

**Board Chair: Mark Glendenning**  
**Minute Scribe: Jessie Foss**  
**Meeting Attendance: See Page 4**

**I. CONSENT ITEMS**

A. Call to Order

Mr. Glendenning called the meeting to order at 3:02 p.m. A quorum was present as indicated by roll call.

B. Announcements and Introductions

Roundtable introductions were made.

**II. ORDER OF BUSINESS**

A. Presentation and Acceptance of Consent Agenda Items

1. Meeting Minutes — March 19, 2018
2. Financials
3. Program Provider Reports
4. Executive Committee Report(s) / Minutes

B. Acceptance of Consent Agenda Items as presented or with amendment

Ms. Olson questioned why a DOC Windows to Work monthly report wasn't included with the program provider report. Ms. Mitchell said it was an oversight and the report will be emailed separately.

Motion made (Kessens/Balacek) to approve consent agenda as presented. Motion carried unanimously.

C. Discussion of Consent Agenda Items as identified in II B above, if applicable

Not applicable.

D. Workforce Development

None.

E. Board member development

Ms. Mitchell reported that she and Ms. Brown attended a board development training in Viroqua in early June. As a result of what the two learned at the training, Ms. Mitchell would like to form a taskforce to focus on board development. Board members agreed to the development of the taskforce.

F. PY 18 Budget

Ms. Mitchell presented a handout of the tentative PY 18 budget. The Rapid Response allocation is the only one that has been received to date. This budget is based on a 10% reduction from last year's allocations. The DOC Windows to Work contract is now included in the budget since the WDB decided to hire for the position rather than contract it out.

Motion made (Balacek/Subach) to approve the PY 18 preliminary budget. Motion carried unanimously.

G. Contracts/Contract Revisions

1. Financial services

Mitchell said she will be asking the LEOs to rebid for a fiscal services provider. Discussion was held on the difference a fiscal agent and a contracted fiscal services provider. A fiscal agent is responsible for fiscal funds and receives the funds (the WDB) and a fiscal services provider provides accounting services.

2. IT

Ms. Mitchell reported the PY 17 IT contract will not be renewed for PY 18.

3. WIOA  
The Technical Review Committees made recommendations to the Executive Committee to contract with Workforce Connections for WIOA Adult, Dislocated Worker and Rapid Response contracts and with WisCorps for WIOA Youth. Ms. Mitchell said contracts have not yet been completed due to the state not yet releasing allocations.
  4. One-Stop-Operator  
The One-Stop-Operator services submissions were due June 16. One submission was received from Workforce Connections. The OSO Technical Review Committees will make its recommendations within one week.
- H. Executive Director's Report
1. WWDA Report
  2. Western Technical College grant proposal  
Ms. Mitchell reported the WDB partnered with Western Technical College to submit a My Skills Exploration grant through DWD. The grant will target middle and high school students with career exploration.
  3. Resource development taskforce formation  
Covered earlier in the meeting.
  4. PY 18 allocation update  
Covered earlier in the meeting.
  5. DWD preliminary monitoring summary  
Ms. Mitchell provided a summary of the preliminary monitoring report from DWD's on-site that was held in spring 2018.

#### Equal Opportunity

17 areas of concern were identified overall regarding:

- Incorrect placement of posted materials
- Some postings missing taglines
- Assurance language missing from some program documents
- Insufficient demographic data collection at external sites
- Lack of knowledge of EO requirements among partner staff
- Need to monitor sub-recipients more intensively
- Physical accessibility issues at all sites
- Need to add back-up Job Center Complaint Coordinator
- Need to translate additional documents and post

#### Program

4 findings and 6 areas of concern were identified overall regarding:

- Youth eligibility documentation overall and one DW file – possible disallowed cost \$2700
- Documentation of support service need weak
- IEP/ISS missing signatures
- Some files/services not in compliance with local policies
- Case management concerns such as over-reliance on remote contact, income determination issues, missing selective service documentation
- Youth services not following assessments; most placed on crews rather than targeted work experience
- Youth provider unaware of specifics of other partner programs such as Youthbuild which is supposed to be a partner with WIOA

- BEST PRACTICE: WCI was determined to be a leader in the use of ASSET as a case management tool

Fiscal

13 findings and 3 areas of concern were identified overall regarding:

- Procurement – additional language needs to be removed from RFPs
- JRM is NOT the WDB fiscal agent; the WDB is the fiscal agent, JRM is a financial services contractor
- Need to provide evidence that Chair approved Beth's vacation payout
- FSR still not being reported correctly
- Admin fees hit program costs
- JRM contract not reported as obligation
- Older credit card statements showed tax – should have been tax exempt
- Jim Ehram NACO conference costs disallowed – was appr. \$300, now down to appr. \$50
- No SSN can be on vouchers (WCI) and no arbitrary mileage amounts on vouchers (WCI)
- Need to adjust financial policies to show better separation of duties, leverage calculation, and conflict of interest

Governance

2 findings were identified:

- Branding issue – proud partner logo not displayed on outside of building
- Chief Local Elected Official is NOT elected and has not been for several years

6. DOC Windows to Work Coach/Re-Entry Specialist hire  
Ms. Mitchell reported Chase Simmons has been hired by the WDB as the DOC Windows to Work Coach/Re-Entry Specialist.

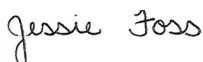
**III. CONCLUSION**

- A. Old Business  
None.
- B. New Business  
None.

**IV. ADJOURN**

Meeting adjourned at 4:21 p.m.

Respectfully recorded,  
Jessie Foss, recorder



Respectfully submitted,  
Mark Glendenning



Present

Mark Glendenning  
Tammy Brown  
Patti Balacek  
Greg Erickson  
Becky Grapes  
Amy Grotzke  
Cheryl Gullicksrud  
Ed Johnson  
Mary Kessens  
Kathleen Olson  
Vicki Proudlock  
Dave Schams  
Jessica Subach  
Heather Trimborn

Not Present

Jodi Roesler  
Pete Eide  
Marina Abbott  
Judy Berg  
Greg Flogstad  
James Hill  
Michelle Nowlan  
Ellen Parker  
Patrick Rodriguez

Others Present

Stephanie Elmer, DWD  
Jessie Foss, WDB  
Matt Gaworski, WisCorps  
Julie Mitchell, WDB  
Kelly Norsten, Workforce Connections