

**Executive Committee Meeting**  
Wednesday, March 10, 2010  
**Meeting Minutes**

The Executive Committee of the Southwest Wisconsin Workforce Development Board met on Wednesday, March 10, 2010 at the Flannery's Wilhelm Tell Restaurant in New Glarus. Attendance was as follows:

<b>Members Present:</b>	Mr. Scott Stocker, Chairperson	
	Mr. Rich Gruber	Mr. Steve Scaccia
	Mr. Tom Larsen	Ms. Margery Tibbetts
<b>Members Excused:</b>	Mr. Art Carter	
<b>Staff Present:</b>	Dr. Robert Borremans	Ms. Annette Meudt

Mr. Stocker called the meeting to order at 3:02 p.m.

**1. Grievance Hearing**

Dr. Borremans reviewed a letter that was sent to a program participant explaining the SWWDB grievance procedure. The participant has expressed displeasure because the training program that he is enrolled in was not approved for WIA funding. Dr. Borremans further explained that a complaint form was included with the letter, and noted that the participant has one year in which to file a complaint. To date, a written complaint has not been received. The executive committee is involved in the grievance procedure as the entity to review prior actions/decisions.

**2. Review of Staffing Issues**

Dr. Borremans informed the committee that SWWDB currently has two vacancies; Director of Operations and Workforce Operations Manager. Due to budgetary uncertainties, he noted that he will not be filling the Director of Operations position until the 2010-11 budget has been reviewed and allows sufficient funding for that position. He added that approximately 75 resumes were received for the Workforce Operations Manager position. He said that he hopes to make an employment offer by March 10<sup>th</sup>.

Dr. Borremans also informed the Committee that an accident claim was filed by a WISE client, and that a follow-up inquiry for information from their law firm was received by SWWDB. To date, SWWDB has not received any follow-up correspondence regarding the status of the claim.

**3. PY-10 WIA Request for Proposal Process (RFP)**

Dr. Borremans reviewed the RFP process for WIA program delivery. Mr. Stocker asked how many providers will be sought. Dr. Borremans responded that one RFP will allow for a program operator to deliver services in the entire area which is the preferred approach. However, applicants can propose services by counties. He expects to see proposals for Rock and Green Counties; and another for Grant, Iowa, Lafayette and Richland Counties. He added that this could mean two different program operators, or one program operator for all six counties depending on proposals. He also explained the timeline and asked Chair Stocker to appoint a team of board members to serve on the RFP Review Team. Chair Stocker recommended the Executive Committee members plus Mr. Finley, who has extensive experience as a reviewer.

**4. Other Business**

Dr. Borremans informed the committee members that the State of Wisconsin has conditionally approved the Board's recertification. It was cited that the Board representation complies with WIA guidelines but the Youth Council requires a parent of a program participant and a former participant. SWWDB has until

March 31, 2010 to rectify the membership of the Youth Council, but an extension will be requested.

5. **Adjournment**

Motion by Mr. Larsen, second by Mr. Scaccia to adjourn at approximately 3:45 p.m. **Motion carried unanimously.**