

Meeting Notice

West Central Wisconsin Workforce Development Board
County Boards' Consortium
Friday, June 17 2022 9:00 AM
401 Technology Drive, Suite 400
Menomonie, WI 57451
Virtual Meeting

Minutes

Workforce Development Board Only – Consortium Meeting Cancelled

1. Call to Order & Roll Call

WDB Staff Present: Jon Menz, Deb Nichols, Vern Longhenry, Brenda Kuske, Toni Oas

One Stop Operator: Erik Hinch

WDB: Peter Kaz, Kevin Larson, Britt Nordquist, Steve Osero, Kathy Sweeney, Lisa Fiore, Christian Blaisdell, Steve Blodgett, Peter Kilde, John Walsh, Elizabeth Hart, John Will

Call to order: Kilde

Second to call to order: Kaz

2. Review minutes of April 15th, and February 18th, 2022

WDB -No discussion

Motion First to approve the minutes: Kaz

Second to Motion: Larson

Motion to approve April 15 and February 18 minutes.

Approved

3. Policy Review & Update (standing)

WDB - Discussion:

Supportive Services - Mileage policy update: Recommendation by Fiore to go with IRS rate. Oas comment to have more people served if rate is kept under IRS rate. Kilde/Fiore believes the current rate to be 62.5, effective July 1, 2022 and recommends we adopt the IRS rate.

Recommendation: adopt the IRS rate and guidelines for Supportive Services- Mileage policy.

Motion First to approve recommendation: Kilde

Second to Motion: Fiore

Motion to approve adopting the IRS rate and guidelines for the Supportive Services - Mileage Policy.

Approved

Financial Manual update:

The financial manual was presented and reviewed with the group with recommended updates to Travel & WIOA Event Hosting based on new guidance as referenced in DWD/DET

Administrators Memo: 4.18 Travel Policy, effective 3/1/22 and DWD WIOA Manual Update for Event Hosting: 4.19 WIOA Event Hosting; recommendations for updates to Financial

Management Policy were reviewed to follow DWD WIOA 4.2 Standards for Financial Management System effective March 1, 2022.

Motion First to approve: Kilde

Second to Motion: Larson

Motion to approve and accept the WDB Financial Manual edits as recommended in Travel, Event Hosting and Financial Management Policy as presented.

Approved

WIOA Youth Stipend Process: WIOA Youth process was presented to the group with some discussion.

Motion First to approve: Kilde

Second to Motion: Kaz

Motion to approve WIOA Youth Stipend Process effective April 27, 2022.

Approved

4. **Review and Discussion of Fiscal and Grant Performance Reports** - discussion/possible action

- a. Grants Reports
- b. Co-Enrollment
- c. Income and Expense
- d. WIOA Program Performance
- e. Allocations
- f. Proposed Budget

WDB -Accept as Presented

Motion First to approve the minutes: Kaz

Second to Motion: Larson

Approved

5. **One Stop Operator** -

- a. Oversight and/or recommendations (standing item)
- b. Update Erik Hinch
Virtual traffic is up, with no capture for review. Will breakout information by county for next meeting.

6. **Governance: Board Structure and Policies for Review and Updates** - discussion/possible action

- a. Consortium Agreement (missing signatures)
Will need to be updated with each new member on board.
- b. Policy Book

7. **WDB CEO Report** - discussion/possible action

- a. Regional Pandemic COVID19 Impact on Service (standing)
- b. Board Staff Updates
Director of Finance no longer with WDB, position eliminated and WIPFLI contracted as fiscal agent
- c. WAI
Working with Steve Jahn on outreach.

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- d. Synergy Conference
 - Working with Stout and Momentum West
- 8. **Local County Reports** – Job Center St Croix & Pierce County
 - Hinch presented on job centers.
- 9. **Date for Next Scheduled Meeting** – Friday, August 19th, 2022
- 10. **Adjournment**
 - Motion First to approve the minutes:** Kaz
 - Second to Motion:** Hart
 - Approved**

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.