



Executive Team Meeting Agenda

Wednesday October 11, 2023 at 8:00am **Approved 3/13/2024**

VIRTUAL MEETING ONLY

Joint Board Present Virtual: Jesse Singerhouse, Steve Osero, Peter Kaz

Consortium Present Virtual: Joe Waichulis, Ben Plunkett

WCW Staff Present Virtual: Jon Menz, Brenda Kuske

1. Call to Order

2. Review minutes August 14, 2023

Motion First to approve the minutes August 14, 2023: Waichulis

Second to approve the minutes August 14, 2023: Kaz

Motion to approve the minutes August 14, 2023: Approved

3. Review and Discussion of Fiscal and Grant Performance Reports– discussion/possible action

a. Grant Reports

b. Budget Update

Discussion: Menz presented Grant Reports. Singerhouse questioned the training and support being combined for the STC report. Menz explained that we are working with the service provider to get the actual numbers to separate those figures. Menz discussed that DOC has been brought back in house to the board with great success.

Motion First to approve the fiscal documents as presented: Osero

Second to approve the fiscal documents as presented: Waichulis

Motion to approve the fiscal documents as presented: Approved

4. Federal, State and Local Policy

a. State Monitoring DWD

Discussion: Menz there are only 4 areas left to dive into deeper which goes back to the state for approval. There may still be a bit of back and forth prior to getting the closeout letter, which will be presented to this board.

b. Subrecipient Monitoring – standing item

c. Risk Assessment

Discussion: Menz discussed working with state on final details of this assessment, which will be brought to the board when complete.

d. Supportive Services

Discussion: Renaming the supportive services document. WAI Supportive Services and Supportive Services Document. Redlines are only there to show what was added to WAI supportive services document.

Motion First to approve changing of the titles on Supportive Services and WAI Supportive services documents as presented: Waichulis

Second to approve changing of the titles on Supportive Services and WAI Supportive services documents as presented: Osero

Motion to approve changing of the titles on Supportive Services and WAI Supportive services documents as presented: Approved

5. Governance- discussion/possible action

a. Executive Team Voting & Nominations

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Discussion: Menz commented that the Consortium elections are set. Singerhouse will be stepping down from the board. Steve Osero willing to step in as board chair with Peter Kaz as vice chair. John Will is stepping away from the executive board and be provided status of ex-officio on the board.

Motion First to approve the executive roster Steve Osero, Chair and Peter Kaz, Vice Chair: Waichulis

Second to approve the executive roster Steve Osero, Chair and Peter Kaz, Vice Chair: Osero

Motion to approve the executive roster Steve Osero, Chair and Peter Kaz, Vice Chair: Approved

- b. Joint Boards recertification

Discussion: Certification letter has not arrived, a pre-approval email was presented.

- c. Governance Training

Discussion: Governance training to be a key item for annual meeting.

6. One Stop Operator

7. Service Provider

8. Procurement

- a. Youth
- b. WIOA Adult and Dislocated Worker

Discussion: Menz requested to combine agenda item 6,7 & 8. It has been questioned if Erik Hinch being an employee of subrecipient is a conflict, an inquiry has been sent to DWD. Menz presented bullet points discussed with COO, WRI to continue relationship with WRI as service provider for Adult, DW and OSO. Menz discussed the WIOA Youth contract given to Northwest Tech. Procurement Scoring Team recommended Northwest Tech. Adult and DW, OSO has been discussed to continue on quarterly basis with monthly check ins. Plunkett asked for information be presented prior to meeting. Singerhouse suggested that an executive summary be presented in the future for action.

Motion First to approve Youth Procurement as presented by Scoring Team to NWT: Waichulis

Second to approve Youth Procurement as presented by Scoring Team to NWT: Plunkett

Motion to approve Youth Procurement as presented by Scoring Team to NWT: Approved

Provisional approval given on Adult, DW and OSO procurement based on presented steps to improve the performance of the current service provider.

9. Annual Meeting

Discussion: Menz discussed presenting at the Annual Meeting: Governance Training-DWD, Chancelor of Stout, 4-Way referral, and success stories. 8:00 Exec meeting, 8:30 light breakfast, 9:00 presentation to last at most 2 hours.

10. Date for Next Scheduled Meeting – December 1, 8:00 am – Stout MSC prior to Joint Board Annual Meeting

Motion First to adjourn: Osero

Second to adjourn: Waichulis

Motion to adjourn: Approved

This is an open meeting and will be held in accordance with all applicable laws, ordinances, and regulations pertaining to open meetings.