

**Board Chair: Tammy Brown & Mark Glendenning**  
**Minute Scribe: Jessie Quinn**  
**Meeting Attendance: See Page 3**



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**I. CONSENT ITEMS**

- A. Call to Order  
Ms. Brown called the meeting to order at 9:04 a.m. A quorum was present as indicated by roll call.
  
- B. Announcements and Introductions  
Introductions were made.

**II. ORDER OF BUSINESS**

- A. Meeting Minutes — October 24, 2022  
Motion made (Filter/Trimborn) to approve the October 24, 2022 meeting minutes.  
Motion approved unanimously.
  
- B. Financials  
Ms. Quinn presented the financials as of November 30, 2022  
Motion made (Luedtke/Rodriguez) to approve the financials as of November 30, 2022.  
Motion approved unanimously.
  
- C. Program Reports/Updates
  - 1. WIOA Adult & Dislocated Worker  
Ms. Brown reported the organization’s goal for enrollment was 55 and they are on track to meet that goal. Enrolled 7 new dislocated workers and they continue to look for new enrollments at all times. Meeting case load expectations. Over exceeding referrals. Meeting TAs with DWD. Exceeding Adult training dollars.
  
  - 2. WIOA Youth  
Ms. Scarborough reported several applications are pending and some participants are moving into follow up, which leaves a gap we want to fill with new enrollments. Ms. Altimus is targeting out-of-school youth for future enrollment.
  
  - 3. DOC Windows to Work  
Ms. Hoffman reported she currently 11 individuals in post-release she is working with. She has 11 in the pre-release phase at New Lisbon Correctional Institute. She will be participating in CBI training in April, which will allow her to run groups at NLCI and Jackson Correctional Institute on her own.
  
  - 4. Worker Advancement Initiative  
Ms. Fish reported she has been focusing on coordinating TRANS training with HoChunk. She is also working with HoChunk on Empowerment Training. That training will focus on financial literacy, resume building, mock interviews, and spiritual/trauma training related to work settings.

WAI was monitored by the state and the Western Wisconsin WDB is looking at opening up eligibility.

5. DOC Job Centering  
Ms. Masse reported she coordinated a transition fair, which was held in November. Turnout was very good turnout and included employers and other agencies. Job Center is open daily without limits. She said there the institution has seen an increase in employment offers prior to release. A lot of interviews are being held viaphone and Zoom. In the last 3 months, 10 offenders with written job offers before they leave the institution.

6. Business Services  
Ms. Ruetten reported updates on the following topics:  
TDCON is a state conference sponsored by WWDA. This year it will be held April 11 and 12 in La Crosse. Mr. Ruetten is leading coordination and WWDA will be invoiced quarterly for a portion of his time.

TUMMA is hosting an annual awards banquet on February 16 at the Lunda Center.

State Business Solutions – State of Wisconsin wants to do a road show of DWD called “Winning With Wisconsin’s Workforce.” The plan is for each of the state’s the 11 WDAs to host four events this year. Each WDA is receiving \$20,000 to host these events. The 90-minute breakfast or lunch events will include time for the state and local boards to present as well as local successes. WDA 9 is hosting its first event on February 23 at the American Legion in Sparta. The Second will be held on conjunction with TDCON on April 12 in La Crosse and all WDAs will be contributing financially.

D. Secretary/Treasurer Nominations  
Mr. Glendenning asked three times for secretary/treasurer nominations. Ms. Brown nominated Mr. Rodriguez. Mr. Glendenning then announced the slate is closed.

E. Secretary/Treasurer Election  
Mr. Rodriguez was elected.

F. Request For Proposal timeline and process  
Mr. Rodriguez reported the following timeline for the RFP process:

March 10, 2023	RFP Release
March 15, 2023	Bidder’s Conference
April 10, 2023	Proposals Due
April 11 - 21, 2023	Technical Review
May 1, 2023	Contractor(s) Selected
July 1, 2023	Contracts Start

The next full board meeting will be moved from April 10 to April 24, so the technical review committee can make its recommendation.

G. One-Stop-Operator discussion  
Ms. Scarborough said she would like to see the Western Wisconsin WDB in the running to be the OSO. This could be achieved by having DWD run the RFP process and the board would respond. She said a bare minimum, the OSO needs to coordinate services in the region, which includes making sure the customer flow is working and appropriate referrals are being made.

The board asked this topic be added to the upcoming strategy retreat.

H. Limited English Proficiency Plan

Motion made (Rodriguez/Brown) to approve the Limited English Proficiency Plan as presented.  
Motion approved unanimously.

I. TDCON overview  
The conference will be held April 11 and 12 in La Crosse and will include a variety of topics related to talent development.

J. HR Committee volunteers  
Ms. Quinn asked volunteers to contact her if they would be willing to participate on a newly forming HR committee.

**IV. CONCLUSION**

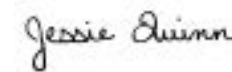
A. Unfinished Business  
None.

B. New Business  
None.

**V. ADJOURN**

Meeting adjourned at 10:38 a.m.

Respectfully recorded,  
Jessie Foss, recorder



Respectfully submitted,  
Tammy Brown & Mark Glendenning

