

MINUTES

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



- Attendees:**
- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Judy Aspling | <input type="checkbox"/> Jim Kehoe- exc. | <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-exc | <input checked="" type="checkbox"/> Cindy Rouzer |
| <input checked="" type="checkbox"/> Thomas Draghi | <input checked="" type="checkbox"/> Ashley Moore | <input checked="" type="checkbox"/> Jennifer Shearer |
| <input checked="" type="checkbox"/> Tracy Elkins | <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 checked="" type="checkbox"/> Shannon Stade |
| <input checked="" type="checkbox"/> Brad Gast | <input checked="" type="checkbox"/> Richard Nystrom | <input checked="" type="checkbox"/> Jack Wichita |
| <input checked="" type="checkbox"/> Mic Isham | | |

Staff and Guests Present: Mari Kay-Nabozny, Scott Schultz, Melissa Rabska, Ryce Davis, Matthew Filipek, Dawn Knapp, Kori Kruegel

1. Call to Order - Roll Call

Meeting was called to order at 10:02 AM. Everyone introduced themselves.

2. Report of Public Meeting Notice

The public meeting notice was published on social media, website, sent to local newspapers, and distributed to the regional library systems.

3. Pledge of Allegiance

4. Approval of the 3/25/21 Meeting Minutes-

Motioned for approval by Mic Isham seconded by Judy Aspling passed unanimously.

5. Welcome/Introduction of Guests

- Introduction of Tracy Elkins- new Board member
- Introduction of new NWWIB staff & intern

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

- NWWIB Strategic Directions & Development Committee Report** – Judy Aspling reviewed the committee work and noted that on May 18th there was an introduction of the new staff and discussion about the concerns over the lack of participants.
- NWWIB OSO Committee Report** – Jack Wichita, Chair

OSO has been focused on completion of the OSO MOU. Superior will be opened Monday and Wednesdays. Staff located in Superior have reviewed offices for accessibility and are working on fixing the issues.

c) NWWIB Youth Committee- Mary McPhetridge, Chair

The youth committee met and had discussion on the enrollment numbers and how to go about increasing them. There was also discussion on CEPs' decision not to have the summer camp. Jeff stated that currently they have 30 people enrolled in the summer programs and that outreach to Youth has been difficult due to lack of in school teaching.

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

An initial response was submitted to DWD but was returned with follow up items to address. The WIB bylaws are finished but the internal contracts and agreements still need some updating. This should be completed in the first week of July.

a) Action Item: Firewall and Internal Controls Policy-

OSO verbiage needs to be added and approved.

Motioned to approve the policy with changes by Kelly Klein Seconded by Dick Nystrom. unanimously approved.

b) Action Item: WIB-CEO Agreement

The executive committee has voted and signed off on this document. It delineates roles and responsibilities for the two groups. If there are any questions, please contact Mari. Motion to approve by Mic Isham seconded by Judy Aspling. unanimously approved.

a) Action Item: One Stop Operator MOU for PY2

This is a mandatory document the state provides a template for and we complete it regionally. It determines how all the One Stop Operator partners work together and share in infrastructure costs. The MOU was reviewed.

Motion for approval by Judy Aspling seconded by Kelly Klein. Motion passed unanimously.

8. 2021 WIOA Internal Monitoring – Melissa Rabska

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

During May Melissa monitored Northwest CEP for fiscal, EO and Program and presented a report with her findings and observations to the CEOs, CEP board and now the NWWIB.

Many of her findings were the same as last years. There were no surprises the main change was that Ryce Davis is now the EO and OSO officer.

The WIOA files that were selected for review have strong documentation and the case workers are doing a good job.

Overall, the files were in good shape. The regional managers are already working through the different findings. CEP must respond to the monitoring by July 1st any questions.

Motion to approve by Dick Nystrom seconded by Jack Wichita. Motion passed unanimously.

9. Transition Update

a) Office Move and Work Schedule– Mari Kay-Nabozny

NWWIB staff moved offices from 422 3rd St to 301 Ellis Ave S. The staff is in the process of setting up the office spaces. The new address is 301 Ellis Ave S, Ashland, WI 54806 and phone number is 715-685-1425. Mari proceeded to show pictures of the offices and discussed the grants that helped pay for the moving process. No money was used though any other funds.

b) Transition Grants– Mari Kay-Nabozny –

There was discussion of the \$30,000 and \$15,000 grants that were received for moving offices and establishing the new governance structure.

c) Action Item: Committee assignment for Executive, Finance and Youth Committees and 2021 meeting schedule – LeRoy Forslund

Leroy, Dick, Mike and Mari all met to discuss what the committees will look like under the new governance structure. The Finance committee will now only include Mike, Dick, Leroy, and Andy. The Executive Committee will be comprised of WIB leadership plus Kelly Klein and Judy Aspling. All other committees will stay the same apart from adding Jake Wyrzykowski to the Youth Committee.

Motion for approval by Mic Isham seconded by Mike BeBeau. Motion passed unanimously.

10. Regional Data Review

a) On the Job Training Report – Mari Kay-Nabozny-

There are currently 19 participants enrolled. Scott went to an event at White Cap where there were 12 employers that were hosted by the Hurly Chamber. During the event there was a lot of interest in OJT program. Also, Mike took Scott to the Business After Five event in Bayfield County to present the program. Shannon went on to ask if Scott could possibly meet with the Chambers in Price County. Scott agreed to reach out and see when their next gathering will be. Dick mentioned his concerns for the lack of participants in Douglas County. Mari stated that the lack of participants is mainly due to the pandemic. Dick also felt that there needs to be more work done with WITC to help bring in more enrollments. There went on to be discussion about outreach and the jobs that are available. PC and Shannon mentioned their concerns with the difficulty of the OJT program and the turnaround it brings. Leroy stated that he would like to see a report of the business services occurring in the region and who is making contacts and impact in the communities. Mari said that she will investigate getting the report for the next meeting. It was unanimously agreed that there needs to be more outreach amongst the partners in the region.

b) Regional Employment Report – Mari Kay-Nabozny

If anyone has a question, please contact Thomas Michels about the report that is listed in the packet.

c) WIOA Data Round Up

a. PY20 Quarter 3 WIOA Performance – Mari Kay-Nabozny

As of quarter three there are 11 measures that WDA 7 is exceeding but there are two that are not being met yet. Nothing to worry about until quarter three is complete.

b. **PY20 WIOA Enrollment & Expenditures– Mari Kay-Nabozny**

There are 194 participants that are enrolled. There is two years to spend the money that is why the p19 money is still on the form. Mari went over the report in detail and there were no questions asked.

11. PY21 Budget

a) **Action Item: NWWIB Preliminary Budget for PY21**

Mari presented the PY21 budget. WIOA is about 38% of the overall NWWIB budget. This budget shows the CEP as the fiscal agent and they will retain the WIOA funds, but NWWIB will provide guidance on how it is to be used operationally. The graph in the packet explains the breakdown. The budget will significantly jump in July because NWWIB will be granted \$135,000 for a new re-entry grant.

Motion to approve Kelly Klein seconded by Mic Isham. Motion passed unanimously.

b) **Action Item: WIOA Services Budget for PY21**

Mari went over and explained spending and receiving of money and the necessary guidelines that must be met by the service provider in regards to expenditures.

Motion to approve MikeBebeau and seconded by Jack Wichita second. Motion passed unanimously.

12. Policy Review – Agenda Items for #12 are located at: <http://www.nwwib.com/624>

Password: june24

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

Has been completed and approved through WIFLI. There will now be \$30 for those that join the meeting virtually and \$65 for those who come in person. Also, the Board Chair will be receiving \$85.00 per meeting. There will still be the two-meeting allowance cap. Motion to approve by Dick Nystrom seconded by Judy Aspling. Motion passed unanimously.

b) **Action Item: Review and Approve NWWIB Employee Handbook**

NWWIB has one notable change to the Handbook and that is if an employee volunteers for a non-profit that benefits NWWIB they can get 3.75 hours of pay.

Motion for approval Mike BeBeau, seconded by Kelly Klein. Motion passed unanimously.

c) **Action Item: Review and Approve Incumbent Worker Training Policy**

Changes were made to bring the policy into alignment with the state policy and the maximum per employer was changed to 10,000 per year.

Motion for approval Dick Nystrom, seconded by Brian Nelson. Motion passed unanimously.

d) **Action Item: Fraternalization Policy-**

Must be in place and in connection to the state policy for Windows to Work.

Motion to approve Judy Aspling, seconded by Mike BeBeau. Motion passed unanimously.

13. Initiatives & Project Review

a) **DOL H1B Rural Healthcare – Dawn Knapp-**

Dawn stated that there are six people currently enrolled. The PIRL has not yet been released and is now delayed until July. So, there is no direction on what information needs to be collected.

The ASSET build has now been started and will be completed by the end of September early October.

The Medical Lab Technician program has launch in Marshfield clinic and is all online allowing the program to be more accessible to all people.

Support to Communities – Scott Schultz-

Scott mentioned that the program has been moving along well and that they are now at ten participants enrolled. Scott went on the K99 radio out of Medford, WI to talk about the program. As well as on May 10th completed a pod casts about substance abuse. Scott has been doing a lot of outreach and receiving a good amount of feedback.

b) Re-entry work with Sawyer County- Scott Schulz-

Mari and Scott met with LCO in Sawyer County. There was a donor that was giving out \$5,000 for a culinary program and it was received by NWWIB. Program is hoping to start on August 30th.

c) Childcare Worker Training Melissa Rabska-

Childcare has been underway sense May 9th. The participants are completing the courses and entering the work field with a certificate for assisting childcare.

d) Virtual Job Fair Scott Schultz-

Scott went on to discuss the Job Fair that was held on June 3rd, 2021. There were 13 job seekers, two resumes out of the 13 were submitted as well as over 500 points of outreach contact.

e) COVID-19 Work- Matthew Filipek-

The counties have been doing a good job of getting to those who are interested in receiving the Covid-19 vaccine. Mathew has done outreach to over 249 different organizations. Mathew went on to say that he was targeting organizations in hopes of getting outreach to those who struggle with using the internet or do not have it. Six people were helped by Mathew in receiving the vaccine. He is also opening communication for those that are hesitant in receiving the vaccine by creating an anonymous survey.

14. Public Relations Report – Melissa Rabska

Items are listed in the report. Melissa mentioned that the Podcast episodes that are available and highly recommended everyone listen if they would like to learn more about Dawn and Scott's programs.

PBS interviewed Mari about career pathway in Workforce Development it will be published on the PBS podcast – Roadtrip Nation.

15. Action Item: IEP Policy and Youth Incentive Policy

This is a Northwest CEP – WIOA policy that needs updating as a result of the monitoring.

Motion to approve Judy Aspling, seconded by PC Rasmussen. Motion passed unanimously.

16. State & Federal Updates – Mari Kay-Nabozny

- a) **Job Center Re-integration**- officially re-opened statewide June 1st.
- b) **DWD Monitoring Update and Schedule for 2021**
The state will be Monitoring at the end of August. CEP and NWWIB will be working on it together. Ryce will also be working on getting the Board Members reappointed by the Chambers.
- c) **Sign Conflict of Interest Statements for Board and Staff**
There are two places that all Board members will need to sign. Mari requested that Board members fill out the packet via in person attendees, DocuSign or in the mail. All members signatures are required before the end of July.

17. Comments & Announcements

Jeff mentioned that all Job Centers are open.

Bambi discussed the name change to Northwood Technical College and that it goes in effect September 1st.

18. Next Meeting Date & Location – September 23, 2021 – or at the call of the Chair

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