MEETING MINUTES

West Central Wisconsin Workforce Development Board
County Boards' Consortium
Executive Committee

Wednesday, June 10, 2026 | 9:01 AM
Eau Claire Job Center
In Person & Virtual (Microsoft Teams)

Minutes

West Central Wisconsin Workforce Development Board & County Consortium — Executive Committee

1. Call to Order & Roll Call

Call to Order: Peter Kaz at 9:01 AM

Presiding Officer: Peter Kaz, Executive Committee Chair

WDB Staff Present: Jon Menz, Deb Nichols, Ruth LaRose

In Person: Joe Waichulis, Peter Kaz

Virtual: Chris Conard, Elizabeth Brock, Cindy Simons, Amanda Hodge, Steve Osero

2. Review and Action of Previous Executive Meeting Minutes

The previous Executive Committee meeting minutes were presented for review.
Discussion: None.

Motion: to approve the previous Executive Committee meeting minutes.
Motion First to approve: Joe Waichulis
Second to Motion: Chris Conard
Motion carried.

3. Grant Performance and Financial Review and Discussion

The Executive Committee reviewed grant performance and financial matters as presented by staff.

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at Amanda.Gohde@NorthwoodTech.edu. Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

Discussion and updates included the following items:

- A reallocation project will begin in May. Certain costs, including rent, will no longer be allocated to the Department of Corrections (DOC). The changes will be applied retroactively to October 1.

Action Items

- **Jon Menz:** Update and reduce the WAI MOU and provide an update to Amanda Hodge.
- **Executive Committee:** Continue discussion regarding a new WAI reiteration, potentially with a healthcare-focused approach.

Committee Action – Budget

Motion: to approve the budget as presented.
Motion First to approve: Chris Conard
Second to Motion: Steve Osero
Motion carried.

Committee Action – Cost Policy Statement and Cost Allocation Plan

The updated Cost Policy Statement and Cost Allocation Plan were presented for review and approval, retroactive to October 1.

Motion: to approve the updated Cost Policy Statement and Cost Allocation Plan, retroactive to October 1.
Motion First to approve: Joe Waichulis
Second to Motion: Chris Conard
Motion carried.

4. Reconciliation with WRI

The Committee discussed the reconciliation with WRI. WRI is expected to owe the West Central Wisconsin Workforce Development Board. The final amount owed was anticipated to be determined by the end of the week.

Action Item

- **Jon Menz:** Draft a final letter regarding the WRI reconciliation and the amount anticipated to be owed to the Board. WRI invoices held due to non-payment of overbills.

5. Consortium / WDB Board

The Committee discussed Consortium/WDB Board elections and compliance.
Joe Waichulis noted that a second is required and will address the matter at the Friday Board meeting to ensure compliance.

6. One Stop Operator (OSO) Procurement

The Committee reviewed the status of the One Stop Operator procurement process.

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at Amanda.Gohde@NorthwoodTech.edu. Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

- Three procurement attempts were completed and yielded no respondents.
- The Wisconsin Department of Workforce Development (DWD) has requested that the Board proceed with self-procurement.

7. Policies

The Committee reviewed policy updates and related fiscal matters.

Fiscal Update

The Fiscal Update was presented and approved.

Sunset – Whole Program

The Committee adopted the Sunset of the Whole Program policy.

Policy Book Updates — Policies Reviewed and Approved

The following policies were included in the agenda for review and update:

- Occupational Skills Training
- Youth WEX
- Economic Self-Sufficiency
- On-the-Job Training (OJT)
- Incumbent Worker Training (IWT)
- Supportive Services
- Youth Incentives
- Youth Stipends

Policies Recommended for Sunset

The following policies were recommended for sunset as equivalent Wisconsin Department of Workforce Development policies are available for adoption by reference:

- Contact and Case Notes
- Follow-Up
- Priority of Service
- Selective Service

Motion: to approve the policy redlined updates and sunset the items as discussed.
Motion First to approve: Chris Conard
Second to Motion: Steve Osero
Motion carried.

8. Single Audit

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at Amanda.Gohde@NorthwoodTech.edu. Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

The Committee reviewed the status of the Single Audit.
The Single Audit was completed prior to March 31, 2026 and was reported as in compliance.
Status: Compliant.

9. Subrecipient Monitoring

The Committee received an update regarding subrecipient monitoring.
Subrecipient monitoring was completed and reported as in compliance.
Status: Compliant.

10. Equal Opportunity Officer Update

Amanda Hodge provided an Equal Opportunity Officer update regarding Northwood Technical College (NTC).
No additional action was recorded.

11. DWD Annual Monitoring

The Committee received an update regarding DWD annual monitoring and the monitoring response.
Status: Compliant.

12. Business Services

The Committee received an update regarding Business Services activities.
No additional action was recorded.

13. Career Venture Wrap-Up

The Committee reviewed the Career Venture wrap-up.

- Approximately 2,500 students were served through Career Venture.

No additional action was recorded.

14. Mass Layoffs / Regional Updates

Updates were provided regarding regional layoffs. The following organizations were discussed:

- Polaris
- Northern Metal Fab
- RRETS

15. Performance Letter – Youth Credential Attainment Rate

The Committee reviewed the DWD performance letter regarding the Youth Credential Attainment Rate.
No additional action was recorded.

16. Board Certification

The Committee received a recap of Board Certification requirements.
Status: Compliant.

17. Job Center Certification

The Committee received a recap of Job Center Certification requirements.

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at Amanda.Gohde@NorthwoodTech.edu. Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

Status: Compliant.

18. WIOA Plan Attestation

The Committee received a recap of the WIOA Plan Attestation.

Status: Compliant.

19. Risk Assessment

The Committee received an update that the risk assessment for service provider oversight is in progress.
No additional action was recorded.

20. MOU / IFA

The Committee received an update regarding the MOU/IFA.

- Negotiations have been completed.
- Documents are currently routing with DWD.

21. WDB CEO Report

Jon Menz provided the CEO Report and updates on WDB operations. Items included:

- **DWD Monitoring Update:** WDA 8 monitoring schedule anticipated for January 2027.
- **Personnel:** Staffing updates were provided.
- **New Grants:** Updates on RESTART and WWDA grants were provided.
- **Job Center Updates:**
- **Business Caucus, Fiscal, Program, OSO & Other Breakout Teams:** Updates from each breakout team were reported.
- **Manufacturing Alliance:** Update provided.
- **Board Software Testing:** Status update provided.
  - Rice Lake Job Center – awaiting move date
  - Eau Claire Job Center – floor plan review in progress
  - Dunn County location – kiosks

22. Other Business

The Committee reviewed additional operational updates, including:

- Single Audit compliance – confirmed compliant.
- Monitoring compliance – confirmed compliant.
- Career Venture – approximately 2,500 students served.
- Regional layoff updates – Polaris, Northern Metal Fab, and RRETS.
- Certification compliance – confirmed compliant.

No additional action was recorded.

23. Next Scheduled Meeting

The next scheduled Executive Committee meeting will be held on:

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at Amanda.Gohde@NorthwoodTech.edu. Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

24. Adjournment

There being no further business, a motion was made to adjourn the meeting at 10:51 AM.

Motion: Steve Osero
Second: Chris Conard
Motion carried.

Respectfully submitted,

Jon Menz
Chief Executive Officer
West Central Wisconsin Workforce Development Board

THIS IS AN OPEN MEETING AND WILL BE HELD IN ACCORDANCE WITH ALL APPLICABLE LAWS, ORDINANCES, AND REGULATIONS PERTAINING TO OPEN MEETINGS.

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at Amanda.Gohde@NorthwoodTech.edu. Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).