

Acting Board Chair: Tammy Brown

Minute Scribe: Jessie Foss

Meeting Attendance: See Page 2

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I. CONSENT ITEMS

A. Call to Order

Ms. Brown called the meeting to order at 2:03 p.m. A quorum was present as indicated by roll call.

B. Announcements and Introductions

None.

II. ORDER OF BUSINESS

A. Meeting Minutes — December 3, 2018

Motion made (Eide/Roesler) to approve the December 3, 2018 meeting minutes.

Motion approved unanimously.

B. Financials

Ms. Mitchell presented organizational financials as of December 31, 2018.

Motion made (Subach/Eide) to approve the financials as of December 31, 2018.

Motion approved unanimously.

C. Committee Reports

Ms. Subach reported on the January 3, 2019 Operations Committee meeting. She said the majority of the meeting was spent reviewing subcontractor performance reports. She pointed out there were concerns with WisCorps staffing patterns and lack of PY18 enrollments. Workforce Connections has had an increase in WIOA Adult enrollments and a decline in WIOA Dislocated Worker enrollments due to a lack of dislocations.

Motion made (Roesler/Eide) to accept the committee reports. Motion approved unanimously.

D. Windows to Work Coach Review Recommendation

Motion made (Roesler/Eide) to approve a 2% hourly wage increase for the Windows to Work Coach retroactive to December 25, 2018. Motion approved unanimously.

E. WDB Staffing Structure Proposal

Ms. Mitchell presented a proposal to add an employment position with the Western WI WDB. The WIOA Operations and Compliance Specialist would be responsible for management of all WIOA program operations and compliance functions. Ms. Mitchell said the position is necessary because of a significant increase in level of detailed accountability to funding source including program services, Equal Opportunity functions and fiscal integrity. Ms. Mitchell estimates 60% of her time is spent in these functions, which does not allow her adequate time to address other goals outlined in the strategic plan.

Motion made (Eide/Subach) to approve the addition of the WIOA Operations and Compliance Specialist to the WDB's staffing pattern. Motion approved unanimously.

F. Ms. Mitchell presented the latest addition of the strategic plan.

Motion made (Eide/Subach) to approve the strategic plan. Motion approved unanimously.

G. WDB Membership

Ms. Mitchell announced Ms. Kessens has resigned her position from the WDB. Ms. Mitchell will be speaking with employees at the Family and Children's Center looking for a replacement.

H. WIOA Adult/Dislocated Worker Funds Transfer

Ms. Mitchell reported she will be submitting an application this week to move \$200,000 of WIOA Dislocated Worker funds to WIOA Adult. This will financially address the increase in WIOA Adult program enrollments and decrease in WIOA Dislocated Worker program enrollments.

I. Year End June 30, 2018 Audit Review and Acceptance

Ms. Mitchell reported there were no findings during the Year End June 30, 2018 audit and the WDB remains a low-risk auditee.

Motion made (Eide/Roesler) to accept the Year End June 30, 2018 audit.

V. CONCLUSION

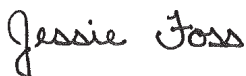
A. Unfinished Business
None.

B. New Business
None.

VI. ADJOURN

Meeting adjourned at 2:30 p.m.

Respectfully recorded,
Jessie Foss, recorder



Respectfully submitted,
Tammy Brown



Present

Tammy Brown
Pete Eide
Jodi Roesler (via phone)
Jessica Subach (via phone)

Not Present

Patti Balacek
Mark Glendenning

Others Present

Jessie Foss
Julie Mitchell
Teresa Pierce