WOW Works Workforce Development Board

MINUTES

Date:	March 13, 2025
Location:	Waukesha American Job Center
Members Present:	Landon Boettcher, Nate Butt, Lisa Geason-Bauer, John Heyer, Valerie Hoff, Mike Hoffman, Tom Hostad, Chase Kostichka, Sheree Larson, Amy May, Laneice Runnels, Dawn Schicker, Kate Weiland-Moores
Others Present:	Analiese Smith, Cindy Simons

Ms. Schicker called the meeting to order at 8:02 am.

Consent Agenda

Ms. Schicker announced the following items were included in the consent agenda for consideration by the board:

- Previous Meeting Minutes
- Quarterly Financial Report

Mr. Heyer moved to approve the consent agenda as presented. Mr. Kostichka seconded. The motion carried unanimously.

Executive Director Report

Ms. Smith provided her report. The board discussed the impact of recent changes at the federal level as well as the ongoing possibility of WIOA Reauthorization. Ms. Smith also provided information regarding additional upcoming grants and discussed moving to 3 annual signature events that may or may not be funded through Winning with Wisconsin's Workforce funds. Finally Ms. Smith provided data around the board's required activities related to Client Activation. The Board provided positive feedback regarding this lens into programming.

Service Provider Update

Ms. Simons provided an update on programs including WAI, QUEST, and WIOA. Questions about QUEST recruitment and the differentiation between youth and adults in WIOA were discussed. Ms. Smith shared that an updated policy will be forthcoming for a board vote to extend the number of hour for QUEST Worker Experience. The Board thanked Ms. Simons for the information and updates.

One-Stop Update

Ms. Runnels shared an update on Ms. Norris' behalf. Ms. Runnels also shared information about DWD-Job Service as a partner and their role in regards to operating the resource rooms in WOW and their role in outreaching to potential customers for the broader workforce development system.

Annual Inquiry Kick-Off

Ms. Smith shared the annual inquiry question. Mr. Hostad suggested broadening the data utilized in the review. Ms. Smith provided a list of speakers and introduced the framework of youth services both from a K-12 perspective and how WOW dovetails into that broader system. There was a discussion about ensuring that the board uses the learning to make actionable items for future consideration.

Small Group Discussion

Ms. Smith provided an overview of key information to share with legislators in Washington. Small groups discussed success stories and needs to share as well.

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Youth and JobPod MOUs

Ms. Schicker provided an overview of the MOUs. Ms. May moved to approve the MOUs as presented. Mr. Butt seconded. The motion carried unanimously.

Regional One Stop MOU

Ms. Smith provided an overview of the MOU. Mr. Hoffman moved to approve the MOUs as presented. Mr. Boettcher seconded. The motion carried unanimously.

Policy Updates

Ms. Schicker provided an overview of a new board policy A-03, which will delegate certain authority to the executive committee. Ms. Smith provided an overview of updates to policies CM-09 (Follow Up Services and Global Exclusions) and T-05 (On-The-Job Training). Mr. Kostichka moved to approve the policies as presented. Mr. Boettcher seconded. The motion carried unanimously.

Risk Assessment and Local Monitoring Plan

Ms. Smith provided an overview of the Risk Assessment and Monitoring Plan, noting no changes for this year. Mr. Butt moved to approve the assessment and plan as presented. Mr. Hostad seconded. The motion carried unanimously.

Limited English Proficiency Plan

Ms. Smith provided an overview of the updated Limited English Proficiency Plan. Mr. Hoffman moved to approve the plan and have the plan become effective July 1, 2025. Mr. Kostichka seconded. The motion carried unanimously.

Procurement Update

Mr. Hoffman moved to convene into closed session at 9:24 a.m., including the Board Director, Ms. Smith to discuss the ongoing procurement of WIOA Title1 Services. Ms. Geason-Bauer seconded. The motion carried unanimously.

The Board returned to open session at 9:34 a.m..

Other Business

Ms. Shicker welcomed Cameron Jarr to the board. Ms. Jarr was unable to attend, but will be replacing Mr. Jessel.

With no other business, the meeting adjourned at 9:36 am.

Respectfully submitted by:

Analiese Smith