

**Board Chair: Ray Ransom**  
**Minute Scribe: Jessie Foss**  
**Meeting Attendance: See Page 2**

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**I. CONSENT ITEMS**

- A. Call to order  
Mr. Ransom called the meeting to order at 2:00 p.m. A quorum was present as indicated by roll call.
- B. Introductions and welcome to guests  
Roundtable introductions were made.

**II. ORDER OF BUSINESS**

- A. Meeting Minutes (WDB)  
N/A
- B. Meeting Minutes — August 29, 2019  
Motion made (Habhegger/Tryggestad) to approve the August 29, 2019 meeting minutes.  
Motion approved unanimously.
- C. Financials  
Ms. Mitchell presented the financials as of July 31, 2019. She explained all grants are on track spending wise one month into the new fiscal year.  
Motion made (Cornford/Habhegger) to approve the financials as of July 31, 2019.  
Motion approved unanimously.
- D. Program Reports  
Ms. Mitchell presented program reports. The bulk of discussion was held surrounding the WIOA Youth program. Ms. Mitchell said Mr. Nundahl is currently connecting with the current case load of 18 youth, establishing a relationship with each of them and then will be working on increasing enrollment numbers. Work has also been done on rebranding the WIOA Youth work experience program into a career development program.  
Motion made (Tryggestad/Habhegger) to approve the program reports. Motion approved unanimously.
- E. Disallowed Cost Payback  
Ms. Mitchell explained a WIOA Youth disallowed cost of \$315.17 was discovered during DWD's spring monitoring visit. Since that visit, the file containing the disallowed cost has been lost. The WDB does not have unrestricted funds to pay the money back to the state, so the responsibility falls to the counties. The WDB requested each county remit a check to the WDB for \$ 39.40.  
Motion made (Habhegger/Tryggestad) to have each county pay the WDB #39.40 to cover the cost of the WIOA Youth disallowed cost. Motion approved unanimously.
- F. Committee Assignments  
N/A
- G. Strategic Plan Review  
N/A

- H. New WDB Members  
N/A
- I. Consortium Agreement  
N/A
- J. PY 19 Budget  
N/A
- K. WDB Executive Director Search Update  
WDB Board Chair Ms. Brown provided an update on the WDB Executive Director search. She reported interviews were held last week and she is hoping to have the final decision made soon. She also reported Ms. Mitchell has agreed to be available for training and to answer questions as they arise.

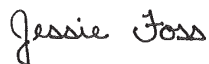
**III. CONCLUSION**

- A. Unfinished Business  
None.
- B. New Business  
None.

**IV. ADJOURN**

Meeting adjourned at 2:59 p.m.

Respectfully recorded,  
Jessie Foss, recorder



Respectfully submitted,  
Ray Ransom



Present

Tom Cornford  
Wallace Habegger  
Ray Ransom  
Jim Servais  
Steve Thomas  
Tina Tryggstad

Not Present

John Kriese  
Jon Schultz

Others Present

Gina Brown  
Stephanie Elmer  
Jessie Foss  
Julie Mitchell (via phone)  
Kelly Norsten  
Matt Nundahl  
Kevin Ruetten  
Amy Scarborough  
Chase Simmons