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**WAUPACA COUNTY FINANCE COMMITTEE MINUTES**  
**June 9, 2021**

Chair Federwitz called the meeting to order at 9:00 a.m. and gave the open meeting statement with the following members present: Co. Bd. Chr. Koeppen, Supr. P. Craig, Johnson, McClone, Morack, G. Murphy and Neumann. Others present: Kevin Englebert from ECWRPC (Zoom), Ryan Brown, Dave Thiel, Brent Wyland, Mark Sether, Amanda Welch, Heidi Dombrowski, Diane Meulemans and Jill Lodewegen.

**REVIEW AND APPROVE AGENDA – MOTION:** Supr. Craig moved Supr. Morack seconded the motion to approve the agenda. Motion carried without a negative vote.

**MINUTES OF PREVIOUS MEETINGS – MOTION:** Supr. G. Murphy moved and Neumann seconded the motion to approve the minutes of the May 12, 2021 meeting. Motion carried without a negative vote.

**Public Comment:** There was no public comment.

1. Kevin Englebert of East Central Wisconsin Regional Planning Commission (ECWRPC) presented information on Res. No. 13 (2021-22) Amending Articles of Organization and By-Laws of ECWRPC. **Motion:** Supr. Morack moved and Supr. McClone seconded to approve Res. No. 13 (2021-22) Amending Articles of Organization and By-Laws of ECWRPC and move on to the full County Board. Motion carried without a negative vote.
2. Ryan Brown, Planning & Zoning Director and Dave Thiel, Economic Development Director presented Res. No. 15 (2021-22) Amend 2021 Budget – Broadband Tower Project. **Motion:** Co. Bd. Chr. Koeppen moved and Supr. Johnson seconded to approve Res. No. 15 (2021-22) Amend 2021 Budget – Broadband Tower Project and move on to the full County Board. Motion carried without a negative vote.
3. Finance Director's Report - Heidi Dombrowski
  - a. Heidi gave the committee an update on the American Rescue Plan Act funds noting that the first half has been deposited into the County account.
  - b. Heidi presented the 2022 Budget Manual and asked the committee to approve. **Motion:** Supr. Morack moved and Supr. Johnson seconded to approve the 2022 Budget Manual. Motion carried without a negative vote.
  - c. She then reviewed the 2021 Budget Review report for May with the committee.
  - d. Monthly Vouchers. **Motion:** Supr. Johnson moved and Supr. Morack seconded the motion to approve the monthly vouchers. Motion carried with Co. Bd. Chr. Koeppen abstaining.
4. Treasurer Report – Mark Sether
  - a. Mark gave an update on in rem properties.
  - b. Mark then reviewed; Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments.
5. Information Technology Department Report – Brent Wyland, Director
  - a. Brent reviewed items that he presented to the IT Committee that included staff and project updates and the telework policy.

- a. Information Technology Monthly bills for approval. **Motion:** Supr. G. Murphy moved and Supr. Neumann seconded the motion to approve the monthly vouchers. Motion carried without a negative vote.
6. Human Resource Department Report – Amanda Welch HR Director/Administrative Coordinator
  - a. Mandy gave an update on recruitment, terminations, open positions, and noted that unemployment for May had not been received as of today.
  - b. She then discussed the telework policy that will be presented at a joint Human Resources/IT committee meeting following this meeting.
7. County Clerk – Jill Lodewegen
  - a. Jill gave an update on County Board Room AV upgrades.
  - b. Approve/Deny County Board Claims: Per Diem & Mileage Allowance for the month of May is \$14,528.71. **Motion:** Supr. Morack moved and Supr. McClone seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.
8. Next meeting date July 14, 2021.
9. Motion by Co. Bd. Chr. Koeppen to adjourn. Chair Federwitz declared the meeting adjourned at 10:19 a.m.

Jill Lodewegen  
County Clerk

These minutes will be posted to the website prior to approval from the committee and are considered to be in draft form until approved at the next scheduled meeting.





# WORKFORCE DEVELOPMENT BOARD, INC.

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## CONSORTIUM AGREEMENT FOR THE CHIEF ELECTED OFFICIALS OF THE FOX VALLEY WORKFORCE DEVELOPMENT AREA FISCAL YEAR BEGINNING 7/1/21

This Agreement is made and entered into by and between the Counties of Calumet, Fond du Lac, Green Lake, Waupaca, Waushara and Winnebago in the State of Wisconsin (hereinafter "the Counties).

### WITNESSETH:

**WHEREAS**, Sec. 66.0301(2) of the Wisconsin Statutes provides that "...any municipality may contract with other municipalities, for . . . the joint exercise of any power or duty required or authorized by law."

**WHEREAS**, Sec. 66.0301(2) of the Wisconsin Statutes titled "Intergovernmental Cooperation" authorizes counties to make the most efficient use of their power by cooperating with each other on the basis of mutual advantage and thereby provide job training and related services in the manner that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities;

**WHEREAS**, the Counties have a mutual interest in forming a single purpose Workforce Development Area (WDA), as defined in Public Law 113-128, of the Federal Workforce Innovation and Opportunity Act of 2014 (hereafter referred to as WIOA) to increase occupational skills, employment, job retention and earnings, and as a result, improve the quality, reduce welfare dependency and enhance the productivity and competitiveness of the workforce within the boundaries of the units of counties that are parties to this Agreement;

**WHEREAS**, the chief elected officials of the Counties participating in this Agreement have been previously authorized by their respective County Boards of Supervisors to create the Fox Valley Workforce Development Area under Sec. 66.0301(2), Wisconsin Statutes, and to participate as active partners, pursuant to Section 107(c)(1)(B), in the provisions of said Public Law 113-128;

**WHEREAS**, the County Board of Supervisors of each of the aforementioned counties has adopted a resolution authorizing the County Board Chairperson, the County Executive or other Authorized Representative to sign this "Agreement of the Fox Valley Wisconsin Counties Consortium under the Workforce Innovation and Opportunity Act (Public Law 113-128)" (hereinafter, the "Agreement"):

**NOW, THEREFORE**, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the Counties do hereby agree to the following Agreement:

## **AGREEMENT**

That the Counties of Calumet, Fond du Lac, Green Lake, Waupaca, Waushara and Winnebago, under Sec. 66.0301(2) Wisconsin Statutes, do hereby constitute themselves to be a consortium for the purposes of Section 107 (c)(1)(B) of Public Law 113-128, the Workforce Innovation and Opportunity Act.

The Chief Elected Officials (the chairpersons of the County Board of Supervisors or County Executives or the designees of said officials) of the Counties in the above paragraph shall constitute the Workforce Development Area Consortium of Commissioners (hereinafter, the "Consortium") which shall appoint the Workforce Development Board under Section 107(c)(1)(A) of the Act.

**I. PURPOSE:** The Purpose of this Agreement shall be to:

- A. Enable the Counties to organize a Workforce Development Area (WDA) as described in Sec. 106 of Public Law 113-128, the Workforce Innovation and Opportunity Act of 2014, which:
  - 1. is comprised of two or more units of local government
  - 2. will promote and coordinate effective delivery of job training services within the aforesaid Counties; and
  - 3. is consistent with labor market areas or areas in which related services are provided under other State and Federal Programs.
  
- B. Enable chief elected officials from the Counties entering into this Agreement to appoint members to a local Workforce Development Board (WDB) under Section 107(c)(1)(B)(i)(I) of the Workforce Innovation and Opportunity Act; and
  - 1. determine procedures for the development of a Local Plan, pursuant to Section 107(d) of the WIOA, and interface with the WDA by such methods or institutions as may be provided in such agreement;
  - 2. select a grant recipient, if other than the Chief Elected Official as stated in Section 107(d)(12)(B)(i) of the WIOA, and/or an entity to administer the Local Plan; and
  - 3. other functions and tasks as appropriate.

**II. ADMINISTRATION & GOVERNANCE**

The Counties participating in this Agreement select the County Executives of Fond du Lac and Winnebago Counties and the County Board Chairpersons/other duly appointed representatives of Calumet, Green Lake, Waupaca and Waushara Counties to be their authorized representatives, also referred to as Chief Elected Officials (CEOs), to serve as the WDA4 County Consortium. The Consortium shall approve the Local Plan (or modifications); jointly submit such a plan (or modifications) along with the local WDB to the Governor for approval; and carry out other responsibilities for the Counties in accordance with their agreement with the local WDB.

A. Meetings. The CEO Consortium shall establish the time, place and date of its meetings.

1. Notices. All notices, requests, demands or other communications hereunder shall be in writing and shall be deemed to have been duly given, if delivered electronically, faxed, or mailed to the Counties at the following addresses, subject to the Wisconsin Open Meeting Law:

Board Chairperson  
Calumet County Courthouse  
206 Court Street  
Chilton, WI 53014-1198

County Executive  
Fond du Lac County Courthouse  
City/County Government Center  
160 S. Macy Street  
Fond du Lac, WI 54935

Board Chairperson  
Green Lake County Courthouse  
571 County Road A  
Green Lake, WI 54941-3188

Board Chairperson  
Waupaca County Courthouse  
811 Harding Street  
Waupaca, WI 54981-0354

Board Chairperson  
Waushara County Courthouse  
Box 898  
Wautoma, WI 54982

County Executive  
Winnebago County Courthouse  
P.O. Box 2808  
Oshkosh, WI 54903-2808

B. Officers: Chairperson, Vice-Chairperson, Secretary

Each County Executive or Chairperson, or their designees, will serve as officers of the Consortium. Rotation of officers will be based upon alphabetical order of the names of the Counties for two year terms. The first Chairperson shall be from Calumet County, the Vice-chairperson from Fond du Lac County and the Secretary from Green Lake County. The order of succession from thereon shall be that the Vice-Chairperson shall be elevated to Chairperson, the Secretary shall be elevated to the Vice-Chairperson, and the Secretary shall be appointed from the county which is next in the alphabetical order. After serving as Vice-Chairperson, if a County is unable or unwilling to serve as the Chairperson of the CEOs, that County may request that the Consortium appoint the current Secretary as Chairperson. The Vice-Chairperson and/or Secretary shall then be appointed from the Counties which are next in the alphabetical order. The Chairperson may appoint a staff person of one of the consortium member counties or the administrative entity to serve as board clerk. Vacancies shall be filled by election for the remainder of the unexpired term.

Officers of the CEO Consortium and their responsibilities are as follows:

1. The Chairperson of the Consortium will preside over all meetings and shall be the Chief Elected Official (CEO) for purposes of the Workforce Innovation and Opportunity Act. This person shall have signatory authority and authority to speak for the consortium in all matters regarding the WIOA. The term of this designation shall be identified.
2. The Vice-Chairperson will preside over meetings in the absence of the Chairperson.

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3. The Secretary will ensure proper notice of all meetings of the Consortium, the keeping of minutes for the Consortium meetings and circulate those minutes as directed by the Consortium. In the absence of the Chairperson and Vice- Chairperson, the Secretary shall perform the duties of the Chairperson.
4. The Chairperson may appoint a staff person of one of the consortium member counties, otherwise the administrative entity shall serve as clerk. In the absence of FVWDB staff, the clerk performs the duties of the secretary.
5. Roberts Rules of Order, Newly Revised, shall govern the procedures of the Consortium insofar as they do not conflict with applicable law or administrative rules or by-laws duly adopted by the Consortium.

### **III. TERM**

This Agreement shall be reviewed annually and renewed unless the Counties choose to terminate pursuant to Section VII herein, or termination of Public Law 113-128, the Workforce Innovation and Opportunity Act of 2014.

### **IV. POWERS**

The Counties participating in this Agreement shall have the power to:

- A. The Consortium shall appoint the Workforce Development Board (WDB) of the area, in accordance with the requirements of 29 U.S.C. 3122(b) and 3122(c)(1)(B) (WIOA Sections 107(b) and (c)(1)(B)) and applicable rules thereunder, and consistent with any procedures set forth in Attachment A that may be adopted by the Consortium. When a vacancy occurs on the Board in a position representing a particular county, the Chief Elected Official for that county shall be entitled to select the qualified replacement member and the CEO shall facilitate appointment of that member to the Board.
- B. Select an individual or individuals as their Authorized Representative (CEO) to approve the Local Plan (or modifications) and jointly submit such plans (or modifications) to the Governor for approval as set forth in Section II of this Agreement. )
- C. Perform other powers assigned to chief elected officials authorized Sec. 66.0301(2) of the Wisconsin Statutes, or Public Law 113-128, the Workforce Innovation and Opportunity Act of 2014, as each now exists or is hereafter amended.
- D. The Consortium shall execute an agreement with the Workforce Development Board for the operation and functions of the Board under Section 107 of the WIOA, and shall approve all Local Plans under Section 108 of the WIOA.

### **V. FISCAL MANAGEMENT**

The Counties consenting to this Agreement, along with the local WDB, will select the WIOA Fiscal Agent and Administrative Entity. The WIOA Fiscal Agent is responsible for the job training and related services. The Administrative Entity shall keep itemized and detailed records covering all expenditures under the budget incorporated in the jointly approved and submitted Local Plan from the Authorized



Representative and the WDB. The local WDA Administrative Entity shall conform to all the fiscal requirements of all applicable laws.

**VI. CONTRACTS AND CONTRACTUAL SERVICES**

The WDA Grant Recipient and Administrative Entity may exclusively enter into contracts, concerning job training and related services authorized under WIOA, with the State or Federal governments, and may subcontract with any municipal, profit or non-profit corporation, or individual to provide job training and related programs and services for residents identified in the Local Plan.

**TERMINATION**

- A. Any county entering into this Agreement may withdraw from the Workforce Development Area pursuant to the relevant provisions in State and Federal laws.
- B. The Counties forming the Fox Valley Workforce Development Area may terminate this Agreement in the event expected or actual funding from the State, Federal governments, or other source is withdrawn or substantially reduced in such a fashion as to make the continued operation of the WDA unfeasible. In such case, termination of this Agreement shall be effective upon written notice of termination with receipt acknowledged by all Counties and the Governor.
- C. The Governor will re-designate a local Workforce Development Area under Section 106 of WIOA and thereby terminate this Agreement if the WDB and Chief Elected Officials fail to reach agreement on the development of the Local Plan, the choice of the Administrative Entity or Grant Recipient.
- D. The Consortium may be dissolved and this agreement may be rescinded only with the consent of all the Boards of Supervisors of the counties party hereto and the Governor.
- E. Any county that withdraws from the Consortium shall remain liable for its proportionate share of liabilities related to the period prior to its withdrawal, as determined by the CEO Consortium.

**VII. ACQUISITION AND DISPOSAL OF PROPERTY**

The Administrative Entity shall acquire, hold, and dispose of real and personal property in the same manner as counties within the State of Wisconsin, as provided for in Sections 59.06, 66.28 and 75.35 of the Wisconsin Statutes, as well as consistent with WIOA regulations and guidelines.

**VIII. APPLICABLE LAW**

The Counties agree that this Agreement shall be construed pursuant to and in accordance with the laws of the State of Wisconsin.

**IX. AMENDMENT**

The Consortium may adopt operational and procedural By-Laws consistent with this Agreement, applicable federal and state laws, and rules or regulations pursuant thereto, By-Laws or amendments thereto may be adopted by the affirmative vote of 2/3 of the entire membership of the Consortium at any regular meeting called for that purpose, provided that written copies thereof are delivered to each member

15 days prior to consideration.

## **X. IMPACT OF LEGISLATIVE CHANGES**

Any terms and conditions which may be rendered inapplicable by a change in State, Federal or local laws shall not affect the validity of those portions of this Agreement not impacted by the change in legislation. It is further understood by the Counties that certain terminology in this Agreement may change as Federal and State laws governing this Agreement dictate.

## **XI. LIABILITY**

To the extent permitted by law, liability which arises pursuant to this Agreement shall be apportioned as follows:

- A. Workforce programs in the Fox Valley Workforce Development Area shall be administered prudently to minimize liability;
- B. Contracts for service delivery shall require indemnification by the contractor in the event that contractor errors or omissions result in disallowed costs or other liability;
- C. The FVWDB shall maintain adequate errors and omission insurance as described in the Joint Agreement, to cover CEOs and the FVWDB members;
- D. The Consortium is liable for any misuse of the grant funds allocated to the local area under sections 128 and 133 of the Workforce Innovation and Opportunity Act.
- E. In the case of any misuse of grant funds allocated to the local area, the Consortium agrees to assume liability as follows (Section 20 CFR 683.710) Liability will be determined by the CEO Consortium based upon the particular facts of the situation as to the responsibility of individual Consortium members for the particular funds.
- F. Finally, after every possible method to reduce liability is exhausted, any remaining liability, as determined by the CEO Consortium shall be apportioned between the six counties in proportion to their respective percentage of the workforce allocation in the year the disallowed cost or other liability occurred. For example, if \$10,000 in liability remained and a given county received an allocation of 10% of the workforce funding in the year the \$10,000 was expended, that county would be liable for \$1000.

This Agreement shall be effective when executed by the authorized official of each county of the Consortium thereof and shall thereupon act to repeal and supersede any and all prior written or oral consortium agreements.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by the Chairperson of the County Board of Supervisors or the County Executive of the aforementioned Counties.

**CALUMET COUNTY**

\_\_\_\_\_  
Alice Connors  
Board Chair

\_\_\_\_\_  
Date

**FOND DU LAC COUNTY**

\_\_\_\_\_  
Allen Buechel  
County Executive

\_\_\_\_\_  
Date

**GREEN LAKE COUNTY**

\_\_\_\_\_  
Harley Reabe  
Board Chairman

\_\_\_\_\_  
Date

**WAUPACA COUNTY**

\_\_\_\_\_  
Dick Koeppen  
County Board Chair

\_\_\_\_\_  
Date

**WAUSHARA COUNTY**

\_\_\_\_\_  
Donna Kalata  
Board Chair

\_\_\_\_\_  
Date

**WINNEBAGO COUNTY**

\_\_\_\_\_  
Jon Doemel  
County Executive

\_\_\_\_\_  
Date

**ATTACHMENT A**  
(Described in Section IV. A. of the Consortium Agreement)

**SELECTION OF THE  
WORKFORCE DEVELOPMENT BOARD**

Appointment of the Workforce Development Board (WDB) shall be carried out as described in Section 107 of the Workforce Innovation and Opportunity Act of 2014.

A. Members of the WDB shall consist of representatives of:

1. A majority of the members of each local board shall be representatives of business in the local area, who-

(i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;

(ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; **and**

(ii) are appointed from among individuals nominated by local business organizations and business trade associations.

2. Not less than 20 percent of the members of each local board shall be representatives of the workforce within the local area, who-

(i) **shall** include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees;

(ii) **shall** include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;

(iii) **may** include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; **and**

(iv) **may** include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth;

3. Each local board shall include representatives of entities administering education and training activities in the local area, who—

(i) **shall** include a representative of eligible providers administering adult education and literacy activities under Title II;

(ii) **shall** include a representative of institutions of higher education providing workforce investment activities (including community colleges);

(iii) **may** include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment;

4. Each local board shall include representatives of governmental and economic and community development entities serving the local area, who—

(i) **shall** include a representative of economic and community development entities;

(ii) **shall** include an appropriate representative from the State employment service office under the Wagner-Peyser Act serving the local area;

(iii) **shall** include an appropriate representative of the programs carried out under Title I of the Rehabilitation Act of 1973 serving the local area;

(iv) **may** include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and

(v) **may** include representatives of philanthropic organizations serving the local area;

5. Each local board **may** include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

6. The State of Wisconsin has also directed that a representative from Unemployment Insurance be placed on each board.

B. All members will be appointed by the Counties based on the requirements of the law and other locally defined considerations with the exception of those positions appointed by DWD.

<b>Category</b>	<b>Minimum Required</b>	<b>Requirement</b>
Business	at least 51% of total board	<b>Shall</b>
Workforce Representatives	at least 20% of total board	<b>Shall</b>
Labor Organizations	1	<b>Shall</b>
Labor Training/Apprenticeship	1	<b>Shall</b>
<i>Community Based Organization</i>	N/A	<i>May</i>
<i>Youth Organization</i>	N/A	<i>May</i>
Adult Basic Ed & Literacy	1	<b>Shall</b>
Higher Education Organization	1	<b>Shall</b>
<i>Local Education Organization</i>	N/A	<i>May</i>
State Employment Service (W-P)	1	<b>Shall</b>
Vocational Rehab	1	<b>Shall</b>
Housing / Transportation Agency	1	<b>Shall</b>
<i>Philanthropic Organization</i>	N/A	<i>May</i>
State Unemployment Rep (DWD mandate)	1	<b>Shall</b>

- C. WDB members will reviewed annually by the Chief Elected Officials present for approval.
- D. The WDB will select its chairperson from the private sector business members.
- E. WDB members shall be appointed for fixed and staggered terms.
- F. Vacancies will be filled according to the established by-laws.
- G. The WDB must be comprised of at least 20% female members.
- H. One minority representative must be appointed to the WDB if there is at least 3% minority population in the WDA.