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BAY AREA WORKFORCE DEVELOPMENT BOARD OF DIRECTORS

Thursday, September 21, 2023
1:00 P.M. - 3:00 P.M.

MINUTES

- Present:** Tim Beno, Jennifer Bscherer, Elizabeth Burns, Tara Carr, Ron Christensen, Amber Collegnon, Marcia Christiansen, Chuck Dallas, Dustin Delsman, Cheri Galecke, Claudia Krepsky, Michelle Lawrie, Mercedes Olson, John Price, Matt Rentmeester, Will Robinson, Mike Ruminski, Ann Schermetzler, Norman Shawanokasic, Jennifer Short, Michael Troyer, Debra Warga, Bethany Wilde
- Absent:** Paul Carlsen, Kris Chosa, Cheryl Detrick, Meridith Jaeger, Andy Ford, Steve Heller, Ed Kelly, Bruce Russell, Gerald Schomaker, Nicole Tritt, Myrna Warrington
- Guests:** Jolene Wilkins (DWD - Job Service), Jess Lambrecht (UW-Green Bay), Ryan Long (DWD – Regional Economist), Ann Franz (NEW Manufacturing Alliance), Gary Meyer (DWD – Veteran Services)

- I. CALL TO ORDER / ROLL CALL** – The meeting was called to order by Cheri Galecke, Chair, at 1:00 P.M at NWTC. Roll call confirmed that a quorum was present.
- II. WELCOMING REMARKS & INTRODUCTIONS** –Cheri Galecke introduced new Board Member, John Price. Vickie Patterson introduced new BAWDB staff – Sara Loken, Chris Bowers, Desiree Buck & Alexis Goodwin. Cheri then shared a story about the bulbs that she gave to everyone at the meeting in May. She had bulbs that she kept “safe” in a pot, and they still haven’t grown. The ones she planted in the ground for her mom were thriving and growing. She equated this to the story of the butterfly who was struggling to get out of its cocoon – it needs to struggle & work to get out so that it becomes a beautiful, strong butterfly that can face challenges ahead.
- III. BOARD BUSINESS**
- A. **CONSENT AGENDA** – **The consent agenda was unanimously approved with a motion and a second by Mike Ruminski and Chuck Dallas, respectively.** Items included Board Minutes (5/18/2023), Executive Committee Minutes (8/14/2023), Board of Directors roster, Personnel Policy and “What’s Happening” at BAWDB.
- B. **BY-LAWS REVISIONS** – **Page 3:** regarding appointments of Board members by LEO Board - suggested change to bring a slate of potential nominees to May LEO Board meeting for approval; Review board make-up & needs; meet with candidates over the summer; and LEO Board approves nominations at September meeting. **Page 4:** minor revision to add *oversee* to “Board shall oversee the hiring of staff”. **Page 5:** Change standing committee requirements from two

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non-WDB members, to “At least ONE other non-board member” (this falls within WIOA policy). Also, add “N” to this section regarding committee members as vendors. **Page 6:** Revised notification requirements of Board minutes & agenda to be sent out one week prior to the meeting, with any special meetings requiring 24 hours notice. **Page 8:** minor revisions changing Personnel to “HR & Finance” committee; as well as adding “video” as accepted meeting format. Lastly, revised notification requirements of Executive Committee minutes/agenda to be sent out one week prior to the meeting. **Page 10:** change that any amendments to the By-Laws require a “7 day notice”. **A motion was made by Michelle Lawrie to approve the By-Laws with revisions as noted; motion seconded by Tara Carr.** There was some discussion regarding ensuring the ability to respond quickly to any necessary changes; changing it from 10 days to 7 days will help, but would we want to consider less time? There being no further discussion, **a vote was taken, and all were in favor. Motion passed unanimously with 2/3 of board members in attendance for required revision to the By-laws.**

- C. STRATEGIC PLAN – Vickie shared the work that has been done and noted that this current version really expanded on the work from the Strategic Planning Committee and the previous draft. She reviewed specific changes to the Mission/Vision statements and the Strategic Objectives (previous Focus Areas). As well she noted some additions/revisions to the SWOT Analysis. Lastly, she explained how the strategic objectives are tied to the Governor’s Council on Workforce Investment focus areas. Lastly, it was noted that behind the strategic plan is an Annual Strategic Alignment Plan (ASAP) that consists of specific workplans for each objective. There was a lot of discussion, and it was decided that no action be taken today to allow board members to have additional time to review and to allow more time for discussion. This will be added to next month’s meeting agenda.
- D. LOCAL WORKFORCE BOARD – BI-ANNUAL RECERTIFICATION – Preliminary documentation was already sent to DWD, and the final documentation has now been acquired (2 outstanding conflict of interest forms) and will be sent to DWD.

IV. FINANCIAL STATUS

- A. FINANCIAL UPDATE & SUMMARY (YTD) - Mistine Habeck, Director of Finance & HR, gave an overview of the corporate & program budget(s).
- B. PY23-24 CORPORATE BUDGET MODIFICATIONS –Mistine explained the modifications and answered questions from the board, noting that with all modifications that have been made, we met our carryover goal. Previously (in May) we were approximately \$500,000 short. There were some questions regarding health care benefits/costs; and it was explained that a plan comparison will be done again this year. Another question was asked regarding how staff costs/wages compare to 3-5 years ago (that information was not readily available but can be provided if requested). It was noted, however, that personnel costs have increased along with additional fund sources/grants to cover positions. Lastly, Vickie noted that – while in a good place now- the overall WIOA service model needs to be reviewed and revised due to continued decreased funding. **Motion to approve the modified budget was made by Matt Rentmeester and seconded by Mike Ruminski. A vote was taken, and all were in favor. Motion carried.**

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V. PROGRAM, OPERATIONS & PERFORMANCE

- A. ONE-STOP UPDATES - Vickie reported that PY22 MOU has been completed, and PY23 MOU has been sent to DWD for approval and will be routed for signatures when approved. The Menasha Job Center was on the agenda; however, nothing urgent was needing to be discussed, so this will be moved to the next meeting's agenda.
- B. QUEST GRANT UPDATE – Sarah Klapper, Director of Impact & Operations provided an overview of the QUEST grant. It's a partnership with WECA to help childcare centers; currently this programming is only available in Florence County, but with this grant it will be available to all 11 counties in WDA5 (Bay Area WDB's area).
- C. IMPACT MOMENT/SUCCESS STORY – A story of former WIOA participant was shared by Sarah Klapper.

VI. BUSINESS SERVICES UPDATE

- A. WINNING WITH WISCONSIN – UPDATE & NEXT STEPS – Kate Owens, Director of Industry & Engagement provided an update on the most recent WWW event at UWGB. She noted that to date, this was the largest event in the State! Lastly, she shared that the next event will be held in Marinette (UW-Green Bay campus) on 11/2/2023. More information to come.

VII. LABOR MARKET UPDATES (Ryan Long – Regional Economist; DWD) – Ryan shared some information regarding employment change by industry across the MSA's, as well as data on the labor force participation rate.

VIII. FUTURE AGENDA ITEMS – Two items were noted for the next meeting agenda: strategic plan discussion (continued), and the Menasha Job Center update.

IX. BOARD OF DIRECTORS NEWS & UPDATES

- A. MEMBER NEWS – Deb Warga passed flyers on DWD's Open House to be held at the Brown County Job Center on 9/27/2023. All are welcome to attend.
- B. A "good-bye" was given to Jon Gutierrez who is leaving for Officer training in the U.S. Army. He was thanked for all his great work and contributions. He will be missed!

X. NEXT MEETING – The next meeting will be held on October 19, 2023, from 1:00 – 3:00 p.m.

XI. ADJOURNMENT – There being no further business, **a motion was made and seconded by Chuck and Mercedes, respectively; motion carried, and the meeting was adjourned.**

Respectfully submitted,

Alexis Goodwin, Program & Administrative Assistant
Bay Area Workforce Development Board

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