



West Central Wisconsin
Workforce Development Board

Executive Committee Minutes
Thursday, February 10, 2022
401 Technology Drive, Suite 400 Menomonie, WI 54751
Virtual Meeting held by zoom *due to pandemic

Minutes

1. Call to Order

Meeting was called to order.

Committee Members Present: Jesse Singerhouse, Steve Osero, John Will, Colleen Bates and Joe Waichulis. WDB Staff: Jon Menz, Bambi Penning, Deb Nicholas.

2. Review minutes of December 3, 2022, Executive Meeting

Motion by Bates, 2nd by Waichulis to accept the minutes as presented. Motion approved.

3. Review and Discussion of Fiscal and Grant Performance Reports Ending December 31, 2021

a. Grant Reports Ending 12/30/21

b. Co-Enrollment

c. Income and Expense

Penning reviewed presented a-c with some discussion from the committee members.

Committee action:

Motion by Waichulis, 2nd by Bates to accept the Grant, Co-enrollment and Income and Expense Reports. Motion: approved.

d. Service Provider Discussion – Financial Management and Audit

Penning and Menz updated the group, there was some discussion. No action, informational.

e. WIOA Program PY21 Q2 Report

The performance report has not been released by DWD at the time of the meeting. It will be shared at the next meeting. No action, informational only.

4. One Stop Operator Discussion ¼ Reports

a. Quarterly Review of OSO by WDB/Exec/JB

There was discussion that quarterly reports on OSO would be completed by service provider on record, WRI and reviewed by Jon and presented to this body quarterly for review. No action, informational.

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

a. Proposed New Board Member: Britt Nordquist, 3M

Nomination has been received to fill Ashley Zwier term. This will be sent to the Consortium members for review prior to the meeting.

b. Consortium Agreement Executed by all parties

County Consortium Agreement has been sent to DWD, if further action is needed Menz will notify Consortium Members.

c. DWD Monitoring Response was submitted 12/10/2021

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DWD LPI is hopeful to have an update to us before the Joint Boards' meeting in next week. No action, Informational only.

d. **Subrecipient Monitoring for Title 1 in process, including program, fiscal and EO and governance**

Update was provided to the group that sub recipient monitoring is under way. Informational only.

6. **WDB CEO Report – discussion/possible action**

e. **Regional Pandemic COVID19 Impact on Service**

Following state guidance, mask in common areas required. Informational only.

f. **Other Grant Updates**

Update provided with Grant Reports by Penning. Informational only.

g. **Board Staff Updates**

Menz noted that recruitment and hiring process is underway for additional board staff. Position will compliment newer grant awards and an Executive Assistant will be starting Monday. Informational only.

h. Human Resources Partner

i. Career Venture, May 5, 2022 planning is underway.

j. UWStout

k. Manufacturing Works

l. 2-way Referral Network

7. **Date for Next Scheduled Meeting – Thursday, April 14th, 2022**

8. **Adjournment**

With no further business the meeting was adjourned.

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