike Ruminski, respectively.

- C. Lastly, Vickie noted that this amount will be reviewed over the next 5-6 months and further adjustments will be made as necessary, along with staff working to identify potential, additional funding. She reviewed that a 12% decrease is anticipated (although the final award from DWD has not yet been received), and that Bay Area WDB has had WIOA funding reduced by \$1.5M since 2017. Due to these continued reductions, as noted above, staff will be identifying additional funding opportunities, areas where we can increase collaboration, and reviewing changes needed to be made to the overall service mix and what types of service that are/should be provided to increase sustainability. She shared the revised organizational chart that provides additional flexibility for staff to focus on the above.

#### V. PROGRAM, OPERATIONS & PERFORMANCE

- A. PY23-24 SUB-RECIPIENT AWARD EXTENSIONS & NEW RECOMMENDATIONS – Sarah Klapper, Director of Impact & Operations, presented the PY23-24 WIOA award recommendations that total an estimated \$1,387,472.00. She noted that this recommendation includes the following: a) not extending Bay West youth and merging it with Bay North youth to increase flexibility in coverage; b) restructuring Bay Central Adult/DW's partnership with GLTD and FSC to include Shawano/Menominee in the Bay North award; c) reducing an FTE in Door/Kewaunee; d) reducing the FTE reception at the Shawano career center; e) eliminating

A proud partner of the  americanjobcenter<sup>®</sup> network

Bay Area WDB is an Equal Opportunity Service Provider and Employer.

funding for the Stockbridge-Munsee specialty center; f) reducing the CMN specialty center funding from a FTE to .2 FTE; and g) reducing all sub-awards by 7%.

Brian Kolakowski from CMN raised his concerns with the reduction to CMN's center and the impact that will have on service to the Menominee community. The college has provided much support to the center, but with this reduction, it will be hard to maintain adequate service levels. Vickie acknowledged that this was a priority area, and not an area that was first on reduction priorities; however, the financial situation does not allow adequate coverage across WDA5 – for all services. She noted that it is a priority to continue conversations and to look for ways that we can support CMN and Menominee County through WIOA career planning, but also to look for other opportunities. Brian stated that he was not happy with the decision, and that he would like to continue discussing the award and will reach out.

After no further discussion, a motion was made and seconded by Tara Carr and Mercedes Olson, respectively to approve 1-year extensions as presented. A vote was taken and the motion passed unanimously. (NOTE: Maria Christiansen abstained and both Myrna Warrington and Norman Shawanokasic were absent).

- B. OTHER SUB-RECIPIENT AWARDS & CONTRACTS – Sarah informed board members that the Independent Living program will be restructuring to incorporate an IL Coordinator for the Lakeshore area (much like the Central region is currently). In addition, the WAI grant has been given a no-cost extension through September 30, 2024. Lastly, the Windows to Work program will not be renewing its contract with Family Services of NE WI and will be bringing that program in-house. The program will require 2 full-time coaches; however, only one additional staff will be hired, as one current staff (Maria Rodriguez who works in the Corrections Job Labs) will be moving into one of the positions. Additionally, it was noted that continued funding for the Job Labs has not been provided (to-date) by DWD.
- C. ONE-STOP MOU – PY22 & PY23 – Vickie reviewed that the PY22 MOU has not been signed by partners and will be reviewed at an upcoming meeting scheduled for 5/31/23, and will then be resubmitted to DWD for review. Initial discussions have taken place with several partners and this should be able to be finalized at the May meeting. Additionally, planning for the PY23 MOU due June 30, 2023, will also begin at the meeting of OSO partners. There are several areas that have been identified for discussion and action, including reception issues, OSO responsibilities, and partner shared costs.
- D. PY22 MONITORING REPORT – Sarah shared the status of the PY22 WIOA DWD Coordinated Monitoring report, noting that it was similar to year's past in terms of number of findings, areas of concern, etc. She informed board members that questioned costs were initially raised at \$8,057.18, but have been reviewed and will only result in \$1,250.00 (due to services not being documented on an employment plan). On a bright note, Bay Area WDB had one promising practice identified (virtual reality usage in career exploration, etc.), and in a meeting with DWD they are looking to revamp the monitoring process to better balance compliance with participant outcomes and program improvement conversations. As well, Sarah shared that DWD will be shifting their monitoring process next year to be more customer-centric, which will include career planner and participant interviews. Bay Area WDB is excited about the opportunity to incorporate input from all levels into the monitoring process for PY23.

A proud partner of the  **americanjobcenter** network

Bay Area WDB is an Equal Opportunity Service Provider and Employer.

- VI. BUSINESS SERVICES** – Kate Owens, Director of Industry & Engagement, provided an overview of business services activities including an update on the Millerknoll Rapid Response event, noting that of the 162 employees impacted by the dislocation, 127 attended the event. She highlighted the changes that were incorporated into the event, including technology and more “real-time” surveying of employees. This greatly enhanced partners’ ability to address concerns in a more timely manner. There will be a targeted Job Fair held in late June for employees.

Also, Kate shared that a follow-up to the first Community Connection event with area Career Navigators and United Way has been scheduled and continues to look at how 211 service can help serve participants. Lastly, she noted that with Windows to Work programming brought in-house, enhanced efforts are underway to connect DOC programming and Business Services to have a positive impact for both employers and participants in our region.

**VII. OTHER BUSINESS**

- A. **FUTURE AGENDA ITEMS** – Cheri shared two documents with board members, that included:  
a) an email sent by the chair of the former Finance & HR Committee to two committee members, and b) a response letter by one of those committee members. The response letter from this individual includes a request to meet with the full board. Cheri gave time for board members to review both documents and asked if the board wanted to entertain including this topic on a future agenda. She noted that no formal vote would be taken, as she will forward these documents to the board members who attended virtually. Initial verbal responses from board members indicated that they would not want to include this on a future agenda; however, Cheri will first wait to hear back from the members who attended virtually before contacting the individual to share the opinion of the board.

**VIII. BOARD OF DIRECTORS NEWS AND UPDATES**

- A. **PY23-24 BOARD SCHEDULE** – The schedule for the PY23-24 board of directors meetings was distributed, noting that the full board does not meet in June, July and August; however, the Executive Committee may be meeting over the summer.
- B. **WHAT’S AHEAD** - Vickie will begin to schedule one-on-one meetings – starting this summer – with Board members and LEO’s.
- C. **THANK YOU & FAREWELL TO OUTGOING BOARD MEMBERS** – A special thank you and farewell was given to Marica Christiansen, Dan Keyzers, and Guy Meyerhofer for their time, commitment and value given to Bay Area WDB over the years. Board members expressed their gratitude to all three individuals.

- IX. ADJOURNMENT** – The meeting was unanimously adjourned with a motion and a second by Chuck Dallas and Matt Rentmeester, respectively.

Respectfully submitted,

Vickie Patterson, Executive Director  
Bay Area Workforce Development Board

A proud partner of the  **americanjobcenter** network

Bay Area WDB is an Equal Opportunity Service Provider and Employer.