

# MEMORANDUM



**Date:** March 1, 2010

**From:** Scott Stocker, Chairperson

**To:** Mr. Rich Gruber  
Mr. Art Carter  
Mr. Tom Larsen

Mr. Steve Scaccia  
Ms. Margery Tibbetts

**RE: Executive Committee Meeting Notice**  
Wednesday, March 10, 2010, 3:00 p.m. – 4:00 p.m.  
Flannery's Wilhelm Tell Restaurant  
114 Second Street, New Glarus, Wisconsin

The next meeting of the SWWDB Executive Committee is scheduled for Wednesday, March 10, 2010 at the time and place listed above. The agenda and enclosures for the meeting are attached.

All Executive Committee members are urged to attend the meeting. Other board members are welcome to attend.

If you are unable to attend the meeting, please contact Kathy Kessler at [k.kessler@swwdb.org](mailto:k.kessler@swwdb.org) or (608) 741-3568 two days prior to the meeting date.

Upon advance request, reasonable accommodations will be made for persons with disabilities. If special accommodations are needed, please contact Kathy Kessler at [k.kessler@swwdb.org](mailto:k.kessler@swwdb.org) or (608) 741-3568 at least two days prior to the meeting.

## Executive Committee

Wednesday, March 10, 2010

Flannery's Wilhelm Tell Restaurant  
114 Second Street  
New Glarus, Wisconsin

3:00 – 4:00 p.m.

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### Agenda

1. **Grievance Hearing**

SWWDB has a complaint and grievance policy, which places the Executive Committee in the position of hearing appeals of decisions and issues at earlier steps. Because the Executive Committee is required to hear the grievance within a specific timeframe, this item is being placed on the agenda in the event the appeal is received.

2. **Review of Staffing Issues**

SWWDB has two current vacancies. Bob Borremans will discuss his plans for the positions given the uncertainty of WIA funding for 2010-11.

SWWDB has also received an inquiry regarding an accident claim by a WISE client. Bob Borremans will review the circumstances of that inquiry.

3. **PY-10 WIA Request for Proposal Process**

SWWDB is preparing to issue an RFP for PY-10 WIA Workforce Services. Bob Borremans will review the process and timeline for the RFP and discuss other options for selection of program operators.

4. **Other Business**

5. **Adjournment**