



## MINUTES

### Strategic Programs Committee Meeting

1:00 pm, Thursday, February 1, 2024

Via Microsoft Teams

**Members in Attendance:** Mindie Boynton, Robyn Hallet, Ryan Long, Jennifer Marks, Sarah Pantol, Shannon Shultz, Debbie Warga, and Craig Wehner.

**Members Absent:**

**Others in Attendance:** Terri Green and Anthony Snyder, Fox Valley Workforce Development Board; Matalin Schoone, DWD.

**Call to Order:** Ms. Pantol called the meeting to order at 1:01 pm.

**Approval of Agenda (Action Item):** A motion to approve the agenda was made by Ms. Warga, seconded by Ms. Hallet; motion carried.

**Approval of Minutes from 1.4.2023, Strategic Programs Committee Meeting (Action Item):** Ms. Hallet made a motion to approve the minutes, with the change of removing Ms. Hallet from the members in attendance, seconded by Mr. Wehner; motion carried.

**Program Waitlist and Priority of Service Update:** Ms. Green reviewed the current funding situation for all programs. The last semester of training decreased available funding to a level lower than expected. A plan to slow or stop spending in the month of February has been implemented and participants have been notified. Committee members agreed with the plan. The status of training and support funds will be reviewed at the March meeting.

**Supportive Service Guidelines:** Ms. Green shared the supportive service guideline which allows the support maximum of \$5,000 to renew each year for certain programs. After further review of the current program funds, the committee agree to remove the renewable \$5,000 supportive service maximum and allow \$5,000 lifetime. Procedures will need to be updated and training of career planners will have to be completed. No specific time-frame was elevated in the meeting.

**EAP Initiative Review:** Ms. Green shared that the EAP program, available for program participants, is being used by the Youth program. The number of people has been low, but helpful to those that have taken advantage of the opportunity.

**Program Review:** Ms. Green updated the committee on program enrollments and other performance measures. A report showing available funding, by grant, confirmed the need for continued monitoring of participant expenses until the end of the plan year.

**County Workforce Profile:** Mr. Long provided a detailed comparison of the labor force participation information between the WDA4 counties. It was determined that in order to continue the analysis, we

would have to get to the microdata for 2022, which is not available at this time. Mr. Long agreed to monitor the timing of the data and provide an update when possible.

**Job Center Updates:** Ms. Warga reported that the job centers are seeing about 120 people per week. An active shooter training will be happening on March 6. There has been no news on securing a new location for the job center, which will be required to move in the spring.

**Next Meeting:** The Strategic Programs Committee will meet next at 1 pm on Thursday, March 7, 2024.

**Adjournment:** The meeting was adjourned at 3:00 pm.

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