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# NORTHWEST WISCONSIN WORKFORCE INVESTMENT BOARD, INC. MEETING

**September 22, 2022 – 10:00 AM – 12:00 PM**

Hybrid Meeting -Virtual and In-Person at:

Lakewoods Resort

21540 Co Hwy M, Cable, WI 54821

Join Zoom Meeting: <https://us06web.zoom.us/j/88964839849?pwd=c3Y2azgyd0JTK25VS1dBalR2dWlFUT09>

Meeting ID: 889 6483 9849

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Phone: 1 309 205 332

### Meeting Minutes

**Attendees:** Judy Aspling Kerry Trubachik Kyle Bukovich

Andrew Donahue Thomas Draghi Brad Gast(excused)

Mic Isham (excused) Dale Kelm Kelly Klein

Mary McPhetridge Ashley Moore Jeff Muse

Brian Nelson(excused) Richard ‘Dick” Nystrom Bambi Pattermann Kristine Porter PC Rasmussen Cindy Rouzer

Jennifer Shearer Mary ‘MJ’ Sills Edward Gruhl

Allysa Headley Thomas Michels

**Staff**: Mari Kay-Nabozny Melissa Rabska Kristi Waits

Scott Schultz Kristina Wright Matthew Filipek

Dawn Knapp Ryce Davis

**Guests:** Katie Perkkio (DVR) Charlie Glazman (CEO Consortium)

Anna Ringstadt (Senator Baldwin’s Office)

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| 10:00 AM | 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.   1. **Pledge of Allegiance** 2. **Welcome/Introduction of Guests**   **Mari Kay-Nabozny** took a few moments to introduce the two new board members. The members, in turn, took the time to introduce themselves to the new members.   * + 1. Kerri Trubachik with Associated Bank     2. Edward Gruhl with Gruhl Education Consultants  1. **Approval of the 6/23/2022 Meeting Minutes**   Motion to Approve minutes as presented: **Jeff Muse**  2nd: **Dick Nystrom**   1. **NWWIB Annual Election of Officers**    1. Chairperson   Nomination: **Kelly Klein** by Judy Aspling  Motion to approve nomination with unanimous vote: **Jeff Muse**  2nd:**Dale Kelm**   * 1. Vice Chairperson   Nomination: **Judy Aspling** by Dale Kelm  Motion to Approve nomination with unanimous vote: **Dick Nystrom**  2nd:**Thomas Draghi**   * 1. Secretary   Nomination: **Dick Nystrom** by Judy Aspling  Motion to Approve nomination with unanimous vote: **Jeff Muse**  2nd: **Andrew Donahue** |
| 10:10 AM | 1. **Consent Agenda (NWWIB Sub-Committee Reports)**    1. NWWIB Executive Committee Report- *Kelly Klein*   **Mari Kay-Nabozny** spoke on the executive agenda because Kelly Klein was not in attendance at the recent Executive Committee Meeting. Mari mentioned that there is an open seat on the Executive Committee, and she said that if anyone is interested in sitting on that committee, to let either her or Kelly Klein know. In the instance that there is more than one person interested, a discussion will be held prior to appointment. Mari and Kelly said that they would like to have this seat filled by the next Executive Committee Meeting on Monday, October 10, 2022.   * 1. NWWIB Strategic Directions & Development Committee Report- *Judy Aspling, Chair*   **Judy Aspling** spoke on the Strategic Directions meeting. She said that the Committee worked on editing and adjusting the current plan and that it will be reviewed at the October Strategic Directions Committee meeting on Tuesday, October 18, 2022 and the finalized version will be presented to the board at the Thursday, December 8, 2022 meeting.   * 1. NWWIB OSO Committee Report- *Brad Gast, Chair*   **Kristi Waits** spoke on the NWWIB OSO Committee Report due to Committee Chair, Brad Gast, not being in attendance at this meeting. Kristi spoke about the Community Coalition Club and the database that she has been working on to combine the data of all of the resources that are available in the region, with a possible state-wide option in the future. It would cross reference the programs and the services that they offer with the different boards that currently offer the programs and what area that board covers.  **Mari Kay-Nabozny** spoke about an upcoming meeting with the representatives from UniteUs, a software program that assists in the tracking of participant referrals.   * 1. NWWIB Youth Committee Report *– Mary McPhetridge, Chair*   **Mari Kay-Nabozny** spoke on the NWWIB Youth Committee Report since Committee Chair, Mary McPhetridge, was not in attendance. Mari commented that the Youth Committee did meet, but that we didn’t have enough members to make up a quorum to vote on several items.  Motion to approve the report as presented: **PC Rasmussen**  2nd: **Andrew Donahue** |
| 10:45 AM | 1. **Regional Data Review**    1. On the Job Training Report – *Mari Kay-Nabozny*   **Mari Kay-Nabozny** spoke about the On-the-Job Training Report that was included in the meeting packet. She mentioned that the numbers reflected in the report are from Program Year 21 (PY21) which have stayed stagnant.  There were no questions from the Board Members.   * 1. Regional Employment Report – *Mari Kay-Nabozny*   **Thomas Michels** spoke on the Regional Employment Report that was included in the packet. Thomas gave a brief overview of the report for the new board members. The information in the packet is from July’s numbers since there is a 2-month lag in data release. Thomas did bring a report that was not included in the packet that has more recent numbers.  A discussion was held covering the distinction between unemployed and not in the workforce with Thomas clarifying that an individual is considered unemployed if they do not have a job but are looking for one. Once they stop looking for employment they are considered to not be in the workforce. Thomas mentioned that the numbers of those in the workforce has been dropping and that the regional economists have been saying that there are not enough children being born to replace the ‘Baby Boomers’ that are starting to leave the workforce.  A discussion was held about the available options at the Technical Colleges for those who are still in high school. PC Rasmussen said that we need to be aware that our workforce is going to end up filled majorly by immigrant workers since we aren’t having the birth rate.   * 1. Data Round Up      1. PY21 Quarter 4 WIOA Performance Reports (Adult, Dislocated Worker, and Youth) – *Mari Kay-Nabozny*   **Mari Kay-Nabozny** spoke on the PY21 Quarter 4 WIOA Performance Reports that were included in the meeting packet.  **Scott Schultz** spoke about various Job Centers closing. He made mention to the Medford Job Center and how they are trying to make arrangements to move their staff to neighboring facilities.  **Mari Kay-Nabozny** spoke about the numbers that were submitted by NWCEP for the report and encouraged any questions about those numbers to be directed to Jeff Muse from NWCEP.  **PC Rasmussen** asked if we had the numbers to show how many people we actually served and how much is spent per person for training and placement? Mari said that we do have that data and can work on a report to show that.   * + 1. Job Center Customer Satisfaction Survey Results – *Mari Kay-Nabozny*   **Mari Kay-Nabozny** spoke on the Job Center Customer Satisfactions Survey Results that is included in the packet. She said that the surveys was sent out to customers served over a specific timeframe.   * + 1. PY21 Final Performance Numbers- *Mari Kay-Nabozny*   **Mari Kay-Nabozny** spoke on the PY21 Final Performance Number that is included in the packet. No questions asked. |
| 11:00 AM | 1. **PY 20232 Budget**    1. **Action Item**: Approve NWWIB Final Budget for PY 2022   **Mari Kay-Nabozny** spoke on the final budget that was included in the packet. It is the same as the preliminary budget that was presented to the board at June meeting. Kelly asked what it looks like down the road. Mari said that the numbers presented are good for another three years. We are starting to look at other boards for collaborations since we are not large enough with enough participants to justify sole interest in grants. Dick asked if there is any tracking nationally on job training costs? Mari said that we have been watching WIOA and that the numbers are going down. Workforce numbers are on the rise while WIOA numbers are going gown  Motion to approvepresented budget**: Judy Aspling**  2nd: **Ed Gruhl** |
| 11:10 AM | 1. **Initiatives & Project Review**    1. NWWIB Strategic Planning Timeline and Update – *Mari Kay-Nabozny*   **Mari Kay- Nabozny** spoke on the Strategic Planning Timeline which is still in draft form. She reminded the board that we are still working on editing and finalization of the plan and it will be emailed to the members for review and comments and it is to be presented in it’s final form at the December 8, 2022 NWWIB Board meeting.   * 1. Infographic on current projects – *NWWIB Staff*   **Melissa Rabska** spoke on the infographic that is included in the packet.  **Dawn Knapp** briefly spoke on the numbers for the COW grant throughout the state.  **Mari Kay-Nabozny** briefed the board on the COW Grant program and what it offers. Mari gave kudos to Scott Schultz and Ryce Davis on their work with the 100+ participants that they serve with Support to Communities and the Windows to Work programs.   * 1. Winning with Wisconsin events – *Scott Schultz*   **Scott Schultz** spoke on the Winning With Wisconsin events. The DWD is hoping to have 4 events scheduled throughout the year with the first of those being in November. The events will be a day long affair starting with presentations and a luncheon in the morning, followed by a Job Fair in the afternoon. Scott said that DWD is using WIOA Set-asides for $20,000 for each board to be able to fund their participation. **Mari Kay-Nabozny** said that she was able to quickly glance through the Scope of Work that was released this morning and that there is a lot of work and a very short time (8 weeks) to plan and execute it. She is hoping that we will be able to participate but isn’t guaranteeing it. Mari did offer an alternative process for this event proposal from what was released by DWD. A discussion was held asking if this event would even be beneficial for NWWIB to participate in? From a quick look at the proposal, Mari said that there are some things that we can do, but after a deep dive into it, she will get with the other members. |
| 11:25 AM | 1. **Public Relations Report**    1. WIOA Success Stories   **Melissa Rabska** spoke about our Social Media accounts and our sponsored podcast offering the upcoming topics and encouraged board members to check them out. Melissa also spoke on the success stories that were included in the packet.  **Dick Nystrom** spoke on the importance of the success stories and how they allow us to see what impact we actually make. |
| 11:30 AM | 1. **State & Federal Updates** – *Mari Kay-Nabozny*    1. DOL Monitoring Update   **Mari Kay-Nabozny** spoke on the DOL Monitoring Update. Said we are done on our end, but we are still waiting for DWD to sign off on their end.   * 1. PY 2021 DWD Monitoring Update   Mari Kay-Nabozny spoke about the PY 2021 DWD Monitoring Update. She said it is still not closed. DWD requested additional information which was provided.   * 1. PY 2022 DWD Monitoring Update and Schedule   **Mari Kay-Nabozny** spoke on the PY 2022 DWD Monitoring Update and Schedule. She mentioned that there are a few visits scheduled throughout the month of October as well as the Audit scheduled in November.   * 1. DWD Retirements   **Mari Kay-Nabozny** spoke on the two DWD officials who Have retired and about the change in dynamic these retirements can possibly make.   * 1. Local plan update   **Mari Kay-Nabozny** spoke on the Local Plan Update. She mentioned that the WIOA Local Plan is redone every four years and revamped every two years. NWWIB is reviewing LMI to see if a full update is needed. Kelly Klein asked about the Housing RFP due date. Mari said that she can send it out to the board members who want to look at it. |
| 11:45 AM | 1. **Comments & Announcements**    1. Discussion by Board on community-based challenges, solutions – *All*   **Mari Kay-Nabozny** started the discussion asking about any challenges or solutions to challenges that members have come across.  **Jeff Muse** spoke about the NWCEP/NWWIB split and the benefit it has brought to light. Jeff said that CEP is looking at Supportive Employment and possibly working with Indianhead on targeting more youth.  **Mari Kay-Nabozny** and **Ed Gruhl** discussed the regulations between the WIB/CEP and the CEOs. Mari is going to send information to Ed.   * 1. Recognition of LeRoy Forslund retirement   After the release of this meeting packet, news reached the NWWIB office that LeRoy Forslund had passed away. In lieu of the recognition of Mr. Forslund’s retirement, a moment of silence was observed prior to the start of the meeting in Mr. Forslund’s honor. A condolence card was passed through the board members and the NWWIB staff that will be presented to Mr.Forslund’s grieving family. |
| 12:00 PM | 1. **Next Meeting Date & Location December 8, 2022**, or at the call of the Chair. |