

Board Chair: Tammy Brown & Mark Glendenning
Minute Scribe: Jessie Quinn
Meeting Attendance: See Page 2

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I. CONSENT ITEMS

A. Call to Order

Ms. Brown called the meeting to order at 3:03 p.m. A quorum was present as indicated by roll call.

B. Announcements and Introductions

Ms. Brown provided an update on the executive committee membership. Ms. Proudlock is no longer a member of the committee since Mr. Rodriguez is now chair of the operations committee. Ms. Wagner and Ms. Luedtke will join the committee as non-voting members until they assume the positions of chair and chair elect on July 1, 2023. Mr. Eide resigned his board position and treasurer/secretary position. An election for treasurer/secretary will be held at the full board meeting on January 9, 2023.

Board member applications were also discussed. Three applicants are awaiting Local Elected Official appointment and follow up is needed with two additional potential applicants.

II. ORDER OF BUSINESS

A. Motion made (Roesler/Rodriguez) to approve the June 28, 2022, August 4, 2022, September 26, 2022 October 31, 2022 and November 21, 2022 meeting minutes. Motion approved unanimously.

B. RFP Taskforce Update

Ms. Quinn said the taskforce met on December 13, 2022. The RFP document that was released in April 2020 stated contracts could be extended for up to three one-year terms. The taskforce decided to staff should research because then RFPs would not be needed for another year. WDB staff researched and the WIOA Local Plan only allows for two one-year extensions, in which case, an RFP does need to be released this coming spring. The RFP taskforce will meet on January 6, 2023 to begin dissecting RFP documents.

Discussion was held on the One-Stop-Operator. Ms. Quinn and Ms. Scarborough explained they have been discussing and researching what the OSO could be and feel there could be improvements made. The OSO's main task is to coordinate service delivery in WDA 9. Ms. Scarbrough explained the WDB can act as the OSO, but some measures need to be taken. It was requested to have a full board discussion and recommendation on how to proceed at the full board meeting on January 9, 2023.

C. Compliance Specialist Position

Ms. Scarborough explained since her move to the Director of Operations and Reporting position there has become a hole in the someone monitoring. It is recommended to recruit for a Compliance Specialist position.

Motion made (Brown/Roesler) to approve the Compliance Specialist position.
Motion approved unanimously.

D. Evaluations/Expectations

Ms. Quinn and Ms. Scarborough asked for clarification on what the expectations for their positions are and how they will be evaluated. Ms. Brown said there was a document outlining the goals for the board that should direct position expectations. Ms. Brown will forward the document to Ms. Quinn and Ms. Scarborough. The two will draft goals and expectations and follow up with Ms. Brown.

- D. **Non-Profit Leave Comparison**
Ms. Quinn explained there has been some confusion among staff with three pools of leave. Ms. Brown recommended putting together a human resources taskforce to review the board's HR-related documents and procedures. This will be an agenda item at the January 9, 2023 full board meeting.

III. CLOSED SESSION

The committee chose not to go into closed session. Ms. Quinn will finalize the position description document required to complete the staff evaluation.

IV. CONCLUSION

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

V. ADJOURN

Meeting adjourned at 4:08 p.m.

Respectfully recorded,
Jessie Quinn, recorder



Respectfully submitted,
Tammy Brown



Present

Tammy Brown
Jodi Roesler
Pat Rodriguez

Not Present

Mark Glendenning

Others Present

Jessie Quinn
Amy Scarborough