

MEETING MINUTES

One-Stop Operator Committee Meeting

Tuesday, August 22, 2023

1:00 – 2:00 PM

In-Person at the NWWIB Office (301 Ellis Avenue, Ste 3, Ashland, WI) and Virtually



Attendees:	<input checked="" type="checkbox"/> Brad Gast	<input checked="" type="checkbox"/> Jeff Muse	<input checked="" type="checkbox"/> Kristine Porter
	<input checked="" type="checkbox"/> Bambi Pattermann	<input type="checkbox"/> Sally Schraders	<input type="checkbox"/> Thomas Draghi
	<input type="checkbox"/> Allen "AJ" Raub	<input checked="" type="checkbox"/> Sara Lazarz	
Guests:	<input checked="" type="checkbox"/> Mari Kay-Nabozny	<input checked="" type="checkbox"/> Kristi Waits	

1. Welcome and Opening Meeting Business

- Call to Order
- Roll Call
- Public Meeting Notice
NWWIB staff sent the meeting notice to regional Class A newspapers and regional library systems. In addition, the meeting notices were posted on the Northwest Wisconsin Workforce Investment Board's website and social media outlets.
- Welcome and Introduction of Guests
No guests were present at the meeting.

2. Previous Meeting Minutes

- Review and Approve Meeting Minutes from January 17, 2023, and May 16, 2023
Motion to approve minutes as presented: Jeff Muse, 2nd: Sara Lazarz
Vote carried unanimously.

3. One-Stop Operator Compliance

- One-Stop Operator Quarterly Report
Kristi Waits provided an overview of the One-Stop Operator Quarterly Report. An attachment was included in the meeting packet.
- Upcoming Job Center Monitoring (ADA Checklist)
Kristi Waits provided an update on the upcoming ADA/EO monitoring visits by NWWIB staff to the Job Centers in September prior to DWD's scheduled visit in October. The site visits will occur during the week of September 11th and will be examining all 200+ items in the ADA Checklist.
- PY23 OSO MOU Process
Mari Kay-Nabozny provided an update on the status of the PY23 MOU. A draft MOU Amendment was submitted to DWD on 7/6 for review and approval, but they have not yet taken any action on it so the item remains open.
- PY23 OSO Contracts
Mari Kay-Nabozny provided an update on the status of the two annual OSO contracts. Both have been completed and signed; one for program monitoring and the other for fiscal agent duties.

e. **Winning with Wisconsin's Workforce Events**

Mari Kay-Nabozny provided an update on the events. Three of the four events have been completed. The most recent one was Aug 12 at Lac Courte Oreilles University in Hayward. Over 50 people attended, including the governor and his staff. The fourth event is tentatively scheduled in November in Ashland with a satellite location set up in Medford at Northcentral Technical College campus.

4. Partner Updates on Workforce Related Items

a. **WDA 7 Enrollments and Co-Enrollments**

Mari Kay-Nabozny gave a brief overview of the numbers of participants that are enrolled in NWWIB programs, along with those who are co-enrolled in multiple programs. An attachment was included in the meeting packet.

b. **Youth Mental Health First Aid**

Mari Kay-Nabozny shared information about an upcoming training session NWWIB will be hosting that focuses on youth mental health first aid. The all-day training will be held on November 13th in the Hayward area (Lakewoods Resort in Cable) and will be taught by an instructor from the UW-Extension in Douglas County.

c. **PSC Broadband Outreach Grant Update**

Kristi Waits gave a status update of the current digital access survey numbers. To date, NWWIB has collected 364 responses that cover 506 of the 550 participant population totals.

d. **Comments and Announcements**

- [Jeff Muse/CEP](#) – CEP recently hired a new career planner, Terry Whitworth, for the Superior office. CEP's lease in Park Falls is ending at the end of September, so they currently looking for new office space. CEP's lease in Ashland is up for renewal at the end of 2023, so they are also exploring the possibility of moving offices. Lastly, CEP is growing in their VR partnerships.
- [Kristine Porter/DWD](#) – Amy Wolfe has left her position at the Superior Job Center.
- [Mari Kay-Nabozny/NWWIB](#) – NWWIB has three recent staff changes. Scott Schultz recently left his position as Director of Industry and Innovation. Kristi Waits, Director of Special Projects, will be moving to Oregon at the end of September. She will continue to work for NWWIB as a contractor, but some of her duties will be reassigned to other positions. The Director of Industry and Innovation position is being re-evaluated and will include both business services and OSO responsibilities. Katie Bretting who is current working part-time as a case manager will be transitioning to full time in the coming weeks.
- [Brad Gast/NTC](#) – got a grant that will allow them to hire a Career Coach and Business Liaison in the Northwest region.
- [Bambi Patterman/Northwood Tech](#) – orientation for new students starts next week for Northwood Technical College. Doing contract training in Ashland for CDL training.
- [Sara Lazarz/OVES](#) – shared that they will try to be up to Superior at least once a quarter. Still working on the logistics.

5. Adjourn

Motion to adjourn meeting: Bambi Patterman, 2nd: Jeff Muse

Vote carried unanimously.

The next meeting date is schedule for October 17, 2023, or at the call of the Chair.