

**Board Chair: Ray Ransom**  
**Minute Scribe: Amy Scarborough**  
**Meeting Attendance: See Page 2**

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I. CONSENT ITEMS

A. Call to order

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

B. Announcements and Introductions

Due to the COVID-19 pandemic, Job Center, WDB, and service provider staff are all continuing to work remotely.

II. ORDER OF BUSINESS

A. Meeting Minutes – June 26, 2020 and October 26, 2020

Motion made (Habegger/Tryggestad) to approve both the 6/26/2020 (with quorum) minutes and the 10/26/2020 minutes (without quorum).

Motion approved unanimously.

B. Financials

Motion made (Tryggestad/Aasen) to approve the financials as presented.

Motion approved unanimously.

C. WDB Membership Appointment

Motion made (Habegger/Aasen) to appoint Samuel Bachmeier to the Western Wisconsin WDB.

Motion approved unanimously.

Motion made (Tryggestad/Habegger) to approve Jennifer Luedtke to the Western Wisconsin WDB.

Motion approved unanimously.

D. Reports

1. WIOA Youth

Ms. Myers report the WIOA Youth program has a new Career Planner, who is working remotely due to the COVID pandemic.

2. WIOA Adult and Dislocated Worker

Ms. Myers reported that Workforce Connections is continuing to work remotely, due to the pandemic.

3. DOC Windows to Work

Ms. Myers reported that the Department of Corrections has not been allowing in-person programming, due to the pandemic. Mr. Simmons has been providing services in Jackson county via Zoom.

4. Business Services Coordinator

Ms. Myers reported that Mr. Ruetten is continuing to work remotely, due to the pandemic.

E. Conflict of Interest Forms

Ms. Myers reported that these forms need to be completed for the Workforce Development Board on an annual basis. Ms. Myers will check on the status with Ms. Foss and ensure that they are completed for all, including the new members.

III. Conclusion

A. Unfinished Business

1. Approvals from October 26, 2020 meeting

a. Financials

Motion made (Habegger/Aasen) to approve financials from 10/26/2020 meeting as presented.

Motion approved unanimously.

b. WIOA Local Plan 2020 - 2023 revisions

Motion made (Tryggestad/Aasen) to approve the revised WIOA Local Plan as presented.

Motion approved unanimously.

B. New Business

Next 2 meetings are March 29, 2021 and May 24, 2021. Mr. Habegger suggested to have one of those meetings in-person. Discussion. Consensus to meet in-person with the option to join via Zoom in Sparta or Jackson county.

IV. ADJOURN

Meeting adjourned at 3:32 p.m.

Respectfully recorded,  
Amy Scarborough, recorder



Respectfully submitted,  
Ray Ransom



Present

John Aasen  
Wallace Habegger  
Ray Ransom  
Tina Tryggstad

Not Present

Dennis Bork  
Tom Cornford  
Justin Running  
Steve Thomas

Others Present (via phone)

Melisa Myers  
Amy Scarborough