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BayAreaWDB.org

**BAY AREA BOARD OF LOCAL ELECTED OFFICIALS**  
**Thursday, September 14, 2023**  
**1:00 P.M. - 3:00 P.M.**

**MINUTES**

**Present:** Troy Streckenbach (Brown), Jeanette Bomberg (Florence), Tom Romdenne (Kewaunee), Bob Ziegelbauer (Manitowoc), John Guarisco (Marinette), Keith Tourtillott (Menominee), James Przybylski (Shawano), Vernon Koch (Sheboygan); Vickie Patterson, Mistine Habeck (staff), Alexis Goodwin (staff);

**Absent:** David Englebert (Door), Theresa Willems (Oconto), Tom Nelson (Outagamie)

**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 welcomed everyone present.

**III. LEO BOARD BUSINESS -**

**A. Consent Agenda** – Included in the consent agenda were LEO Minutes from the May 11, 2023, meeting. Motion was made by Jeanette to approve the consent agenda; seconded by Tom. A vote was taken; all were in favor. Motion passed.

**B. Governance -**

1. Due to staff changes, a new LEO Board Clerk appointment was required. A motion made by Jim to appoint Alexis Goodwin as the LEO Board Clerk; seconded by Vernon. A vote taken; all were in favor. Motion passed.
2. A new Bay Area WDB member was nominated to represent Kewaunee County and to fulfill the membership distribution and requirements. A motion was made by Tom to approve Board of Directors nominee John Price; seconded by Vernon. A vote was taken; all were in favor. Motion passed.
3. All Conflict of Interest/Disclosure statements were sent out to LEO Board members prior to the meeting. All forms were received, with only one still outstanding. Alexis will follow up as needed.

**C. PY23-24 Corporate Budget Modifications –**

Mistine (Finance & HR Director) reviewed the PY23-24 Corporate Budget modification. This modification is brought to the September meeting due to final notification of WIOA funding by DWD. In addition, she noted that the “Excess of Revenue (Expense)” line was impacted positively due to several factors. Importantly, it was noted that last February this amount was at \$203,000; and that the budget approved in May had the amount at \$746,143. The budget modification being brought for approval has this amount at \$1,359,032.

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Some of the factors that impacted this included:

- Additional grant funds (QUEST grant) which will bring approximately \$239,000 in revenue (combination of administrative funds and program funds).
- Carryover from last year was more than anticipated (approximately \$300,000 more). It was less than budgeted for youth programming, and higher for adult and dislocated workers.
- Some additional training dollars from the COW (Rural Healthcare grant) at approximately \$80,000.
- Additional efficiencies implemented since last spring, and on-going.

There was a question on some of the expenses, that appeared to already be over 80-90% spent. Mistine explained that those are line items that she has pre-paid for the year (or other specified time). Additionally, there was a question regarding last year's budget and whether that was/could be captured on this summary. It was noted that the budget summary shows the YTD Budget, and then to the left the YTD Actuals. This format will be allowed for a quick review of overall spending – where we are over, on or under budget, and will help with planning for next year's budget.

Vickie explained that while the “excess of revenue” listed is what our target was for the year, there is still work to do. For example, she noted that last year's WIOA allocation was \$1.8M, and that just case management, training and support services for our WDA's 11-counties was \$2.1M last year. And this doesn't include our corporate budget/staff. The excess of revenue amount is critical for us to meet our budget, but in addition, a review of our WIOA service structure, what services are provided, etc. has to be done to ensure we still provide meaningful service, but that it is done so in a sustainable way.

A motion was made by Troy to approve the Corporate Budget as modified; it was seconded by Vernon. A vote was taken; all were in favor. Motion passed.

#### **D. One-Stop/Job Center Updates –**

1. PY22 & PY23 MOU's (between all job center partners; at the three Job Center's in WDA5). Vickie reported that the PY22 MOU has been signed and completed; and the PY23 MOU has been submitted to DWD for review and will be routed for signatures when approved.
2. One Stop Operator (OSO) Contract – Bay Area WDB serves as the OSO for WDA5, and with that is required to have another entity hold its funding, conduct its monitoring, etc. Fox Valley WDB has agreed to serve in that role and the contract and statement of work are being finalized for signatures.
3. Job Center/Library partnership planning – Vickie shared information regarding conversations that have been happening with regard to Job Center services potentially partnering with Libraries in our WDA. There really are two (2) tracks that are being explored/discussed:
  - Track 1: Virtual Access Points/Job Pods – would consist of “booths” or rooms that would be located in libraries (focusing on more rural areas), where individuals could work with library staff to connect to DWD virtual career services for resume assistance, interview practice, job search techniques, etc. Nicolet Federated Library System has been part of these discussions and they are in 8 out of our 11 counties (not Outagamie, Sheboygan or Manitowoc). A pilot of an access point has just begun at Brown County East Library, with a goal of identifying training needs, technology issues, etc.

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A question was asked if the goal was to have these in every library – even if there were some only 10 miles apart? Also, how will they be funded? Vickie noted that the roll out will start with a few libraries and then a plan developed on expansion. Likely these would not be in every library. NFLS expects some funds to be available through DPI; however, there are some funds available to begin the pilots. Also, DWD would be approached for potential funding.

- Track 2: Discussions have occurred between the Brown County Job Center partners and the Brown County library about the possibility of co-locating a job center in a library. DWD has been brought into more recent discussions to identify any facilities and technology issues. The current Job Center lease is up on April 30, 2024, and it is highly unlikely that any space would be ready; however, options are available. This is an on-going discussion and DWD will need to buy into the concept; however, they have showed enthusiasm.
4. Menasha Job Center falls in the Fox Valley WDB area but has also served Outagamie County (which is in the Bay Area WDB area). The current location in Menasha must be vacated by June 30, 2024, due to the landlord occupying more space in the building. With that, Fox Valley WDB intends to move the Job Center to Oshkosh which is more centrally located for them. DWD is reviewing some ideas of having some presence still in Menasha area and determining any needs for Outagamie County. Updates will be provided as things develop.
- E. Local Workforce Board – Bi-annual Re-Certification-** this takes place every two (2) years. The necessary documents were submitted on 8/31/2023; however, we still need to upload two board of directors signed conflict of interest statements to complete all necessary requirements. These should be received within the next week, and all items submitted.

#### IV. OPERATIONAL OVERVIEW -

- A. WIOA update** – Vickie informed the LEO Board that two youth awards were merged - Brown County WIOA Youth was merged with WIOA Youth North Award. This was not due to any performance issues, but rather to the loss of staff and inability/capacity issues to provide the necessary service.
- B. Strategic Plan Update – DRAFT** – a draft of the strategic plan was shared, and it was noted that a final draft will be going to the Board of Directors at their September meeting. Vickie noted that staff held a retreat in June and worked/expanded on the previous draft. Also, specific dates will be included, and workplans with additional detail developed (has already been drafted). There are several areas identified that are new for Bay Area WDB, but that are also timely; these include areas such as incumbent worker training, AI related training, expanding to other roles of the WDB (not just being a manger, but also a convener, optimizer & strategist); etc. The LEO board members will be kept up-to-date and invited to any specific training, presentations, etc. that might be offered regarding the above.
- C. Program Updates** – a handout “What’s Happening” was distributed, that gave an overview of all the programs, initiatives, etc. that Bay Area WDB has been involved in over the past few months. Members requested that they receive copies of this when they are mailed out to the Board of Directors for their monthly meetings. In addition, updates were provided on two recent efforts:
  1. QUEST grant – this is a grant that focuses on childcare and Bay Area WDB has partnered with the Wisconsin Early Childhood Association (WECA) for this effort. These funds will be used to bring some key programming that WECA provides to all our 11 counties (currently it is only available in Florence).

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2. Winning with WI – These are events that have been held across the state each quarter and are in partnership with DWD and the WDB’s across the state. Bay Area WDB held an event on 9/13/23 and it was the largest in the state! Each quarter there is a required theme, and this quarter it was Promoting Workforce Participation.

**D. Labor Market Updates** – several graphs were shared; along with contact information for Ryan Long the DWD Regional Economist for WDA5. Vickie reminded members to utilize Ryan for any specific data they might be interested in.

## **V. FEDERAL, STATE, AND COUNTY UPDATES**

- A. The only update was on the “Good Jobs” initiative, and that the WI Workforce Development Association (WWDA) received acceptance in a Job Quality Academy which will provide assistance and insight into how to best implement “Good Job” requirements in federal grants. More information to come as things develop.

## **VI. OTHER BUSINESS -**

- A. One on One’s with Vickie will continue; taking longer than expected. Only three done so far – Jeanette, Keith and John.
- B. Road Trip Nation handout – free career exploration and resource service. Available through WWDA.
- C. WARN notices for layoffs and updates on response – Vickie will check to ensure that LEO members are included on the notifications, but then also that they receive information on efforts being taken by regional team.

## **VII. FUTURE AGENDA ITEMS –**

- A. Bay Area Board of Directors By-Law change will be brought to September meeting and impacts the process and timing of when LEO Board would appoint new board members. Currently, all new board member nominations are brought to the LEO Board for approval at the May meeting for a July 1<sup>st</sup> start. Since the Board of Directors does not meet in the summer, it is being proposed that a slate of nominees be brought to the May LEO Board meeting and the LEO’s approve the slate. Then, potential members will be contacted over the summer and the final nominees brought to the LEO Board at the September meeting for approval/appointment. The new members would then start at the September board of directors’ meeting. Again, this revision will be made to the Board of Directors by-laws but does impact the LEO nomination/appointment timeline.

**VIII. ADJOURNMENT** - Troy made a motion adjourn, it was seconded by Tom. Motion carried and meeting ended at 2:20pm.

**NEXT MEETING  
THURSDAY, NOVEMBER 9, 2023  
1:00 – 3:00 PM**

Respectfully submitted,

Alexis Goodwin, LEO Board Clerk  
Bay Area Workforce Development Board

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