

# MINUTES

**NORTHWEST WISCONSIN WORKFORCE  
INVESTMENT BOARD, INC. MEETING  
June 22, 2023**



- Attendees:**
- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Judy Aspling     | <input checked="" type="checkbox"/> Dale Kelm         | <input checked="" type="checkbox"/> PC Rasmussen          |
| <input type="checkbox"/> Kyle Bukovich               | <input checked="" type="checkbox"/> Kelly Klein       | <input checked="" type="checkbox"/> Cindy Rouzer          |
| <input checked="" type="checkbox"/> Crystal Rohde    | <input type="checkbox"/> Mary McPhetridge             | <input type="checkbox"/> Jennifer Shearer- <i>excused</i> |
| <input checked="" type="checkbox"/> Thomas Draghi    | <input checked="" type="checkbox"/> Ashley Moore      | <input checked="" type="checkbox"/> Mary (MJ) Sills       |
| <input type="checkbox"/> Brad Gast- <i>excused</i>   | <input checked="" type="checkbox"/> Jeff Muse         | <input checked="" type="checkbox"/> Kerri Trubachik       |
| <input checked="" type="checkbox"/> Edward Gruhl     | <input type="checkbox"/> Brian Nelson- <i>excused</i> | <input checked="" type="checkbox"/> Tami Follet           |
| <input checked="" type="checkbox"/> Alyssa Headley   | <input checked="" type="checkbox"/> Richard Nystrom   |   |
| <input type="checkbox"/> Mic Isham                   | <input checked="" type="checkbox"/> Bambi Pattermann  |   |
| <input checked="" type="checkbox"/> Michelle Johnson | <input checked="" type="checkbox"/> Kristine Porter   |   |

**Staff & Guests Present:** Clarice Baumgartner, Ryce Davis, Matthew Filipek, Katie Gurske, Mari Kay-Nabozny, Jo Nowak- Thompson, Dawn Knapp, Bella Potack-Rettler, Melissa Rabska, Scott Schultz, Amanda Soltau, Kristi Waits

## Call to Order - Roll Call

Meeting was called to order at **10:00 AM. Bella Potack-Rettler** conducted the roll call.

## Report of Public Meeting Notice

Bella Potack-Rettler 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.

## Approval of the March 23, 2023 Meeting Minutes

**Motion to approve meeting minutes as presented: Richard Nystrom.**

**2<sup>nd</sup>: Judy Aspling.**

**Motion carries unanimously.**

## Welcome/Introduction of Guests

New NWWIB Board member Crystal Rohde and new NWWIB staff members, Jo Nowak-Thompson and Katie Gurske were introduced to the board.

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

### *NWWIB Executive Committee*

Kelly Klein discussed how the Executive Committee met last week and that a majority of what was discussed was going to be brought up in the meeting agenda. What is being discussed later in the agenda focused mainly on the future of grant programming for NWWIB.

### *NWWIB Strategic Directions & Development Committee Report*

Judy Aspling reported on how the Strategic Directions & Development Committee met on May 16<sup>th</sup>. She discussed how NWWIB programs are meeting and exceeding goals. She reported about how they discussed new grants coming to the NWWIB.

Judy Aspling also wanted to acknowledge Barb Flynn at the Bayfield County Jail and SDD Committee member and the amazing work she's been doing. Judy shared that Barb reported at the committee that participants of the Bayfield County Directions had no positive users in the past year. She also discussed how participants are currently working in fields such as construction, fishing and tourism.

### *NWWIB OSO Committee Report*

Kristi Waits reported on the OSO Committee report. She shared that they met on May 16<sup>th</sup> and a quorum was not present. She also reported on the Job Center monitoring visits that happened at all four sites. Everything looked good, minus minor issues that were found in signage. She shared that she is planning for Fall 2024 to be full of monitoring visits that will mimic the DWD's and include the full ADA checklist.

Kristi Waits also shared how there is one more year of the OSO contract the DWD will conduct a procurement. The guidance for monitoring will be under a new MOU process. She shared that at the OSO the partners introduced new staff. A highlight was the addition to NWWIB for handheld translators that offer 82 languages and a new ESL support service option for participants.

### *NWWIB Youth Committee*

Mari Kay-Nabozny reported on the Youth Committee in place of Mary McPhetridge. Youth Committee discussed the update on having up to 88 youth applications. NWWIB applied for funding again for the 2024 year. NWWIB is still waiting on approval from the State. There will be policy revisions that will affect the Youth WIOA program.

Mari made note of new organizational chart for the NWWIB Board to reference before moving onto the next part of the meeting agenda.

**Motion to approve Consent Agenda: Dale Kelm.**

**2<sup>nd</sup>: Jeff Muse.**

**Motion carries unanimously.**

### **Monitoring Status - Mari Kay-Nabozny**

#### *WAI - Closed*

Mari Kay-Nabozny reported on the WAI monitoring and that it is completed and closed. It was an excellent monitoring with no findings.

#### *WIOA - Fiscal and EO Closed*

Mari reported on WIOA. She relayed that the WIOA program and governance monitoring remains unresolved, but fiscal and EO are closed. The NWWIB sent out a correspondence in February to the State and was told to expect a response within 45 days. NWWIB is still waiting on the response.

#### *Support to Communities - Closed*

Mari reported that Support to Communities is closed but will be monitored again in October. Mari explained her frustrations with the monitoring schedule and timelines for resolution.

### *Internal Monitoring*

Melissa Rabska presented the PY22 Internal Monitoring Report.

She shared that there was nothing new to report from Equal Opportunity Monitoring. Everything that the EO Officer has control over (such as notice and communication, data information collection and maintenance, compliance procedures, etc.) meets state and federal requirements. Like in years past, there are still some physical accessibility barriers that exist within some of the locations, which are all items that are at the discretion of the property's landlord to remediate.

Melissa Rabska also reported on the fiscal basis of the programs too. DWD recommendations from their monitoring, the internal fiscal monitoring process was revamped. The biggest change to the monitoring process is that now the monitoring includes a voucher sample review of staff allocations, travel and bank reconciliations to mirror the state's process. One Area of Concern was identified in regard to the coding on travel reimbursements by WIOA staff. Part of the corrective action response that CEP is currently working on is training staff on how to properly code their travel related to WIOA and other applicable grant programs. Additionally, the monitoring report noted a concern about the low percentage of training funds spent to date on PY 2022 Dislocated Worker funds. Even with a transfer of funds to the Adult program, the Dislocated Worker program has only expended 5.9% of their training budget. The goal is 35%.

Going into the Participant Files report, Melissa shared that at the time of monitoring in April 2023, there were 99 active total participants enrolled in WIOA with 56 of those newly enrolled during the current program year. A total of 20 files were reviewed, which included a sample from all of the WIOA programs. Within the monitoring, there was 1 Best Practice, 1 Area of Concern, and 6 Findings identified. At this time, most of the corrective actions have been taken per the report.

Looking ahead to next year as NWWIB prepares the contracts, NWWIB has implemented Quarterly Meetings between the NWWIB and CEP WIOA team. This way NWWIB will have a scheduled time to review and discuss performance. Enrollment numbers have been lower than initial contracted numbers for the past two years. With the Youth funds contract being tied to performance and enrollment numbers as outlined in the Youth RFP, NWWIB wants to ensure that systems are in place for communication on this new contract type.

At the end of her report, Edward Gruhl had a question regarding the status of voucher sampling. Melissa answered his question in saying that both organizations were audited and referenced counterpart organizations for the audit.

After this, Dick Nystrom had a question on OJT funds and if the NWWIB had a report on them. Melissa responded that they did. Dick Nystrom requested that OTJ fund reports for the WIOA should be on a quarterly basis. The NWWIB staff and Board agreed. OTJ fund reporting will be added on a quarterly basis.

## **Board Business**

### **Action Item:** *Youth Committee Appointment*

### **Motion to approve the appointment of Jennifer Forsythe for the Youth Committee: Richard Nystrom**

**2<sup>nd</sup>:** Crystal Rohde

**Board vote is unanimous, motion carries.**

### **Action Item:** Finance Committee Appointment

**Motion to approve the appointment of Kerrie Trubachik to the Finance Committee: Edward Gruhl.**

**2<sup>nd</sup>: Judy Aspling**

**Board vote is unanimous, motion carries.**

### *Program Year 23 Youth Procurement & Contract Status*

#### **Action Item: Approve PY23 WIOA Youth Contract**

Mari Kay-Nabozny reported on the Program Year 23 Youth Procurement & Contract Status. She shared the procurement year and that an RFP committee has been organized. She shared that there have been two proposals.

The first proposal was from "In the Door". Mari shared that the committee did not score this proposal well and the entity did not properly research the region and services needed. "In the Door" didn't meet rural needs, covering only one portion of RFP.

The second proposal was from Northwest CEP. This proposal is initially set to serve 170 youth between July 2023 thru June 2024. She shared that the Committee selected the CEP proposals with a few negotiated changes. The changes made to the proposal were to scale back on the number of youths served, as the original number felt too aggressive and unattainable based on past performance. The committee settled on serving 50 in school youths and 40 out of school youths (18-24) for a total of 90. This would mean \$4,588 in assistance per youth. Mari did share that the full Federal allocations have not been received yet.

Mari also shared that the youth contract will reflect a 25% mandatory expenditure on work experiences would be offered that would be under Industry training. Examples of these are a CEP nursing cohort; personal care cohort; Spooner/Superior and Siren CDL cohort for older youth, etc. At this point, Alyssa Headley noted that it was good dialogue about program year/proposal. Jeff Muse agreed and so did Mari Kay-Nabozny.

Mari Kay-Nabozny shared that PY22 In school youth money is spent and the service provider (CEP) doesn't have any money for the current rest of the year for youth and the delay in receiving the youth funds from DOL. The State was notified and relayed that they would not give more funding. Mari shared that this put the region in a tight place and had to get a bit creative with being able to serve current youth, waiting for funding.

Richard Nystrom noted that the current situation with youth funding seemed unnecessary and that the State should have funds available in a timely manner. Richard Nystrom and Mari Kay-Nabozny noted that the youth could probably be put onto OJT.

**Motion to approve PY23 WIOA Youth Contract with CEP: Edward Gruhl**

**2<sup>nd</sup>: Michele Johnson.**

**Board approves unanimously; motion carries.**

### *Grants Update*

Mari Kay-Nabozny gave an update on the QUEST grant. The QUEST grant will run for 15-months. The contract was approved in May and the grant started in January, running through September 2023. She shared that the goal for the State is 500 childcare slots statewide and that the NWWIB county expected goal is 23 people. Mari shared that this grant is very flexible and that we should be able to meet (if not exceed) these goals.

Mari shared that the QUEST grant will be Jo Nowak-Thompson's main job. Jo is QUEST's project coordinator and will be going out to the different communities to discuss the grant. Katie Gurske will assist with the casework for the QUEST grant.

Mari shared more details on the grant funding and how other programs may be able to benefit from QUEST. This led to a discussion between the whole Board and members of the NWWIB staff on the cost of childcare, waitlists and overall, why this grant is important and a huge supportive service/form of assistance to future participants.

Tami Follet made note that she struggles sometimes where to point her own employees with childcare struggles. She suggested that it would be smart to bring the QUEST outreach materials straight to local businesses. This led to a discussion on how can the NWWIB involve youth to become trained in childcare, to which Mari explained that the NWWIB would research further into how to accomplish this.

#### *DOL Nursing Expansion*

Mari Kay-Nabozny reported that the NWWIB did not receive the DOL Nursing Expansion grant although the proposal scored well.

#### *PSC Broadband Outreach Grant*

Mari Kay-Nabozny explained the PSC Broadband Grant and how the NWWIB will be using this grant to gather data. She shared the PSC Broadband's outreach flyer and the upcoming dates for listening sessions.

#### *Pathways Home 4*

Mari Kay-Nabozny explained the Pathways Home 4 grant proposal and how the NWWIB is waiting on response.

#### *Regional DOL Infrastructure Application*

Mari Kay-Nabozny reported that this application is due in August and that the NWWIB is looking into it.

### **Regional Data Review**

#### *WIOA Data and Outcomes*

Mari Kay-Nabozny went over the WIOA data and outcomes. Richard Nystrom had a question on the WIOA data and how outcomes were negotiated and work. Mari Kay-Nabozny answered his question. Mari Kay-Nabozny then went over the unemployment and dislocated workers data with no further questions.

#### *WDA 7 Regional Employment Report*

Thomas Michels was not there to give the report, so Mari Kay-Nabozny went over the regional report and national reports. This report brought on a discussion of the current workforce state of the Northwest Region and members of the Board adding their input on how their workplaces tackle this issue or are currently dealing with it.

### **NWWIB Financials**

#### **Action Item: Review and Approve PY23 Preliminary Budget**

Mari Kay-Nabozny provided the current budget vs. expenditures report. She noted that WIPFLI does not update the budget after the budget is put into INTAACT software so while it may appear some line over are far overspent - it does not include additional grants received throughout the year. The travel line item is a good example of this.

Mari Kay-Nabozny reported on the overall budget is approximately \$2.5 million. Mari also reported that \$623 will be coming out of corporate funds to cover missing funds in Windows to Work. Kelly Klein had one question on when the budget will become final, and all allocations are confirmed. Mari shared that it wouldn't become final until September 2023.

**Motion to approve PY23 Preliminary Budget: Richard Nystrom.**

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

**Board approves unanimously; motion carries.**

*WIPFLI Scope of Work for PY23*

Mari Kay-Nabozny reported that the NWWIB will be paying \$6,250 per month for WIPFLI services in PY23. This is not sustainable over time. A discussion was had on other possible ways to cover the fiscal services.

**ACTION ITEM: WIOA Policies**

Melissa Rabska reported on the updated WIOA Local Policies. She shared that the NWWIB collaborated with CEP management staff over the past 6 months to review and discuss the policies. From these discussions, they have incorporated feedback and have addressed any concerns or items that needed clarification. NWWIB has worked closely with our contact at DWD to ensure the new policies are in compliance with federal and state requirements. She shared that the full policies will be made available on our website.

Most policies already reflected the state's WIOA policies, so most changes were essentially crosschecking and updating local policy to match the current state policy. Primarily any other changes made to policies were made to address any concerns from the DWD Monitoring report and also to be in alignment with state policies. Next week, the NWWIB will be having a meeting with CEP staff on the new policies before they are implemented on July 1, the start of the new program year.

**Motion to approve WIOA Policies: Alyssa Headley.**

**2<sup>nd</sup>: Tami Follet.**

**Board approves unanimously; motion carries.**

**ACTION ITEM: WAI Policy Changes**

Kristi Waits reported on the tremendous success in enrolling participants in the past months. NWWIB wants to provide as many services to people as possible which is some policy change to decrease some spending expenditure is coming. These changes are to change class training from \$7,200 to \$5,000. Supportive Services from \$5,000 to \$3,000. Housing from \$2,000 to 1,000. And transportation from \$3,000 to \$1,000.

**Motion to approve Supportive Services Limits to WAI: Bambi Pattermann.**

**2<sup>nd</sup>: PC Rasmussen.**

**Board approves unanimously; motion carries.**

**Initiatives & Project Review**

*Programming Highlights and Outcomes*

Melissa Rabska reported on Programming Highlights and Outcomes. She reported to have provided success stories from a few of the NWWIB programs along with some thank yous/personal notes from our participants. She wanted to share this in conjunction with all the quantitative data to tell the whole story of the workforce system in our region.

## **Infographic on current projects**

### *Social Media and Outreach Report*

Bella Potack-Rettler reported on Social Media and Outreach. She noted that the NWWIB social media pages have an audience of over 1,200 people collectively. She also noted that impressions, interactions and posting rate have been up since the months of March - June. Mari Kay-Nabozny also added that the DOL reached out after hearing about the outreach that the NWWIB does with Friday the office dog and how they'd like to schedule a meeting for potential future WIOA campaigning. Bella Potack-Rettler also referenced the current Facebook Ads ran by the NWWIB and the upward trend seen using them. Mari Kay-Nabozny noted the tremendous impact on the outreach efforts and how some have seen more than 1000% increase.

### *Training Updates - Childcare*

Melissa Rabska reported on the success stories and provided an update on the Group Childcare Essentials cohort. The students will be completing their coursework on July 10th . After completing the training, they will be able to work in a Lead or Assistant Teacher capacity. The students have been doing well overall. We are currently connecting the students to the QUEST grant to see if there are any possible co-enrollment opportunities.

### *Job Fairs in Hayward and Red Cliff*

Scott Schultz reported on the job fairs in Hayward and Red Cliff. There were 27 job seekers in attendance and 16 employers. He noted that moving forward, we would like to provide a space at the job fairs and resource fairs for working on building workforce development skills like interview etiquette, resume writing, etc. Scott also noted that we are waiting on DWD metrics.

### *One Stop Operator*

Kristi Waits reported on the One Stop Operator report. She shared that OSO will be implementing MOU processes for the PY23. This is due July 14<sup>th</sup>. Kristi also shared that there will be an amendment in the next week or so.

### *Public Relations Report*

Melissa Rabska presented the Public Relations Report, she highlighted email outreach open rate, the different events that have happened in the past few months and podcast downloads metrics and recognition on Workforce Waves in the Top 20 Business Podcast.

## **State & Federal Updates - Mari Kay-Nabozny**

### *Yes, WIOA Can!*

Mari Kay-Nabozny reported on the "Yes, WIOA Can!" outreach campaign. She noted that the DWD relationship with WIOA monitoring has been slowly deteriorating and that the NWWIB along with other boards sent out a letter to the DWD about punitive monitoring this past year.

### *Good Jobs Principles*

Mari Kay-Nabozny discussed how the "Good Jobs Principles" were released by the DOL this past March. It will become the foundation of all programming moving forward.



### *Staff Development*

Mari Kay-Nabozny reported on the travel to conferences within the months of April and May. Some of NWWIB staff attended the NAWB, NAWDP and TDCon23 conferences during this time. On top of this, there was also the Wisconsin WIOA Roundtables that staff were in attendance. The travel and time were well spent as the events were great!

### **Comments & Announcements**

#### *Annual Conflict of Interest Disclosure*

Mari presented the Annual Conflict of Interest Disclosure and walked the NWWIB Board and Staff through the Annual Conflict of Interest Disclosure.

**Next Meeting Date & Location: September 28, 2023 - or, at call of the Chair.**

**Motion to adjourn: Richard Nystrom**

**2<sup>nd</sup>: PC Rasmussen.**

**Motion carries unanimously.**