



Minutes

Executive Committee

January 9, 2023 10:00am - 11:45am

Location: In-Person at NWWIB Office & Virtual

- ATTENDEES:** Judy Aspling Richard Nystrom Kelly Klein
 Dale Kelm Kerri Trubachik- excused
- STAFF:** Mari Kay-Nabozny Kristina Wright

10:00 am

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

10:05 am

2. **Previous Meeting Minutes**

- a. Review and Approve Meeting Minutes from November 14, 2022

Motion to approve minutes as presented: Judy Aspling

2nd Dick Nystrom

10:08 am

3. **Grant Funding Update | Mari Kay-Nabozny**

- a. Quest
Mari Kay-Nabozny spoke on the Quest Grant. This is a childcare grant that is meant to increase childcare spots as well as to continue the partner-up program. This grant will have a navigator position that is set to assist entrepreneurs to start childcare programs. The kickoff meeting was canceled, but Mari assured the committee that it is still planned to happen though she isn't sure when that will be. Mari said that this will be a three-year grant that will be subawarded to the NWWIB
- b. Duluth-Superior Community Foundation



Mari Kay-Nabozny talked about a grant proposal that Melissa Rabska recently wrote. The NWWIB was awarded a sum of \$3,875.00 that will go towards NWWIB staff development and fund travel to various conferences throughout the country.

c. Head start update (did not pursue)

Mari Kay-Nabozny briefly spoke about the Head Start Grant that was addressed in previous Executive and Board Meetings. She said that after deliberating about the undertaking this grant would pose, NWWIB has decided to pass on this opportunity. Mari commented that she had referred the grant to another entity and is no longer in the loop on the progress.

d. DOL Nursing Expansion

Mari Kay-Nabozny spoke about the DOL Nursing Expansion Grant. This grant will have a funding amount of 3 million dollars and will be effective for 5 years. Mari commented that this grant is like the H-1B COW grant that NWWIB was awarded. The Grant proposal due date has been extended to January 20th but Mari and Melissa Rabska (who has been working on the proposal) are hopeful that they will have it completed by Friday, January 13, 2023. The proposed award date is April 1, 2023, and Mari said she is hoping to receive a decision by March 30, 2023.

10:15 am

5. **Monitoring Visit Updates** | *Mari Kay-Nabozny*

a. DWD Monitoring Report issued on WIOA, Support to Communities, and WAI

Mari Kay-Nabozny spoke about the monitoring report that was included in the meeting packet. She referred to an upcoming meeting with NWCEP that will lead to NWWIB working on an update of NWCEP's policies. Mari said that DWD has issued a response deadline of February 28 and NWWIB will give NWCEP a deadline of February 14 to ensure that all items have been rectified and there is time to review. Mari spoke about an idea of a combined repository of all the Workforce Boards to address all of the findings that each board receives. Mari said that she will be sure to copy the Executive Committee on the response by the March meeting.

11:20 am

8. **NWWIB New Staff** | *Mari Kay-Nabozny*



Mari Kay-Nabozny spoke about the two new employees that started working on January 3, 2023. Resumes for both were included in the meeting packet. Amanda Soltau will be working under the WAI program and will be supervised by Kristi Waits. She will be the Training Navigator that will work with tech college students to find funding for training. Amanda lives in Birchwood which is more of a centralized location so she can travel to the campuses easier. This is a full-time position that is funded through September. This position has been written into the DOL grant for possible retention of the position.

Clarice Baumgartner lives in Cumberland and will work with the H-1B Grant in the WDA 8 area and will be supervised by Dawn Knapp. She will be working as a part-time employee which will be written into the DOL grant for possible full-time employment in the future.

11:40 am

10. **Partner Updates and Comments** | All

- a. Discuss Executive process for board meeting business
Mari Kay-Nabozny spoke about the Executive process. A question was raised on whether a process should be created to address how a board member should raise any issue they want elevated for discussion and what are the proper channels. A short discussion was had among this committee about how conversations approached during the whole board meeting should have been handled under a process. The committee decided to talk about this further.
- b. Upcoming Flux Cored Welding cohort
Mari Kay-Nabozny spoke about the Flux Cored Welding cohort. She commented that the cohort had 3 people enroll. Classes started on January 2, 2023. Kristina Wright (who handled participant registration) commented that there were only two individuals that completed the enrollment process and are attending the classes. Mari said that she will keep the committee updated on the progress.
- c. Childcare Cohort- Spring 2023
Mari Kay-Nabozny informed the committee that Northwood Technical College is planning to run another Childcare Cohort that will begin in April. Training is set to be mostly virtual with an in person meeting once every three weeks in Hayward. Materials will be coming soon.



d. Southern Sawyer County video production

Mari Kay-Nabozny spoke about the Southern Sawyer County video production project. She said that Kyle Ruckner is a video/music production company owner who wants to start a cohort to train students on video/music production. Negotiations are underway about the budget for this program which will be a partnership with Lac Courte Oreilles Ojibwe University. There has been some aggravation on Kyle's end as to why we can't fund his idea fully and the limitations of the funding to do some of the work. It was suggested that he work with LCO about trying to get his staff noted as adjunct professors.

**Question was asked if NWWIB has an attorney. Mari stated that we don't have an attorney on retainer, but we have worked with one in the past.*

e. WAI Policy

Mari Kay-Nabozny spoke briefly about the WAI policy. Currently there is a policy that prohibits NWWIB from hiring a work experience person (intern). Mari asked the committee if this is a policy that might be changed. The committee discussed and it was decided that this might be something to bring to the Board at the February Executive meeting.

f. Podcast

Mari Kay-Nabozny spoke about the Podcast. She mentioned that we need to let the podcast production company know if we intend to continue by the end of the following week. If NWWIB plans to cancel production, we need to submit a formal, written cancellation, otherwise we need to let them know that we plan to continue. Information about the episodes of the podcast that have been released so far was included in the meeting packet for the committee's review. Mari commented that it might be possible to hire a student as an intern over the summer to record ALL 12 of the episodes that can then be released, one at a time for the following 12 months as scheduled. This can also be an option for outreach. Dale Kelm expressed his approval for the idea of having the episodes recorded in advance. Mari led a conversation about whether NWWIB continues producing and releasing the monthly podcast. The conversation talked about the targeted audience and



if this is something that we want to continue to do. Judy Aspling said that this is a decision that NWWIB should make for themselves. Committee members asked Mari if NWWIB would want to take time off from recording episodes and start again in the future. Mari circled back to the possibility of an intern recording the episodes and the fact that this would take a lot of pressure off of the NWWIB staff. She said that she has approached DWD about the possibility of hiring an intern and is awaiting their response. Mari commented that she has someone in mind for this position and this candidate is ideal. The committee decided to wait for the response from DWD on the possibility of hiring an intern before making a decision about the continuation of the podcast.

11:45 am

11. **Adjourn**

- a. Next Meeting date: Monday, February 13, 2023, at 10:00 am or at the call of the Chair.

Additional Instructions:

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