

MINUTES



Executive Committee Meeting

10/10/2023

10:00 AM – 11:45 AM

Attendees:

- | | |
|--|--|
| <input type="checkbox"/> Judy Aspling (excused) | <input checked="" type="checkbox"/> Kelly Klein |
| <input checked="" type="checkbox"/> Kerri Trubachik | <input checked="" type="checkbox"/> Dick Nystrom |
| <input checked="" type="checkbox"/> Dale Kelm | |

Staff & Guests:

- | | | |
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| <input checked="" type="checkbox"/> Mari Kay-Nabozny | <input checked="" type="checkbox"/> Melissa Rabska | <input checked="" type="checkbox"/> Bella Potack-Rettler |
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1) Welcome and Opening Meeting Business

- a) Call to Order
- b) Roll Call
- c) Public Meeting Notice

NWWIB staff sent the meeting notice to regional Class A newspapers and regional library systems. In addition, the meeting notices were also posted on the Northwest Wisconsin Workforce Investment Board website and all social media outlets.

- d) Welcome and Introduction of Guests

DWD Monitoring Entrance Interview | Mari Kay-Nabozny and Melissa Rabska

DWD staff introduced each other and their roles for the monitoring interview. After DWD introduced their staff, Mari Kay-Nabozny introduced NWWIB staff on call, herself, Melissa Rabska and Dawn Knapp. She also introduced member of the Executive Committee, Kelly Klein, Dick Nystrom and Kerri Trubachik.

DWD reported on PY22 trainings on new process updates for WDA7 monitoring process. The structure of desk review has changed, there's overlapping case selection, PINS that overlap that DWD is reviewing. DWD will pull 4-10 pins for file review from Support to Communities and WIOA. DWD reported that it will be more than a compliance review and more of a holistic full review. DWD is reviewing what is learned from assessments. DWD also shared that they will be monitoring how assessments are used for IEP + ISS.

DWD reported on how the monitoring schedule will look. The NWWIB will be monitored for two weeks. The first week will be remote. The second week will be in-person. In addition, there will be a board, career planning and participant interview. DWD reported that they will also be monitoring job center best practices. After monitoring has been inducted, a new monitoring report will be introduced.

DWD asked for any questions or comments.

Mari Kay-Nabozny shared that the NWWIB did not have any questions or comments.

The NWWIB will have 25 participant files monitored for each program. DWD will be monitoring finances, cost allocation, cost delegation and other fiscal matters. DWD asked for questions, NWWIB had no questions.

DWD reported on EO, best review survey submission, and physical disabilities checklist. Mari Kay-Nabozny shared that Kristi Waits and Dawn Knapp will be working with Susana from DWD directly on these matters. Susana from DWD thanked Mari Kay-Nabozny on the clarification.

Kristi Waits had a question on the ADA checklist for what priorities will be reviewed. DWD said that 2 and 3 priorities from the ADA checklist will be reviewed.

DWD reported that on Oct 13th at 12:30pm, there will be a verbal report on the monitoring visit. DWD also shared that core dated monitoring report will be Dec 26th. NWWIB will have forty-five days to respond to the monitoring report. Afterwards, the monitoring report will be closed and sent out. Last part of agenda, potential areas of strength, will be reported out. DWD reported that there are no previous monitoring issues from both NWWIB and CEP.

DWD staff then went over last year's monitoring sessions turnouts. DWD staff reported on participant surveys and survey highlights. Below are the questions from this survey and what participants answered:

Q1: What WIOA program did participants participate in? Adult: 60.01%, Dislocated Youth : 12.12%.
Unsure: 21.21%

Q2: Why access WIOA service? Training + upskilling and supportive services.

Q3: Assigned single point of contact? 100% answered yes. DWD liked this.

Q4: How frequent was contact with career planners? 30% said that they had frequent contact.

Q6: Involved in training program? Maj. Responses. Obtaining CDL or health related careers.

Q7: Any barriers? The majority responded no. Two said yes, related to supportive service needs.

Q12: What type of support received with WIOA? 68% of transportation related assist and rest said training.

Q16: Ease of initial entry to WIOA? Out of 25 comments. 32% in the middle. 60% said easy. Both Amanda Soltau and Sand Lang. were identified in comments as being helpful.

Q17: Ease of gaining access to individual training service. Out of 25 comments. 1 said ext. difficult → hard to discern why. 28% in the middle. 68% found it easy.

Q18: General comments on services provided through WIOA. Positive comments. Feedback was good in general for WDA7 responses.

Q19: Did participation help in gaining/retaining employment? 76% said it did. 24% said that they were unsure.

Q20: Did participation in WIOA program help in advance in career/income. 84% said yes. Rest, unsure.

Q21: Would you recommend. WIOA program? 96% said yes.

Q22: What changes would most improve quality of WIOA services? Outreach = 1.

DWD asked for any more questions or comments? The NWWIB had no questions.

DWD reported that there was no follow-up on desk review survey. They shared that more questions for NWWIB scheduled interview date is Oct. 18th. DWD asked for any program requests? Mari Kay-Nabozny commented on the Youth RFP from last year and how the NWWIB has two this year. She also shared that the Youth Committee did rate and chose CEP to do it next year. DWD reminded that a stricter outcome measures on whether it will be rewarded for next year and reminded there will be a pre-exit conference on Oct 19th at 11am. Quick pre-meeting before late meeting.

Mari Kay-Nabozny alerted DWD that the NWWIB has a new WIPFLI person, Kristy Gamble. Gamble will be on leave for medical for entire month. Jesse and Lisa are the new NWWIB fiscal WIFLI contacts. NWWIB will TRY to get turnaround done quickly for DWD, but Mari Kay-Nabozny reminded that with new faces comes a bit slower process as Jesse and Lisa will have to learn how NWWIB's fiscal processes work.

DWD concluded their Monitoring Interview portion.

2) Previous Meeting Minutes

- a) Review and Approve Date Meeting Minutes from August 14th, 2023

Motion to approve meeting minutes as presented: Dale Kelm

2nd: Dick Nystrom

Committee vote is unanimous, motion carries.

3) Grant Funding Update | Mari Kay-Nabozny

Mari Kay-Nabozny gave a grant funding update. She shared that the Duluth Workforce Council is writing for the NOAA grant. Instead of competing for this grant, Mari Kay-Nabozny stated that the NWWIB is looking into forming a partnership with the Duluth Workforce Council, where they would send workers to Douglas County for assistance and vice versa.

Mari Kay-Nabozny also shared that Tamarack Hospital paid the NWWIB to have Melissa Rabska write a grant for Tamarack. She shared it was a great steppingstone for grant writing within the healthcare world. Tamarack asked for a \$100,000 grant to be written. Tamarack paid NWWIB for the grant writing work.

Mari Kay-Nabozny shared that there is another grant that the NWWIB is writing for. The NWWIB is asking for 500,000. Mari Kay-Nabozny shared that she would like to connect with Dale Kelm on it.

Kelly Klein asked if *Good Jobs* is a continuation of health grant?

Mari Kay-Nabozny shared that it is. This new grant that the NWWIB is writing for follows the *Good Job Principles* that DOL put forward. The NWWIB is still deciding on what industry to write the grant for.

Dick Nystrom had a comment on the fact that someone needs to be able to write grants within the area and that this might be a good money-making opportunity for the NWWIB to profit from grant writing.

Mari Kay-Nabozny shared it might not be easy and that it depends on the bulk of the grant being written for. She agrees that there is an opportunity but isn't sure she wants to advertise as part of NWWIB services, as to not overwhelm Melissa Rabska with too much grant writing.

Dick Nystrom still backed his previous comment, mentioning that he feels the NWWIB will have to pick or choose eventually.

Mari Kay-Nabozny replied that NWWIB will investigate it more strategically. She shares that if the NWWIB has the capacity, that the NWWIB will offer the services.

4) **Programming Highlights | Mari Kay-Nabozny.**

[Gener8tor/ Microsoft](#)

Mari Kay-Nabozny reported on the Gener8tor partnership with the NWWIB. This partnership kicked off last Monday. Gener8tor is a for-profit startup accelerator located in Madison. Gener8tor reached out to the NWWIB to run a Microsoft upskilling/training program where they would then find employment for participants who completed their training. Mari Kay-Nabozny shared that there are currently eight adults enrolled in the program, with two of them being dislocated workers from WIOA. She shared that there is a \$3,500 budget for each participant. Mari Kay-Nabozny shared that while there have been some expected hiccups with the cohort and getting it up and running, that the actual training and process is going very well. She shared that Gener8tor offered to run a 2nd round of the cohort in November, but Mari Kay-Nabozny said no, as the NWWIB would not have the capacity to run the cohort in November. Instead, Mari Kay-Nabozny offered Gener8tor to run a 2nd cohort later in January or February 2024.

Mari Kay-Nabozny asked for any questions or comments. There were no questions or comments at that time.

[Current NWWIB Program Enrollments](#)

Mari Kay-Nabozny reported that enrollment numbers for NWWIB programs have stayed the same since when the NWWIB Board met on September 28th. She shared and referenced the numbers that were in the meeting packet. Mari Kay-Nabozny shared that the NWWIB has a contract with the North Central board, in contracting out Katie Bretting to do their casework for the QUEST program. The goal is to have a caseload of at least 20 participants from North Centrals and 23 participants from Northwest (the NWWIB) for the QUEST program. Mari Kay-Nabozny shared the Northwest region is

starting to see some childcare centers close. There was a closure in Superior, possibly one in Ashland next and another in Taylor. Mari Kay-Nabozny shared that the Support to Communities program is sunsetting this year.

Dale Kelm asked if the Support to Communities program is sunsetting for this calendar or fiscal year? Mari Kay-Nabozny shared answered July 1 to now in standings.

Dick Nystrom had a question on how there were no OJTs on the meeting agenda and wanted to know why and if they got 'lost in the dust'. Mari Kay-Nabozny explained that there were no OJT reports as timing is a big thing with OJTs. She shared that it takes about 4-5 days to turn around the on-the-job training contracts. The NWWIB is not in the environment to pull these reports, as they are not in demand, and it will just be too slow of a process

Dick Nystrom still stated that that he felt the OJTs are not used enough. Mari Kay-Nabozny agreed and explained that NWWIB did 4 OJTs contracts with H-Window, and they call, saying they hired these people. And it's too late. Mari Kay-Nabozny explained that they had this problem in the past with H-Window and other employers and that they need to do their part. Mari Kay-Nabozny explained that NWWIB will try and bring it up to Jay Anderson. Mari Kay-Nabozny emphasized that timing is so hard with WIOA. And employers don't like to wait with it. Mari Kay-Nabozny will get a report of the OJTs that we have.

Dale Kelm mentioned that OJTs contracts have been in the meeting packets before. Mari Kay-Nabozny that if it isn't offered immediately to partners that parties lose interest, making it hard to secure OJTs on the regular.

Mari Kay-Nabozny did inform Dick Nystrom that the NWWIB would work in getting more OJT contracts to show in the future though.

5) WIOA | Mari Kay-Nabozny

A. WIOA PY22 Monitoring Status

DWD monitoring for PY 22 was discussed as part of the entrance interview earlier. Mari noted that the PY21 monitoring is now successfully closed out.

6) WIFLI | Mari Kay-Nabozny

Review of fiscal services

Mari Kay-Nabozny reported that Catherine Shull has left WIPFLI, and that Kristy Gamble is on extended leave from WIPFLI and working with the NWWIB. The NWWIB now is working with a woman named Lisa and a man named Jess at WIPFLI. Mari Kay-Nabozny shared that while there have been some changes, that things are going okay so far with WIPFLI, but also stated that the NWWIB will be open to finding a new fiscal person in the future as payments continue to be late and challenges exist.

990 updates

Mari Kay-Nabozny reported that WIFLI assured everything is on track. IRS has not gotten back about last year's 990. NWWIB is staying on them about it. She shared that the 990 is the last thing that NWWIB will need is the things for the audit in November.

Kelly Klein asked when the WIPFLI contract is up. Mari Kay-Nabozny shared that discussions would be had in February 2024.

Dick Nystrom shared that he feels everything is in disarray. He feels that WIPFLI is in trouble and that the NWWIB should get out while they can. Mari Kay-Nabozny agreed, stating that she feels WIPFLI may be experiencing a staff shortage.

Kelly Klein asked if the NWWIB would be dropped by WIPFLI. Mari Kay-Nabozny shared that she is not sure.

Mari Kay-Nabozny shared the only CPA firm she knows of is the one in Ashland. Maitlin, Singler in Ashland and even they're busy. She shared that WIPFLI is doing okay now, but that it is not sustainable and staff are doing more and more of the work.

Dick Nystrom shared that it's obvious that they have too much work and not enough employees.

Before closing this section of the meeting, Mari Kay-Nabozny reported on the Wegner Audit dates: Nov 6, 2023 – Nov 10, 2023.

7) Closed Session

Motion to move into close session: Dick Nystrom

2nd: Dale Kelm

Committee vote is unanimous, motion carries.

Motion to approve a 4% performance increase retroactive to July 1, 2023 for the NWWIB Chief Executive Officer by Dale Kelm, seconded by Dick Nystrom. Motion carried 4-0

Motion to reconvene into open session by Dick Nystrom

2nd: Kerri Trubachik.

Motion carried 4-0

8) Partner Updates and Comments | All

There were no partner updates or comments to be made.

Motion to adjourn by Dick Nystrom

2nd: Kerri Trubachik

Motion carried 4-0

9) Adjourn

a) Next Meeting Date: 11/13/2023

Additional Instructions:

Related meeting items are included in the packet for your review before the meeting. Thank you.