

# MINUTES 6.23.22

## NORTHWEST WISCONSIN WORKFORCE INVESTMENT BOARD, INC. MEETING



### Attendees:

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Judy Aspling   | <input type="checkbox"/> Kelsey O'Connor            | <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 checked="" type="checkbox"/> PC Rasmussen     |
| <input checked="" type="checkbox"/> Andrew Donahue | <input type="checkbox"/> Mary McPhetridge           | <input type="checkbox"/> Cindy Rouzer-excused        |
| <input type="checkbox"/> Thomas Draghi-excused     | <input checked="" type="checkbox"/> Ashley Moore    | <input type="checkbox"/> Jennifer Shearer            |
| <input checked="" type="checkbox"/> Allysa Headley | <input checked="" type="checkbox"/> Jeff Muse       | <input checked="" type="checkbox"/> Mary (MJ) Sills  |
| <input checked="" type="checkbox"/> LeRoy Forslund | <input checked="" type="checkbox"/> Brian Nelson    | <input type="checkbox"/> Shannon Stade               |
| <input checked="" type="checkbox"/> Brad Gast      | <input checked="" type="checkbox"/> Richard Nystrom |  |
| <input type="checkbox"/> Mic Isham                 |   |  |

### Staff and Guests Present:

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Mari Kay-Nabozny | <input checked="" type="checkbox"/> Matthew Filipek | <input checked="" type="checkbox"/> Kristina Wright |
| <input checked="" type="checkbox"/> Scott Schultz    | <input checked="" type="checkbox"/> Kristi Waits    | <input checked="" type="checkbox"/> Thomas Michels  |
| <input checked="" type="checkbox"/> Melissa Rabska   | <input checked="" type="checkbox"/> Dawn Knapp      | <input checked="" type="checkbox"/> Kirsten Cullen  |
| <input checked="" type="checkbox"/> Ryce Davis       |   |   |

### 10:00 a.m. 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

- a) Introduction of new NWWIB staff member, Kristina Wright

#### 5. Approval of the 3/24/22 Meeting Minutes

**Dick Nystrom motioned - 2<sup>nd</sup> Mike Bebeau = Approved**

10:10

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

- a)
- b) NWWIB Executive Committee Report - LeRoy Forslund  
*Mari spoke about changes.  
LeRoy Forslund briefed board about exec. Committee. Spoke about  
Mike Bebeau's Retirement.*
- c) NWWIB Strategic Directions & Development Committee Report - Judy  
Aspling, Chair  
*Last meeting was May 17, (Judy Aspling briefed board about SDD)*
- d) NWWIB OSO Committee Report - Brad Gast, Chair  
*Last meeting was May 17, (Brad Gast briefed board about OSO)*
- e) NWWIB Youth Committee- *Mary McPhetridge, Chair*  
*Mary McPhetridge not present, Mari Kay-Nabozny briefed board in her  
stead.*

**Mike Bebeau motioned to approve, Judy Aspling 2<sup>nd</sup> = Approved**

10:30

**7. Department of Labor Enhanced Desk Monitoring Review of the Key Provisions Update - Mari Kay-Nabozny**

*Mari Kay-Nabozny Presented.*

- a) **Action Item:** *Firewall and Internal Controls Policy*  
*DOL- 3 things to finish...edited document*  
**Kelly Klein motion to approve, Dale Kelm 2<sup>n</sup> - approved**
- b) **Action Item:** *Fiscal Agent Agreement*  
*Attachment 7B outlines relationship board & CEP outlining fiscal  
relationship.*  
**Dick Nystrom motion to approve, Mike Bebeau 2<sup>nd</sup> =  
approved**
- c) **Action Item:** *One Stop Operator MOU Amendment for PY22*  
*All approval signatures present waiting on DWD. Hayward,  
Ladysmith, Phillips...no longer job centers(de-certified)*  
**Judy Aspling motion to approve, Dick Nystrom 2<sup>nd</sup> =  
approved**

10:45

**8. 2021 WIOA Internal Monitoring - Melissa Rabska**

- a) **Action Item:** *Accept Program Year 2021 WIOA Internal Monitoring of  
EO, Fiscal, & Case File Review*

*Melissa Rabska spoke about the monitoring memo included in packet.  
Request by NWWIB leadership to identify areas of improvement.  
New this year... NWWIB and CEO Leadership to discuss documents  
regarding internal monitoring.*

*Feedback: there wasn't a lot of red flags with repetitive issues.*

*State monitors once a year, internal is conducted once a year as well.*

**Jeff Muse** commented that perhaps CEP needs to do its own peer reviews to see what is missing in order to have fresh eyes overlooking what Career Planners are doing in order to have issues identified internally before the state monitor.

A Reason for internal...to check case management to see what went wrong and why. A lot can be corrected locally.

**Dale Kelm motion to approve, Judy Aspling 2<sup>nd</sup> = approved**

10:50

## 9. Board Business

- a) **Action Item:** Executive Committee /Finance Committee appointment-  
*LeRoy Forslund*  
LeRoy Forslund requested approval from the board for member appointment of Andrew Donahue to the finance committee made since the last meeting.

**Mike Bebeau motion to approve, Kelly Klein 2<sup>nd</sup> = Approved (Andrew Donahue finance committee appointment)**

- b) **Action Item:** Approve WIPFLI Scope of Work- *Mari Kay-Nabozny*

**Attachment 9B** shows WIPFLI scope of work in finance role- Kortni Smith explained that there is more information to reconcile with more grant sources. NWWIB staff meet with Kortni once a month to go through financials...

Proposed audit, 1099, \$2600 per month before - \$5,500 per month as of now. Executive Committee approves and is forwarding to the WIB for final approval.

**LeRoy Forslund** shared that the Executive committee had had some discussion on the continual use of WIPFLI for accounting purposes.

**Dick Nystrom** stated that WIPFLI does a good job over the division. We are happy moving forward, but the fact is we are hiring them now, but we should be learning to do what they do to reduce costs later... (Mari Kay-Nabozny explained that we code our own invoices to process in bill.com, but they process the payments.

**Mike Bebeau** says that Dick Nystrom mentions a good point...being able to do this ourselves would be beneficial...(Mari Kay-Nabozny states that will need to hire in someone with accounting background. (Kelly Klein said that we tried to hire someone a couple of years ago and were unsuccessful.

**Dick Nystrom** said that it could work with existing personnel.

**Judy Aspling** explained that to train existing personnel would take away from the tasks they were hired to do. As of right now, if the person trained leaves WIPFLI, they have backup.

**Kelly Klein** asked if the cost is spread out across several grants. (Mari Kay-Nabozny explained that yes it is cost allocated.

**LeRoy Forslund** raised the concern that adding this to existing personnel would also mean a workload increase and wage increase for that staff member.

**LeRoy Forslund** said that we should go ahead with WIPFLI

**Dick Nystrom** agreed to go with them for now but reiterated that we need to begin to train personnel. He believes that as someone learns how to perform the tasks it will then become routine.

**LeRoy Forslund** mentioned that the Finance Committee meets after the board meeting which will break down all charges.

Chair recommends going with WIPFLI for 1 year and revisit in future

**Judy Aspling motion to approve, Kelly Klein 2<sup>nd</sup> = approved**

11:00

## 10. Regional Data Review

- a) On the Job Training Report - *Mari Kay-Nabozny*  
*Thirteen OJTs split evenly- picked up 6 in 1<sup>st</sup> quarter of 2022...*  
*Reviewed attachment 10A.*  
*Judy-Are minimum wage requirements same? (Mari- \$10.00)*

b) Regional Employment Report – Mari Kay-Nabozny

**Thomas Michels** talks about the report included in meeting packet. He explains that the unemployment rate is not included in chart. The new numbers show that the Unemployment rate is down, Labor force numbers are down, and the number of people employed is down since last year due to less people looking for work.

**LeRoy Forslund** asked: "How do you explain Bayfield's number's being so high? (Thomas Michels explained that some companies have large bonuses which will throw off the entire county's numbers. Not sure which company is causing the change. The numbers went up 140% in construction.

**LeRoy Forslund** asked Thomas Michels to look into it and get back to him on the numbers. He asked: "Where does the state get their stats?" Thomas Michels stated from the Quarterly tax records which is a voluntary data collection.

**Kelly Klein** asked how are remote workers accounted for? (Thomas Michels replied: based on employers, not the employee.

**Judy Aspling** asked: "Wouldn't it be based on where employee is paid from?" (Thomas Michels replied that he will investigate that. Not sure. (Dick Nystrom believes it is where they claim their residency.

**PC Rasmussen** stated that it might cost the same, but we are paying 20-40% less due to staffing shortages.

c) Data Round Up

a. PY21 Quarter 3 WIOA Performance – Mari Kay-Nabozny

WDA7- Data through end of March. WIOA ONLY- meeting 4- exceeding eleven. Two credential rate & earning for youth. At end of 3<sup>rd</sup> quarter performance looks solid.

b. NWWIB Key Performance Indicators- Mari Kay-Nabozny

Since the fourth quarter isn't yet complete, the numbers on the enclosed listing are for the 3<sup>rd</sup> quarter. There is hope that the numbers will rise. Mari said that the staff needs to talk about pushing NWWIB goals and looking to excel even more. Doesn't want to set team up to fail but would like to set higher numbers reachable by teamwork.

Enrollment in general is down right now since there are plenty of available jobs. Training isn't really needed, but it is there.

Dick Nystrom congratulated Mari Kay-Nabozny on being able to speak in front of the NAWB (National Association of Workforce Boards).

- a) **Action Item:** NWWIB Preliminary Budget for PY22  
Mari Kay- Nabozny reviewed the attachment table of expenses.  
WIOA = Total \$21,4751.00 or 6% of total budget.  
Kortni Smith spoke about the bottom line and change in assets. The second to last column shows that there aren't any expenditures that aren't covered by grant funds.

Most grants are good through 2024- (in shaded box on table). We were not selected for any of the Workforce Innovation grants we applied for.

**Mike Bebeau motioned, Kelly Klein 2<sup>nd</sup> = proposed budget approved**

11:25

**12. Policy Review** - Agenda Items for #12 are located at:

<https://www.nwwib.com/623> Password: WIB23

- a) **Action Item:** Review and Approve NWWIB Financial Procedures Manual

**Mike Bebeau motioned, Dick Nystrom 2<sup>nd</sup> = approved**

- b) **Action Item:** Review and Approve NWWIB Employee Handbook  
Had attorneys go through and suggest changes. Deleted sections that were irrelevant. Cleaned up a bit. Made sure the processes were correct.

Added new protected classes...

Anti-bullying policies

Updated dress code policy to more gender neutral

**Jeff Muse motioned, Dale Kelm 2<sup>nd</sup> = approved**

11:35

**13. Initiatives & Project Review**

- a) Infographic on current projects- NWWIB Staff  
144 participants enrolled- staff is doing well & busy.  
77 are rec. supporting services  
44 enrolled in training services  
5 incumbent workers  
40 re-entry workers  
133 in worker advancement  
Windows to Work - No longer teaching in facilities...taking transfers.

11:45

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

- a) Regional Success Stories  
Board spoke about how wonderful it is to be able to see the success stories.

**Dick Nystrom** said that we need to concentrate on Business North Paper for Business news.

**Melissa Rabska** spoke on the relevance of the podcast entitled *Workforce Waves* during pride month.

11:55

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

- a) Job Center Certification

Removed a few job centers since they are no longer job centers. Need to certify job centers every two years. No action, just wanted to provide update.

- b) DWD Monitoring Update and Schedule for 2022  
Will be coming 10/17/2022- hybrid. Hopefully in-person since we haven't seen them in a while.

Workforce Innovation Grants

**Kelly Klein** asked if the grants are split out geographically?

**Mari Kay- Nabozny** spoke of the Roundtrip nation project and stated that we will find a different way to fund it.

**Judy Aspling** asked **Bambi Pattermann**- "Can you send a copy of the grant that Northwoods Tech submitted?"

- c) Sign Conflict of Interest Statements for Board and Staff

**Mari Kay-Nabozny** went over the Conflict of Interest and the Code of Standards documents that were included in packet. Explained that these documents must be signed on an annual basis by each member. Ms. Kay-Nabozny informed those attending via zoom of DocuSign option they will receive in an email.

12:00

**17. Comments & Announcements**

- a) Recognition of Michael BeBeau's retirement.

**LeRoy Forslund** recognized Mike BeBeau as retiree at end of the month. Mike Bebeau made a short speech.

12:10

**18. Next Meeting Date & Location - September 22, 2022 - or at the call of the Chair**

Location decided in the interim.  
MJ Sills leaving for Idaho, this is her last meeting.

There are three open seats on the Board. The attending members were asked to think about anyone they may know who is either a business owner or another leader in the community. If they know of anyone, and would like to, have that person(s) complete an application and get it to Mari Kay-Nabozny for consideration.

**Mike Bebeau motioned, Dick Nystrom 2<sup>nd</sup> = approved to adjourn meeting.**

**Adjournment**

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