



Meeting Agenda

Date: March 24, 2025

Time: 3:00 P.M. – 5:00 P.M.

Physical Location: 2615 East Ave South, Small Conference Room, La Crosse, WI 54601

Virtual Location: [Join the meeting now](#) (Meeting ID: 254 925 621 939 Passcode: foW5rh)

I. CALL TO ORDER (3:00 P.M. – 3:05 P.M.)

- A. Welcome and Introductions (if needed)
- B. Approve January 27, 2025, Meeting Minutes (*See Pages 3–4*)

II. EXECUTIVE REPORTS (3:05 P.M. – 3:15 P.M.)

- A. Accept Executive Director Report and Connections Report (*See Pages 12-17*)
- B. Accept January 2025 Financial Statements (*See Pages 18-27*)

III. INTERNAL POLICY (3:15 P.M. – 3:30 P.M.)

- A. Approve AI Policy (*See Pages 5-6*)
- B. Approve Proposed By Law Changes (*See Pages 7-11*)

IV. STRATEGIC PLANNING (3:30 P.M. – 4:15 P.M.)

- A. Verbal Presentation on Organizational Outlook
 - 1. Update on Federal funding
 - 2. Update on Program funding (W-2 and WIOA)
 - 3. Review Employee Engagement Survey
 - 4. SWOT Analysis
- B. Discuss Options and Next Steps

V. CLOSED SESSION (4:15 P.M. – 4:45 P.M.)

In accordance with Section 1, Subchapter IV of Chapter 19.85 (1)(c) of the State Statute on open meetings, the Committee will enter into closed session to discuss personnel-related topics.

VI. RECONVENE IN OPEN SESSION (4:45 P.M. – 4:55 P.M.)

- A. Take action (if any) on gathered information

VII. ADJOURNMENT (4:55 P.M. – 5:00 P.M.)

- A. Unfinished Business
- B. New Business
- C. Confirm Next Meeting Date: March 24, 2025

OFFICERS AND MEMBERS	
Doug Billings—Gerrard-Hoeschler Realtors	Past Chairperson
Heather Gerken—The Insurance Center	Past Chairperson
Deb Scoville—Franciscan Sisters	Chairperson
Lyn Pletta—Great Lakes Cheese	Vice Chairperson
Ted Everson—Northwestern Mutual	Secretary/Treasurer
Matt Bainter—Inland Packaging	Director
Mark Wemette—Traditional Trades	Director
Tou Yang—The Watkins Company	Director
Carolyn Colleen—Fierce Foundation	Director
Mary Rohrer—ORC	Director
Kaitlyn Fritsch—Organic Valley	Director

2024-2025 MEETING SCHEDULE

Date	Time	Meeting
Friday, August 23, 2024	10:00 a.m.	Executive Committee Meeting (Billings/Gerken/Scoville)
Monday, September 9, 2024	1:00 p.m.	Oversight Committee (*Billings/Bainter/Rohrer/Wemette/Yang)
Monday, September 23, 2024	3:00 p.m.	Full Board Meeting
Monday, October 21, 2024	11:00 am	Annual Meeting
Monday, January 27, 2025	3:00 p.m.	Full Board Meeting
Monday, March 24, 2025	3:00 p.m.	Full Board Meeting
Monday, May 12, 2025	1:00 p.m.	Personnel & Comp (Gerken/Schleis/ *Scoville/Pletta/Colleen)
Monday, May 19, 2025	3:00 p.m.	Full Board Meeting
Monday, June 23, 2025	3:00 p.m.	Full Board Meeting

Workforce Connections, Inc.
Board of Directors – Full Board Meeting

 **Date:** Monday, January 27, 2025

 **Time:** 3:00 p.m. – 5:00 p.m.

I. CALL TO ORDER (3:00 p.m. – 3:05 p.m.)

A. Welcome and Announcements: Chair Ms. Deb Scoville called the meeting to order at 3:01 p.m., confirming that a quorum was present.

B. Approval of September 23, 2024, Meeting Minutes: Motion: (Wemette/Bainter) to approve the September 23, 2024, meeting minutes as presented.  Motion carried unanimously.

II. INTERNAL POLICY (3:05 p.m. – 3:45 p.m.)

A. Approval of Unrestricted Cash Reserves Policy

Motion: (Wemette/Gerken) to approve the updated Unrestricted Cash Reserves Policy (with corrections).  Motion carried unanimously.

B. Approval of Updates to Cost Allocation Plan

Motion: (Wemette/Gerken) to approve the updated Cost Allocation Plan.  Motion carried unanimously.

C. Approval of Updates to Financial Manual: Motion: (Wemette/Gerken) to approve the updated Financial Manual.  Motion carried unanimously.

D. First Review of Proposed By-Law Changes

Discussion: Ms. Teresa Pierce presented the proposed By-Law Changes. The board discussed the updates, and the item will be brought to the next full board meeting for approval.

III. EXECUTIVE REPORTS (3:45 p.m. – 4:15 p.m.)

A. Acceptance of Executive Director Report & Connections Report

Report Summary: Ms. Teresa Pierce presented the Executive Director Report & Connections Report. Motion: (Wemette/Gerken) to accept the Executive Director Report & Connections Report.  Motion carried unanimously.

B. Acceptance of November 2024 Financial Statement

Report Summary: Ms. Patricia Sobyte highlighted key items in the November 2024 Financial Statement. Motion: (Wemette/Gerken) to accept the November 2024 Financial Statement as presented.  Motion carried unanimously.

C. Acceptance of 2023-2024 Audit Report

Report Summary: Ms. Sobyte reviewed the findings of the 2023-2024 Audit Report.

Motion: (Wemette/Bainter) to accept the 2023-2024 Audit Report as presented.

 Motion carried unanimously.

IV. CLOSED SESSION (4:15 p.m. – 4:45 p.m.)

In accordance with Section 1, Subchapter IV of Chapter 19.85 (1)(c) of the Wisconsin Open Meetings Law, the Board entered a closed session to discuss personnel-related topics.

A. Personnel Updates: Discussion held. No formal action taken during the closed session.

V. RECONVENE IN OPEN SESSION (4:45 p.m. – 4:55 p.m.)

Action on gathered information (if any): No action required.

VI. ADJOURNMENT (4:55 p.m. – 5:00 p.m.)

A. Unfinished Business

None.

B. New Business

None.

C. Confirmation of Next Meeting Date

 **Next Meeting: Monday, March 24, 2025**

The meeting was adjourned at 5:00 p.m.

**Respectfully Submitted,
Deb Scoville, Chair**

ATTENDANCE

PRESENT:

- ✓ Heather Gerken – The Insurance Center
- ✓ Tou Yang – The Watkins Company
- ✓ Deb Scoville – Franciscan Sisters
- ✓ Lyn Pletta – Great Lakes Cheese
- ✓ Mark Wemette – Traditional Trades
- ✓ Carolyn Colleen – Fierce Foundation
- ✓ Matt Bainter – Inland Packaging
- ✓ Mary Rohrer – ORC
- ✓ Ted Everson – Northwestern Mutual

OTHERS PRESENT:

- ✓ Teresa Pierce – WCI
- ✓ Wanda Palmer – WCI
- ✓ Gina Brown – WCI
- ✓ Patricia Soby – WCI

NOT PRESENT:

- ✗ Doug Billings – Gerrard-Hoeschler Realtors
- ✗ Kaitlyn Fritsch – Organic Valley