

## Executive Meeting WCWWDB

Thursday, April 14, 2022 7:30 AM

401 Technology Drive, Suite 400

Menomonie, WI 57451

Virtual Meeting via Microsoft Teams

Approved 6/8/2023

### Minutes

1. **Call to Order:** Jesse Singerhouse called the meeting to order

**Committee Members Present:** Colleen Bates, Jesse Singerhouse, John Will, Steve Osero,

**WDB Staff:** Jon Menz, Bambi Penning, Deb Nicholas, Toni Oas, Brenda Kuske

2. **Review minutes of February 10<sup>th</sup>, 2022, Executive Meeting**

**Motion First to approve the minutes:** Colleen Bates

**Second to motion:** John Will

**Motion approved**

3. **Review and Discussion of Fiscal and Grant Performance Reports**

**Discussion:** Menz discussed having the board meeting to be financial every other, Will agreed

- a. Grants Reports
- b. Co-Enrollment
- c. Income and Expense
- d. WIPFLI Audit
- e. WIOA Program Performance

Financial documents accepted as presented:

**Motion First:** Bates

**Second to motion:** Will

**Motion approved**

**Discussion:** Singerhouse questioned who approves the Auditor to be used each year. Penning explained there are 7 approved auditors from State. Singerhouse suggested to move to having the board choose and approve which auditor to use. Menz suggested as an item to discuss for future audit.

**Discussion:** Colleen asked about funds being available for support due to raising costs in fuel and food. Bambi Penning described different avenues where funds were being used for support with decreased restrictions, to provide for this factor.

4. **One Stop Operator**

- a. Oversight and/or recommendations

Discussion: Jon Menz requested help from board to provide guidance and mentor opportunities for Erik Hinch, OSO

## 5. Governance: Board Structure and Policies for Review and Updates

- a. Consortium Agreement brought to the attention of the board, due to missing signatures.
- b. DWD Monitoring Closeout Letter received March 21, 2022  
**Discussion:** Discussed length of time it took to receive closeout letter, process continues to elongate.
- c. Subrecipient Monitoring for Title 1 in process: including program, fiscal, EO and governance Exit conference with WRI scheduled for April 13, 2022  
**Discussion:** Closeout letter to be provided to the board after 45 days
- d. DWD Monitoring begins April 18, 2022 – All programs will be monitored in addition to WIOA Title 1

## 6. WDB CEO Report - discussion/possible action

- a. Regional Pandemic COVID19 Impact on Service
- b. Board Staff Updates
  - i. Welcome to Vern Longhenry, Reentry Coach
  - ii. Samantha Olson, DOC Job Center Career Planner
- c. Career Venture, Thursday, May 5, 2022, Executive Board invited to attend by Jon Menz.
- d. WAI – Overview and attachments
- e. Grant updates and overview
- f. Employee Handbook- Personnel Policies
  - i. Continuing to work with HR InTune to update the Personnel Policies

## 7. Date for Next Scheduled Meeting – Thursday, June 9<sup>th</sup>, 2022

## 8. Adjournment

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

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