

MINUTES

**NORTHWEST WISCONSIN WORKFORCE
INVESTMENT BOARD, INC. MEETING**
March 24, 2021- 10:00 a.m.



Attendees:

<input checked="" type="checkbox"/> Judy Aspling	<input type="checkbox"/> Jim Kehoe	<input checked="" type="checkbox"/> Bambi Pattermann
<input checked="" type="checkbox"/> Mike Bebeau	<input checked="" type="checkbox"/> Dale Kelm	<input checked="" type="checkbox"/> Kristine Porter
<input type="checkbox"/> Kyle Bukovich	<input checked="" type="checkbox"/> Kelly Klein	<input type="checkbox"/> PC Rasmussen
<input checked="" type="checkbox"/> Andrew Donahue	<input checked="" type="checkbox"/> Mary McPhetridge	<input type="checkbox"/> Cindy Rouzer
<input type="checkbox"/> Thomas Draghi	<input checked="" type="checkbox"/> Ashley Moore	<input type="checkbox"/> Jennifer Shearer
<input checked="" type="checkbox"/> LeRoy Forslund	<input checked="" type="checkbox"/> Jeff Muse	<input type="checkbox"/> Mary (MJ) Sills
<input type="checkbox"/> Brad Gast	<input type="checkbox"/> Brian Nelson	<input checked="" type="checkbox"/> Shannon Stade
<input checked="" type="checkbox"/> Mic Isham	<input checked="" type="checkbox"/> Richard Nystrom	<input checked="" type="checkbox"/> Jack Wichita

Staff and Guests Present: Mari Kay-Nabozny, Scott Schultz, Melissa Rabska, & Kortni Smith.

1. Call to Order - Roll Call

Meeting was called to order at 10:02 AM. Melissa Rabska conducted the roll call.

2. Report of Public Meeting Notice

Mari Kay-Nabozny reported that the public meeting notice was published on social media, website, and distributed to the regional library systems and Class A newspapers within the WDA.

3. Pledge of Allegiance

4. Approval of the 12/20/20 Meeting Minutes

5. Welcome and Introduction of Guests

Motion to approve by Mic Isham, Seconded by Judy Aspling

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

- a. NWWIB & CEP Executive Committee Report - LeRoy Forslund, Co-Chair reported job centers remain closed, though are continuing to offer services by appointment. Program funds are underspent, and will need to be given back to DWD if not fully spent. Policy changes have been approved, and more will be approved in committee today.

- b. NWWIB Strategic Directions & Development Committee Report - Judy Aspling, Chair, reported the committee met on January 19th. Discussed current initiatives with WIB, click thru job fair, training grants, Incumbent Worker Training, Culinary Academy, programs continue despite Covid. DWD allowed for 50/50 split of OSY/ISY and looking for ways to expand services. Strategic Plan will be reviewed at next meeting, approve or change thoughts for moving forward. Podcast renewal, and recommendation of continuing podcasts moving forward.
- c. NWWIB OSO Committee Report - Jack Wichita, Chair, reported the committee met on February 19th, Barb Lundberg has left her position, recruited and hired new staff member - Ryce Davis who will begin on April 8th. OSO compliance has had no complaints from customers. 3 hour cross training meeting held, information shared. 44 responses from most recent customer survey, mostly positive. WITC is looking into a welding academy. DVR is hiring for a Business Consultant. Youth Build has plans of building a 3 bedroom house for next build - if approved. NTC is reviewing/organizing an "IT HUB" at their Phillips campus.
- d. NWWIB Youth Committee- Mary McPhetridge, Chair, reported the committee met on March 4th, meet to discuss youth enrollment challenges, CEP enrollment goals, corrective actions for PY20. Decision was to allow 1 more year on contract. CREX Meadows is currently moving forward, with alternative plans. Discussed Youth Services, ideas from CEP - Mary requested that Travis share information with area Chambers of Commerce (Travis shared following meeting). CEP has drop dead date of April 16th for final decisions on CREX camp 2021. Continuing outreach activities, with ¼ capacity currently interested. Leroy asked Jeff about DVR candidates for CREX, Jeff indicated up to 49% can be DVR. Tom shared numbers for DVR are down from average, hope is to have enough students from WDA7. Total cost for alternate campground could be as high as \$18,000 cost. Looking at options to extend camp period (3 weeks vs. 2 weeks). Mari asked if CREX runs, if participants will be new or previous students. Jeff indicated it will be split. Leroy has asked if Jeff will prepare a memo to give to Youth Committee Chairman with options available for programming. Jeff stated that yes he could prepare that information to give to Mary McPhetridge.

MOTION: Mike, Mic seconded, passed

7. Department of Labor Review Summary- Mari Kay-Nabozny

Mari Kay-Nabozny reported that the DOL conducted their review during the week of Feb 22nd. DOL reviewed the roles and staff of the local board (NWWIB). Part of this review was the bylaws which are noted to be in compliance, but they had some suggestions. The Board membership was also reviewed and found to be in compliance. The One Stop MOU was reviewed and it was noted that the state should complete the OSO certification since the Board is the OSO. DOL wants a WIB-CEO agreement, fiscal agreement between the CEO and CEP, a services agreement for adult and dislocated worker programs between the CEP and WIB. DOL mentioned that pay-for-performance is an option under WIOA. A day was spent on the OSO MOU and infrastructure sharing agreements (IFA) and it was noted that the OSO is in compliance, but the CEO should sign the OSO agreement. The MOU was discussed and several items of concern were noted. However, NWWIB staff reminded DOL that the MOU and IFA is a state provided locked template. DWD will review their template.

The fiscal agreement was discussed as part of the governance review. Concern was expressed over how CEP will demonstrate adequate internal controls as both the service provider and the fiscal agent. This will need to be outlined in detail in the fiscal agreement. A vulnerable area is paying yourself as a service provider. NWWIB will have to have a

negotiated fiscal services fee included in their budget. The fiscal agent may not develop WIOA budgets and DOL reminded that CEP board costs should not be paid from WIOA. How payments are made should be included in the fiscal agreement and CFR 679.430 should be reviewed and addressed.

The WIB-CEO agreement was reviewed, and several issues were noted in the agreement as it exists. Jeff and Mari are going to start over with a DOL provided template. The new agreement should clearly define roles and responsibilities and the way that the fiscal process will work. Ensure that the local plan and budget development are clear roles of the WIB in collaboration with the CEO. Firewalls must be clear and the NWWIB should develop a monitoring formal policy.

A question was asked if Mari anticipates any surprises from the final monitoring report. A fiscal review wasn't conducted, but DOL alluded that they would be back to perform one in the future.

Infrastructure Sharing Agreement - DOL wanted to know why HUD wasn't contributing to the infrastructure costs. DOL was wondering why we were not receiving money from mandatory partners who do not exist physically in our region.

Jeff Muse stated that he is glad for the partnership that the two organizations have as they have been navigating the split of the two organizations.

a. *Review proposed bylaw changes*

Mari stated that included in your packet are the proposed new WIB bylaws. Will need to fix the appointment of committee chairs. These bylaws incorporate the new committee structure, define absentee voting, finance committee responsibilities, the member appointment process, CFR 679.310 and vacancy filling process.

Section 3.5 was reworked which was the roles and responsibilities to have the language from the direct legislation

Section 4.2 appointment is by the CEO Officials. Requested Jeff to bring 4.2 and 4.3 to the CLEOs for approval of the process to determine if we need further edits

Section 5.13 Proxy voting process added language.

Committees - the Executive Committee will shift to being workforce development board officers and other members. The financial committee would be officers and one additional board member. OSO was cleaned up to reflect the act. Other minor changes were also done.

Conflict of Interest protocol was clarified.

Presented this the board for review prior to bringing to the board for action at the June meeting.

Adjusted the font and cleared up language to make it clearer to understand.

b. *Action Item: Extend current WIB-LEO agreement to June 30, 2021*

The current WIB-LEO agreement needs to be extended to June 30, 2021 so that we are operating under a current agreement

MOTION: Mary, Mic seconded, passed.

8. Regional Data Review

a. On the Job Training Report - *Mari Kay-Nabozny*

Mari stated the report is in your packet there are currently 12 On-the-job training contracts to date. She provided an overview of the report, which included average wage and information about the positions that are being funded through the OJT Program. This included OJTs for WIOA Title I and DVR.

A question was posed to Jeff about what is being done to recruit more people into OJT contracts. Jeff Muse stated that staff have put OJTs back to the front lines to work with clients and businesses. He stated there have been 73 contacts within the last 90 days regarding OJTs. Winnie Momberg, Business Services Manager, has 3-4 potential OJTs that are in the hopper that are working through the process.

LeRoy had asked if there were quotas in place for staff working on OJTs. Jeff had mentioned that Career Planners and Assistant Career Planners are pushing the OJT program as a way to provide services. Jeff is hopeful that as COVID-19 is addressed that it may help in getting the program filling.

LeRoy expressed concerns on the low enrollments and availability to not spend the current funds that we have and how it will impact our availability to be competitive with new federal funding that is coming down from DOL.

Discussion was had on how to simplify the way that OJTs are marketed to employers to make it easier and more attractive to employers to participate. Suggestions were made on ways to do this, which staff took note on.

b. Regional Employment Report - *Mari Kay-Nabozny*

Mari Kay-Nabozny stated that the employment report is in your packet for review and to reach out if there are any questions.

c. WIOA Data Round Up

Mari stated this is something we will be doing at each meeting so that we know where we are at. Mari provided an overview of the attachments to the agenda.

1) PY20 Quarter 2 WIOA Performance - *Mari Kay-Nabozny*

Meeting or exceed all measures but adult and youth median earnings increase which is currently unmet.

2) PY20 WIOA Enrollment Numbers- *Mari Kay-Nabozny*

Mari reported on the WIOA adult program and that there were 54 total enrollments | 31 py20 new enrollments. WIOA dislocated worker program had 16 total enrollments | 5 py20 new enrollments. WIOA youth program (in-school & out-of-school): 36 total enrollments (ISY14 | OSY 22) | 26 py20 new enrollments (ISY 9 | OSY 17).

3) PY20 WIOA Expenditure Update- *Mari Kay-Nabozny*

Mari gave an overview of the PY20 WIOA expenditures and explained the comparisons between the budgets and the spent to date. Mari noted line items that are over and those that are not. There is a goal of spending 35% on training - this goal is not being met. Spending the majority of money on staffing and not enough on participants because there are not enough participants enrolled. If it is not spent within the time frame it would be returned.

As noted in the executive committee report out, WDA 7 is struggling with enrollments and expenditures. Despite efforts to get job seekers interested in training or cohorts of enrollees (childcare). Mari went through the various charts indicating that staffing expenditures are close to 100% or even over in some cases while spending on the programming and training remains low or non-existent. This is a precarious position.

Discussion was had on innovative and out of the box ways to spend the funds. Working with municipalities and partnering with UI, exploring ways to work with hospitality industries, which have been impacted by COVID-19. Possibility of doing a blended model of a work experience and hospitality curriculum at the same time. It was discussed about exploring how we can explore working with re-entry populations.

9. PY20 Budget Update

Mari presented the rough draft budget for Program Year 2021. She noted this draft is very rough and there are several estimated variables at play. Also, the fiscal agent fee, which is just a portion of the WIOA admin dollars is not included yet as it has not been negotiated. That said, this draft budget captures many of the staffing and operational costs. A final budget will be drafted with the assistance of the committees and in collaboration with the CEO and presented to the Board in June. As the budget currently stands we are great shape and there are still several grant opportunities that we are waiting to hear on including Bremer and the Pathways Home 2 grant. Benefits are based off of current benefit structure, with the hope to remain with CEP benefit package. Details to be presented to the board at June meeting. Cost Allocation plan has not yet been finalized, once that is completed details will be clearer. Money needed is there, will not need to pull from other areas to fill any gaps. Mari hopes to have a more information to send out via email before the next meeting in June.

10. NWWIB Fiscal Services

1. *Introduction to Kortni Smith of WIPFLI*
2. *Update on process with WIPFLI and timelines*

Mari went over WIPFLI timeline. Payroll for Dawn and Matt will begin on April 15th. April 1 was a hard stop of all the financial transactions related to net assets.

3. *iSolve and HR update*

iSolve is the new payroll system.

Officially began working with WIPFLI in February. Human Resources training to occur in April to prepare for July 1 program year. Jeff, Mari, Kortni, and Jean worked together to move 45K to be working capital. Starting April 15th will be first payroll for Dawn and Matt - 100% grant

funded and run through isolve. Melissa, Mari, Scott and Ryce will maintain current status until July.

Kortni introduced as WIPFLI representative. Kortni will assist with budget report outs, and help set up finance committee with access during and between meetings. Kortni also works with Fox Valley workforce board. Group has welcomed Kortni and thanked her for her services. No questions were presented to Kortni following introduction.

11. Initiatives & Project Review

a. DOL H1B Rural Healthcare - Mari Kay-Nabozny

Mari reported the new grant coordinator has been hired. It is Dawn Knapp who was a board member with the NWWIB previously. Dawn will be based out of Hayward or possibly the Rice Lake Job Center. She will coordinate the overall grant as well as serve as the project contact for WDA 7 and WDA 8. She will work in Price, Rusk, Taylor, Barron, Clark and the Eastern Border of St. Croix County. This grant will reside wholly with Wipfli from the start.

b. Support to Communities - Scott Schultz

Currently, 2 individuals enrolled. One is in the Substance Abuse counselor program and one enrolling into WITC in the fall. There are 6 total in the hopper that Scott will be meeting with in soon. Scott connected with Crystal Meier who is working with foster youth and has 96 students that will be aging out of foster care. She and Scott will be connecting.

Outreach to county jails and connecting with inmates to boost referrals. Also, working with the library systems to promote the program through local facilities.

3 new council members were also added to the council. Dotty Crust from the LCO Health Center, Katy Frederickson from NorthLakes Community Clinic, as well as Missy Jerome from Embrace Inc.

c. Re-entry work with Bayfield County- Scott Schulz

6 inmates participated from January 20th to February 19th - 23 out of 24 passed the exam. A retake is scheduled for that one individual. Towards the end of the program Scott connected them with Winnie for potential enrollment into CEP programs.

Spring another training is being explored with Bayfield County and expanding it to other jails as well to reach a maximum of 10 students.

d. IWT grants update - Mari Kay-Nabozny

We received 4 submissions for the IWT grants. Unfortunately, none of the grant applications were fundable due to restrictions on the use of funds. Potential of doing another round in the summer.

e. Childcare essentials - Mari Kay-Nabozny

The childcare essentials cohort kicked off on March 23rd with 5 participants. It is an asynchronous learning opportunity with a few in person evenings over the course. It will run through July. This was an excellent partnership with WITC that we have been working towards for a couple of years. Mari thanked Melissa Rabska and Scott Schultz for their hard work on this the past week to ensure that it went smoothly, and all the individuals were enrolled into WIOA.

f. Machine tool – Scott Schultz

This is a program we have been working with NTC, Stephanie Hakka and Brad Gast. Designed to make students apprenticeship ready. Includes OSHA 10 and CPR. Reached out to school districts within the nearby region to recruit for the program. Still working with DWD's CAR committee to have this officially approved.

g. Staffing update – Mari Kay-Nabozny

Congratulations to Scott for completing his Business Services certification. Dawn Knapp, Matthew Filipek, and Ryce Davis are all new hires. Ryce will take over many of Barb's duties and some administrative functions as well as help out on the Support to Communities grant. Matthew will be the limited term employee working on the AHEC funded COVID-19 call center project. Matt and Dawn begin their duties on March 29th and Ryce on April 7th.

h. Job fairs – Scott Schultz

Scott provided an update click thru job fair on January 27th around 300 individuals log onto our website during the first week. Over 40 businesses throughout the region. A total of 4,000 clicks with 7 workforce boards participating.

Premier virtual job fair - partnering with the state for the first week of May for the next job fair. It will be demoed by job service in April.

12. Action Item: Policy Review

- 1) (Paid) Work Experience- This includes staff title changes, updated file practices, CEP Document name changes, Credential verbiage updates, customer wage verbiage, Frequency of participation, extended time for notices, added youth policy.
- 2) Supportive Services Policy – Adjusts the amount of services to better accommodate service fees attached to items such as phone cards (activation fee).
- 3) Records Retention- Reversal from 5 years back to seven years.

This will be a reversal back to former. CEP board has approved policies.

Judy Aspling moves to approve all policy changes. Mic Isham seconds. Motion passes without opposition.

13. Public Relations Report – Melissa Rabska

Melissa Rabska reported on public relations efforts that have occurred since January. During this time, the focus has been on promoting and performing outreach on a number of initiatives. This included the Childcare Worker Training and Machine Tool Basics Training, which were already touched upon. Other initiatives included promotion and co-facilitation of

the Pathways Wisconsin Listening Sessions. Four sessions were held for manufacturing, construction and architecture, healthcare, and business management. These listening sessions were held to gather input on Career Pathways Maps that have been created through the NWWIB's involvement in the DPI Regional Career Pathways grant. The CESA 12 Virtual Career Days also shown on the report is another event series that the NWWIB is participating in as a part of this initiative. Between these two initiatives we have engaged with over 60 employers and over half a dozen school districts. The last initiative I wanted to mention is Wisconsin Express. The NWWIB contracted with NWAHEC to coordinate a Wisconsin Express virtual event for health professions college students interested in rural healthcare entrepreneurialism. A total of 16 students from across the state participated in this 3 day event and heard from guest speakers who own private practices and also local and regional economic development partners, included SBDC and Nikki Olson, Visions Northwest, NWRPC, and Bayfield and Washburn County EDCs.

On the back of the report is information about our podcast metrics for 2020. In 2020, there were 2,300 downloads with the month of December being our highest month of downloads at 289. Some of our top episodes during the final quarter of the year were Cost of the Closet, So Many Things, and Community Placemaking episodes. Last week we released episode 35: Tourism's impact on Northwest Wisconsin's economy and communities. This week we also recorded episode 36 and interviewed a realtor about what the housing market trends are looking like in NW WI compared to statewide. This episode will be released most likely this week.

14. State & Federal Updates - Mari Kay-Nabozny
a. *NAWB in June 2021*
b. *Federal and State budgets*

Mari discussed the Relaunching America's Workforce Act. This Act, which is being discussed, has the ability to invest more into Workforce Development. There is discussion of increasing OJTs to 75%, IWT would bump from 40%.

On the state level, the executive budget for Workforce Initiatives. This budget includes UI modernization, adding money to Wisconsin Fast Forward, and developing a Worker Connection Program. 42 staff in two workforce development boards to navigate workforce programs. Career Coaches, emphasis on equity, connecting people to employers, and addressing barriers. Discussion at the state level on the optics of it. \$8 million in funding available to workforce boards is being proposed.

There will be a conference in DC by NAWB. Marty Washh was confirmed at DOL Sec.

15. Comments & Announcements

Bambi - thank you to WITC and WIB staff. Campuses are opening up April 5th and working on a transition plan. Now provide Driver's education for 14 schools. Northwood Technical College - new name official this fall.

Jeff -Last Friday there was an article in the Daily Press about CEP's Youthbuild program.

Tom Draghi - April 5th 10% of staff back in the office - still only virtually or seeing clients at alternative public locations. Anticipating by June 50% and late summer resuming pre-COVID operations.

Dick - More cohort training like Childcare and Machine Tool. Stressed that we should be alert to what is coming down from the state in terms of requirements. As we move forward, more money is available to employ people and we need to be on top of it.

16. Next Meeting Date & Location - June 24, 2021 - or at the call of the Chair

Meeting location TBD.

Adjournment

MOTION: Mic Isham, Judy Aspling seconded. Motion passes.

The Board requests the presence of: Mari Kay-Nabozny, Scott Schultz, & Melissa Rabska