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## NORTHWEST WISCONSIN WORKFORCE INVESTMENT BOARD, INC. MEETING

**December 8th, 2022 - 10:00 a.m. - 12:00 p.m.** *Lunch to follow*

Hybrid Meeting -Virtual and In-Person at:

**Flat Creek Lodge**

**10290 WI-27, Hayward, WI 54843**

### Meeting Minutes

- Attendees:
- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Judy Aspling   | <input checked="" type="checkbox"/> Kerri Trubachik        | <input type="checkbox"/> Kyle Bukovich               |
| <input type="checkbox"/> Andrew Donahue-excused    | <input type="checkbox"/> Thomas Draghi                     | <input checked="" type="checkbox"/> Brad Gast        |
| <input type="checkbox"/> Mic Isham                 | <input checked="" type="checkbox"/> Dale Kelm              | <input checked="" type="checkbox"/> Kelly Klein      |
| <input type="checkbox"/> Mary McPhetridge-excused  | <input type="checkbox"/> Ashley Moore                      | <input type="checkbox"/> Jeff Muse                   |
| <input checked="" type="checkbox"/> Brian Nelson   | <input checked="" type="checkbox"/> Richard 'Dick' Nystrom | <input checked="" type="checkbox"/> Bambi Pattermann |
| <input type="checkbox"/> Kristine Porter-excused   | <input checked="" type="checkbox"/> PC Rasmussen           | <input checked="" type="checkbox"/> Cindy Rouzer     |
| <input type="checkbox"/> Jennifer Shearer          | <input checked="" type="checkbox"/> Mary 'MJ' Sills        | <input checked="" type="checkbox"/> Edward Gruhl     |
| <input checked="" type="checkbox"/> Allysa Headley | <input checked="" type="checkbox"/> Michelle Johnson       | <input checked="" type="checkbox"/> Tami Follett     |
- Guests:
- Thomas Michels
- Staff:
- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Mari Kay-Nabozny | <input checked="" type="checkbox"/> Melissa Rabska  | <input checked="" type="checkbox"/> Kristi Waits (virtual) |
| <input checked="" type="checkbox"/> Scott Schultz    | <input checked="" type="checkbox"/> Kristina Wright | <input checked="" type="checkbox"/> Matthew Filipek        |
| <input checked="" type="checkbox"/> Dawn Knapp       | <input checked="" type="checkbox"/> Ryce Davis      |  |

### 1. Call to Order - Roll Call

### 2. Report of 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.

### 3. Pledge of Allegiance

### 4. Welcome/Introduction of Guests

- Welcome new NWWIB Board Members
- Michelle Johnson, *Enbridge*  
*Michelle Johnson spoke briefly about herself and Enbridge Energy*
- Tami Follett, *Fraser Industries (Fraser Shipyards, Lake Assault Boats, Northern Engineering Co.)*  
*Tami Follett spoke briefly about herself and Fraser Industries*

### 5. Approval of the 9/22/2022 Meeting Minutes

**Motion to approve minutes as presented: Dick Nystrom  
2<sup>nd</sup>: Judy Aspling**

### 6. Consent Agenda (NWWIB, Inc. Sub-Committee Reports)

- NWWIB Executive Committee Report - Kelly Klein

Kelly Klein spoke briefly about the Executive Committee minutes. He mentioned that all the items discussed in the previous meeting will be discussed in today's meeting.

- b. NWWIB Strategic Directions & Development Committee Report - *Judy Aspling, Chair*

*Judy Aspling spoke about the Strategic Direction & Development Committee Meeting minutes. She talked about how Thomas Draghi attended and spoke to the committee on behalf of the DVR and told them about their training options. Judy also talked about the final changes to the Strategic Plan and the committee concluded that all necessary changes have been made.*

- c. NWWIB OSO Committee Report - *Brad Gast, Chair*

*Brad Gast talked briefly about the One-Stop Operator Committee Meeting Minutes. He mentioned that Kristi Waits visited and gave a presentation about the County Consortium. Brad also commented on the fact that DWD has signed off on the current year's MOU. He also talked about Kristi Waits visiting various job centers in our region and supplying each with a binder full of required documentation to be distributed to job seekers.*

- d. NWWIB Youth Committee- *Mary McPhetridge, Chair*

*Mari Kay-Nabozny spoke on the Youth Committee Meeting minutes since Mary McPhetridge was not present at this meeting. Mari mentioned that the Youth Committee meeting did not have a quorum so no decisions were made.*

***Motion to approve as presented: Ed Gruhl***

***2<sup>nd</sup>: Dale Kelm***

## **7. Department of Workforce Development Monitoring Notes - Mari Kay-Nabozny**

Mari Kay Nabozny spoke about the Department of Workforce Development Monitoring Notes. She referred to the attachments that were included in the meeting packet. She gave a timeline breakdown of the monitoring procedure. She also explained to the board the use of PIN#s.

**1. (WIOA)** Mari Kay-Nabozny mentioned that we will have to wait to see what the final disallowed costs will be. Mari explained all the positive practices that were found. She then spoke about the transitional guidance and explained to the board what this section is and what the state said our Transitional Guidance is during this round of monitoring. Mari said that there are four Areas of Concern. She spoke about virtual monitoring where there could be errors with the uploading of the required documentation since keeping e-files is not required and often field files contain items that the e-file does not or an error is made in uploading. She did talk about the fact that once a list of pin numbers has been sent, case managers cannot go into ASSET and make any changes to the file which did occur at the service provider level this year which resulted in a finding. Mari went on to talk about the findings that are noted in the attachment.

**2. (Support to Communities)** Mari Kay-Nabozny spoke about the monitoring of Support to Communities. All findings and other topics are covered in the attachment.

**3. (WAI)** Mari Kay-Nabozny spoke about the WAI monitoring. All strengths are noted in the attachment. She referenced the fact that there were no findings. Referenced the position that we are working to hire for and will be talked more about later in the meeting.

**4. (DOL- 2021 Monitoring)** Explained that this monitoring took place February 22 - 26, 2021. It was finally closed out the day before Thanksgiving 2022.

## **8. Strategic Plan Update**

- a. **Action Item:** Approve 2023-2026 Strategic Plan

- a. NWWIB Key Performance Indicators- *Mari Kay-Nabozny*

*Mari Kay-Nabozny spoke about the Strategic Plan Updates referring to the attachment in the packet. She commented that we didn't change*

the main pieces of the plan. Mari did speak to the staffing increase changes as well as the relationship with CEP. Mari went through the Strategic plan and referred to any changes that were made. The previous plan had been approved in 2019 and after the pandemic working structures changed and so she commented that the plan needed to change because of that.

Mari went on to talk about the Strategic Map and explained each section.

Ed Gruhl initiated a conversation with the Board about the wording of the mission statement. His concern is that the current mission statement doesn't encompass the NWWIB scope of work. Mari and the board members talked through his concern and attempted to explain the reason for the wording of the Mission Statement that is currently included in our Strategic Plan. The matter will be referred over to the Strategic Directions committee for further discussion.

**Motion to approve the plan and send mission statement to Strategic Directions Committee for a further look: Allysa Headley  
2<sup>nd</sup>: Dick Nystrom**

## 9. Board Business

- a. **Action Item:** Executive Committee /Finance Committee appointment- *Kelly Klein*  
Kelly Klein spoke on the appointment of Kerri Trubachik to the Executive Committee.  
**Motion to accept appointment:** Judy Aspling  
**2<sup>nd</sup>:** Ed Gruhl
- b. **Hiring Report**  
Mari Kay-Nabozny spoke about the two open positions. 1. H-1B Project Manager in WDA8 to assist Dawn Knapp in that area with administrative, case management, and enrollment duties. NWWIB made an offer to an applicant (Clarice Baumgartner). This position will begin on January 3, 2023. There is hope that there will be a place for a long-term position for Clarice post-grant expiration date. 2. Training Navigator that will report to Kristi Waits and will be housed at Northwood Technical College. This position will assist students to find grant funding for education support services. NWWIB has begun interviews for this position. This position will have some travel to the various College Campuses. The Board has decided that this position is a great idea. Mari commented that if this works, she will attempt to try it with other colleges. Hopefully, the board will be able to meet the new hires in March
- c. **Grants Update**
  - a. DOL Nursing Expansion Grant  
Mari Kay-Nabozny spoke about the DOL Nursing Expansion Grant. The grant proposal is due January 6, 2023. Technical colleges (Northwood and NTC)- will write for the full 3 million dollar grant amount. It is like the H-1B grant. Mari spoke about the possible partners that will be brought in for this grant. We need to leverage 20% of the employer shares. Start date of April 1, 2023.
  - b. Early Head Start Expansion and Early Head Start-Child Care Partnership Grants  
Mari Kay-Nabozny spoke about the Head Start Expansion and Early Head Start-Child Care Partnership Grants. She explained the need for Head Start in our 10 Counties area. It is an \$8 million dollar grant that will be awarded in May and the Head Start will need to run by September. There will be a need to hire 60-80 new staff members which will cause a massive change to our employment structure. Mari mentioned that this isn't really something thinks that the NWWIB should

take on, but that everyone to whom she has spoken to has declined this opportunity. Allysa Headley said that a red flag has risen if the Head Start program is being dropped and no one is wanting to take this on. Mari said that she is scheduled to meet with the Grant writers Friday, December 9, 2022, but she is going to talk to Indianhead CAP to see if they are still planning to apply for this grant. She did say that she would be interested in the Early Head start part. She doesn't want to pursue this grant and compete with ICAA, but she would love to find a home for it if necessary. Allysa mentioned this opportunity to the LCO tribe during the meeting and received a response for more information. Dale Kelm asked if the media had been alerted of the potential loss of this Head Start program and said that there may be someone out there who would be able and willing to help save it. The board agreed that NWWIB doesn't have the capacity to take this on, but Mari is on the right track by trying to find someone who does.

## 10. Regional Data Review

- a. On the Job Training Report - *Mari Kay-Nabozny*  
Mari Kay-Nabozny spoke about the On-the-Job Training Report included in the packet. Dick Nystrom asked if there is anyone in our job centers that work with On-the-Job Training (OJT)? Mari said that Scott Schultz is currently our go-to person for this, and the separate job centers do not have individual people who handle it. Scott Schultz said that there really aren't any employers that are not willing to hire an applicant right away. PC Rasmussen led a discussion about an experience he had with OJT through Manpower. Dick Nystrom commented that he thinks we are not utilizing the OJT program in our Job Centers as we should. He also commented that we need to work with Northwood Technical College to train semi mechanics The funds for OJT are included in training funds.
- b. Regional Employment Report - *Mari Kay-Nabozny*
  - a. Data Round-Up  
Mari Kay-Nabozny asked if any of the board members have questions for Thomas Michels. There were no questions currently.
  - b. PY21 WIOA Performance - *Mari Kay-Nabozny*  
Mari Kay-Nabozny spoke on the WIOA Performance chart that is included in the meeting Packet.
    - a. WAI Metrics - Kristi Waits  
Mari Kay-Nabozny spoke on the WAI metrics that are included in the meeting packet. There were no questions currently.

## 11. NWWIB Financials

- a. PY22 Budget vs. Actual  
Mari Kay-Nabozny spoke on the PY22 Budget. An attachment was included in the Meeting Packet. She went over the budgets for all programs and where their current spending is.
- b. Audit presentation

## 12. WIOA Policies Update

Melissa Rabska spoke about the Strategic Policy changes that NWWIB made to the Transportation policy due to some challenges that arose with participants. She also spoke about the Authorization to Bill form to use with Colleges for tuition.

PC Rasmussen asked what is budgeted for the Transportation: Mari Kay-Nabozny explained that this is our supportive service policy that we apply to all the grants that we work with.

**Motion to accept the changes as presented: Dale Kelm**

**2<sup>nd</sup>: Dick Nystrom**

**13. Initiatives & Project Review**

- a. Programming Highlights  
Melissa Rabska opened the floor to questions on the infographic that was included in the meeting packet. There were no questions currently.
- b. Infographic on current projects- NWWIB Staff
  - a. WAI, Support to Communities, Windows to Work, Pathways Home, Regional Career Pathways

**14. Public Relations Report - Melissa Rabska**

- a. Regional Success Stories  
Melissa Rabska talked about a success story that was included in the Annual report.

**16. State & Federal Updates - Mari Kay-Nabozny**

- a. 2022 NWWIB Annual Report  
Mari Kay-Nabozny spoke about the Annual Report that was sent to the board members.
- b. WWDA Roadtrip Nation project  
Mari Kay-Nabozny spoke about Roadtrip Nation. She explained what it is. She said that she asked for and received \$200,000 from DWD to match a private donation for this program. WWDA may be paying NWWIB to perform work on this project. Thomas Michels asked how much more money would be needed to acquire the use of the RV for the full project. Mari answered that it would take \$700,000.

**17. Comments & Announcements**

- a. 2023 Meeting Calendar  
Mari Kay-Nabozny spoke about the 2023 Meeting Calendar that was included in the meeting packet. A reference was made to the April dates of TDCON23. Mari said that if any of the board members would like to go, get in touch with her.

**18. Next Meeting Date & Location - March 23, 2023- or at the call of the Chair**

**Adjournment**

**Motion to adjourn: Ed Gruhl**

**2<sup>nd</sup>: Dale Kelm**

*The Board requests the presence of Mari Kay-Nabozny, Scott Schultz, Melissa Rabska, Dawn Knapp, Ryce Davis, and Matthew Filipek*