

MINUTES



Executive Committee Meeting

8/14/2023

10:00 AM – 11:45 AM

Attendees:

- Judy Aspling
- Kerri Trubachik
- Dale Kelm
- Kelly Klein
- Dick Nystrom

Staff & Guests:

- Mari Kay-Nabozny
- Clarice Baumgartner
- Melissa Rabska
- Ryce Davis
- Matthew Filipek
- Dawn Knapp
- Kristi Waits

1) Welcome and Opening Meeting Business

- a) Call to Order
- b) Roll Call
- c) 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.
- d) Welcome and Introduction of Guests

2) Previous Meeting Minutes

- a) Review and Approve Meeting Minutes from June 12, 2023.
Motion to approve minutes as presented by Dick Nystrom and seconded by Judy Aspling. Motion passes unanimously.

3) Grant Funding Update | Mari Kay-Nabozny

- a) Bremer Grant
 - i) Mari reported that NWWIB has submitted grant to Bremer Foundation. The application asks for money to revamp the website to improve outreach. The website had previously been redone to meet ADA requirements, but it is not user friendly or aesthetically appealing. Grant also asked for funding for MyOneFlow, a case management system that helps streamline case management. One important feature is the ability to track funding per person instead of per grant. It also has features that improve communication. Mari discussed funding limits and program requirements. Mari believes it will be possible to meet with Bremer to discuss the scope of the grant.
- b) EDA Recompete Grant
 - i) Grant targets community revitalization in communities that have traditionally not been invested in. Wrote the grant for Iron County as it is the only county that is fully eligible for the grant. Mari reported that the organization is still determining what to target in the application process. Mari noted that a government partner is needed to apply for this grant. The application would need to be shovel ready to be competitive in the application process. Mari will keep the board posted about developments. Phase One approvals will be announced in December 2023. The next round will open in April 2024.
- c) Climate Ready Grant

- i) Mari reports this grant is being offered by NOAA. It is intended to help coastal communities adapt to climate change. Communities that border Lake Superior may qualify for the grant. Mari believes it would be best to partner with a local organization instead of being the primary applicant.

4) Program Highlights | Mari Kay-Nabozny

- a) Gener8tor/Microsoft partnership
 - i) Mari reports that this organization is working in Southeastern Wisconsin. The organization is funded by Microsoft. They specialize in helping small businesses reach customers. Mari notes that their project management certificate is now on the ETPL list. The certificate takes 25 people through training and then helps them hire remote workers. They want to run a certificate in this area. Approximate cost \$4000 per person and fully funded through Microsoft. Mari reports that the program has been successful in the Green Bay and Marinette area.
- b) Current NWWIB program enrollments
 - i) Mari reported on the participant numbers for each of the current programs. Mari reports that career planners have been unable to work with participants in the Douglas County Jail. Mari reported that there are already 4 participants enrolled in the new Quest Grant. WDA 6 is paying for Katie Gurske's salary, which will allow her to move into a full-time position. Jo Nowak-Thompson is now contracted part-time with EverGrow. Support to Communities has exceeded their participant goal and will be sunsetting soon.

5) WIOA | Mari Kay-Nabozny

- a) WIOA PY22 Monitoring
 - i) Mari reports that NWCEP has not met several goals based on the preliminary report from the state. A final report has not been generated by the state. The committee discussed performance concerns and next steps. Mari reports that NWCEP has overspent the WAI contract but is underspent in WIOA. Mari reported that NWCEP has lost several programs to other organizations. The state will be monitoring for two weeks in November.
- b) PY 22 Performance
 - i) Mari reports that they will continue to monitor NWCEP's reported performance metrics.
- c) PY 23 Current Performance and Enrollment
- d) Staffing update
 - i) Scott's last day is August 15, 2023. Mari and Scott met for an exit interview on 8/13/2023. Melissa will cover key job duties until a new person is hired. Mari hopes to have a new hire by November.
 - ii) Kristi Waits has announced her intention to move out of state. Kristi and Mari have been discussing transitioning to a remote contract position for the next six to eight months. Motion made by the board to work with Kristi to transition to a contract position.
 - iii) Katie Gurske will transition to a full-time role.
 - iv) Mari would like to do her own review with the Board and discuss restructuring Melissa Rabska's role in September.
- e) Board recertification
 - i) Mari reached out to La Courte Oreilles Ojibwe University to see if someone from the university would be able to serve on the board. Mari noted that the tribal council would need to nominate the individual.
 - ii) Mari reached out to Gordon Hintz from LiUNA to see if they have someone who would be willing to serve.
 - iii) Elaine Ogilvie from Mathy Construction may be able to serve on the board and represent local union. Mari noted that their organization also employs formerly incarcerated individuals and works to overcome housing barriers.
 - iv) Board members need to be recertified by September 1st.

6) WIPFLI | Mari Kay-Nabozny

- a) Review of fiscal services and other options

- i) Mari reports that WIPFLI has raised the prices for several Workforce Boards. WIPFLI dropped WDA 8. WDA 8 has hired an accountant. Mari sat in on the interviews because WDA 8 would like NWWIB to buy into working with this accountant. Mari notes that if NWWIB goes that route, they will need to pay for several software packages that WIPFLI currently provides. There would be additional expenses related to importing data, transitioning, and creating new systems. The contract with WIPFLI is renewed annually. There is a sixty-day out clause, and the transition could also be considered in the future. Mari also noted that NWWIB may be able to partner with other WDAs. Dick Nystrom made a motion, Seconded by Dale Kelm to monitor WIPFLI and explore other options outside of WDA 8 and WIPFLI. Motion carried unanimously.
- b) Financial Statement of Activities and Financial Position
 - i) Mari noted that the Statement of Financial Position was included in the committee packet. Mari discussed the assets line item. Mari noted that it is typically enough to cover expenses, unless WIPFLI misses a drawdown or a large invoice comes in. Dick Nystrom proposed holding more in assets. Mari noted that it may be able to hold more money in the general asset fund due to DOL requirements. To increase that amount, the corporate funds would need to be increased. Mari will explore putting additional money into an interest-bearing account to generate additional funds. Judy Aspling moved and Kelly Klein seconded a motion to accept the Financial Statement. Motion carried unanimously.
- c) 990 update
 - i) Mari reported that she has not heard back regarding the 990 appeals. Mari has asked WIPFLI to file an extension for next year.
- d) 2023 Audit dates: November 6th week
 - i) Mari is getting ready for the financial audit run by Wagner.

7) Partner Updates and Comments | All

- a) Regional LMI report
 - i) The board discussed changes in the labor force and unemployment rate.
- b) Next Board Meeting
 - i) Dick Nystrom proposed having the next board meeting in Superior and having the refinery present on their business.

8) Adjourn

- a) Next Meeting date: September 11, 2023 at 10:00 AM or at the call of the Chair.

Additional Instructions:

Related meeting items are included in the packet for your review before the meeting. Thank you.