

**Board Chair: James Ehram**  
**Minute Scribe: Jessie Foss**  
**Meeting Attendance: See Page 2**

**I. Call to Order by James Ehram**

A. Call to Order

Mr. Ehram called the meeting to order at 9:59 a.m. A quorum was present as indicated by roll call.

B. Announcements and Introductions

None.

**II. Approval of January 29, 2018 meeting minutes**

Motion made (Kriesel/Thomas) to approve the January 29, 2018 meeting minutes. Motion approved unanimously.

**III. Fiscal Reports**

Ms. Scholl went over the WDB financials as of April 30, 2018. She compared each grants actual expenses compared to straightline expenses. All grants are on target in terms of spending.

Motion made (Kuhn/Kriesel) to approve the fiscal report. Motion approved unanimously.

**IV. WDB Executive Director's Report**

A. PY 18 Budget

Ms. Mitchell presented a tentative PY 18 budget. Besides Rapid Response, no allocations have been received from the state. The budget is based on the assumption of a 10% decrease in funding. Ms. Mitchell said she learned from the state the WDB will not be receiving a Transition grant like in previous years, which cuts funding by about \$106,000. Ms. Mitchell does not believe this should be a problem for PY 18 because there is WIOA Dislocated Worker money to spend. One difference in the PY 18 budget is DOC Windows to Work is part of the WDB budget rather than being subcontracted out like in previous years.

Motion made (Kuhn/Flesch) to approve the initial PY 18 budget. Motion approved unanimously.

B. Allocations/Contracts

Ms. Mitchell announced that no allocations have been received from the state for PY 18 besides Rapid Response. She will pass the allocation information on to the LEOs once it is received. Contracts have not been extended due to not having allocations. Requests For Proposals were completed and awarded to Workforce Connections for WIOA Adult, Dislocated Worker and Rapid Response services; to WisCorps for WIOA Youth services and to Western Technical College for Business Services.

1. Fiscal services

Due to budget cuts, Ms. Mitchell suggested WDB staff perform fiscal functions internally rather than contracting for the functions. The WDB currently pays JRM CPAs \$23,000 for contracted fiscal services. In May 2017, the LEOs approved a 3-year contract with JRM CPAs, however, Ms. Mitchell has been unable to locate a signed contract. Ms. Foss has been looking for appropriate software. Ms. Mitchell further requested approval to procurement through solicitation of bids for CPA services to audit the WDB's fiscal activities either monthly or quarterly and to be available to answer questions. Discussion was held on the WDB's fiscal services and board consensus was due to budget cuts, fiscal functions should be done internally to the greatest extent possible.

Motion made (Flesch/Thomas) for the WDB to procure for solicitation of bids for CPA services to include monthly or quarterly review of the WDB's fiscal activities.

C. DOC Windows to Work Coach/Re-Entry Specialist hire

Ms. Mitchell introduced Mr. Simmons as the new DOC Windows to Work Coach/Re-Entry Specialist.

Mr. Simmons has a background in corrections and will be working at the Jackson Correctional Institution and New Lisbon Correctional Institution.

**V. WIOA Program Activities**

- A. Mr. Gaworski provided an update on WIOA Youth activities. He said summer crews have started work and the WisCorps outreach coordinator has had success in recruiting youth from throughout WDA 9.
- B. Ms. Norsten provided an update on WIOA Adult, Dislocated Worker and Rapid Response activities. She said the organization is on track to meet goals for the PY 17 contract.

Motion made (Flesch/Kuhn) to approve the WIOA program activity reports. Motion approved unanimously.

**VI. Unfinished Business**

Mr. Ehram opened a discussion on the importance of communication between WDB staff and LEO board members. Most LEO members stated email is their preferred method of communication. Going forward, agenda will not be mailed unless a special request is made from individual LEO members.

Ms. Mitchell provided an updated on WDB membership. Mr. Hill, Ms. Berg and Ms. Nowlan are leaving the board. Ms. Mitchell is in the process of recruiting new members.

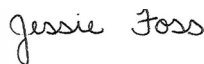
**VII. New Business**

None.

**VIII. Adjourn**

Meeting adjourned at 11:23 a.m.

Respectfully recorded,  
Jessie Foss, recorder



Respectfully submitted,  
James Ehram



Present

James Ehram  
Pete Flesch  
John Kriesel  
James Kuhn  
Ray Ransom  
Jim Servais  
Steve Thomas

Not Present

Jon Schultz

Others Present

Jessie Foss, WDB  
Matt Gaworski, WisCorps  
Julie Mitchell, WDB  
Kelly Norsten, Workforce Connections  
Chase Simmons, WDB