

Local Elected Officials of the Western Wisconsin Counties Consortium
Meeting Minutes
Monday, May 22, 2017

Draft minutes; pending approval

Chief LEO: James Ehram
LEO Clerk: Jessie Foss

I. Consent Items

A. Call to Order

The meeting was called to order by Chairman James Ehram at 10:10 a.m. A quorum was present.

B. Introductions and Welcome to Guests

Mr. Ehram welcomed everyone to the meeting and roundtable introductions took place.

C. Roll Call

Roll call was taken. Present: Jim Ehram, John Kriesel, Ray Ransom, Jon Schultz and Jim Servais. Absent: Steve Thomas, Pete Flesch and James Kuhn.

D. Comments from the Chair

Mr. Ehram thanked retiring WDB Manager Ms. Sullivan for her years of service.

II. Approval of January 30, 2017 Meeting Minutes

Motion made (Servais/Kriesel) to approve the meeting minutes of the January 30, 2017 meeting as presented. Motion carried unanimously.

III. WDB Board Member Nominees/Re-appointment

Motion made (Ransom/Servais) to appoint Ed Johnson, appeared in person, to the WDB. Motion carried unanimously.

Motion made (Kriesel/Schultz) to tentatively appoint Michelle Nowlan and Mary Kessens to the WDB and formally add the two to the board once they have appeared at a meeting in person. Motion carried unanimously.

IV. WIOA Fiscal Reports

A. Budget to Actual – ADM Grant

Ms. Jessie presented via telephone the administrative budget, which is slightly underspent compared to the 75% straightline.

B. Grant Status Report

Ms. Jessie presented the grant status report.

Motion made (Kriesel/Schultz) to approve the fiscal reports as presented. Motion carried unanimously.

V. Fiscal Agent Selection and Contract

Ms. Sullivan explained the LEOs decided three years ago to contract with JRM CPAs as the WDB's fiscal agent. That contract ends June 30, 2017. Ms. Foss contacted six CPA firms and requested proposals. JRM was the only firm to respond. Ms. Sullivan has no concerns with JRM continuing as the WDB fiscal agent.

Motion made (Servais/Ransom) to contract with JRM CPA for three years as the WDB fiscal agent. Motion carried unanimously.

VI. WDB Manager's Report

A. RFP Update

Ms. Sullivan provided an update on the One-Stop-Operator and Adult and Dislocated Worker Request for Proposals. The first OSO RFP was released as no-cost. One response was received with an approximate \$17,000 cost associated with it. This proposal was deemed as non-responsive. The RFP was rereleased with a \$4,500 cost. One proposal was released and one response was released. That proposal has not yet been scored and will go before the WDB before the end of the fiscal year.

The Adult and Dislocated Worker RFP had one response. The Technical Review Committee will make a recommendation to the WDB Executive Committee later today.

B. Manager Succession Update

Ms. Mitchell reported the WDB Executive Committee is meeting later today and it is expected the committee will make a recommendation.

C. Job Center Certification

Ms. Sullivan reported that the state is requiring all Job Centers in the state need to be certified by June 30, 2017. Certification includes calculating the dollar amount it costs to operate a Job Center, ADA compliance and other points.

VII. WIOA Program Activities

A. Update on Youth

Mr. Gaworski and Mr. Lee from WisCorps provided an update in WIOA Youth activities. Mr. Gaworski said work crews do not operate during the winter and those months are spent recruiting and gearing up for spring work crews. WisCorps is currently recruiting for summer crews and is using a media push to fill these work crews. Mr. Lee reported the spring work crew worked at two area community gardens, helped elderly residents with yard work and built approximately 150 square-foot gardens.

Motion made (Kriesel/Schultz) to accept the WisCorps report. Motion carried unanimously.

B. Updated on Adult and Dislocated Worker

Ms. Norsten of Workforce Connections provided an update on WIOA Adult and Dislocated Worker services. She reported 104 adults have been served as of May 19 and the organization is overenrolled in Dislocated Worker enrollees. She also reported that WCI is

in the process of switching its approach with its employment coordinators. Employment coordinators are now being trained in all programs in order to provide universal case management at each location.

Motion made (Servais/Schultz) to accept the Workforce Connections' Adult and Dislocated Worker report. Motion carried unanimously.

VIII. Unfinished Business

None

IX. New Business

Ms. Mitchell reported she is putting together a presentation for Jackson County officials who are interested in offender services offered in the county. She also said the presentation could be altered for other counties.

X. Next Meeting

Upcoming meeting schedule is as follows:

July 31, 2017

October 30, 2017

January 29, 2018

April 30, 2018

June 25, 2018 if needed

XI. Adjourn

Motion made (Ranson/Servais) to adjourn the meeting at 11:25 a.m. Motion carried unanimously.