



**Northwest Wisconsin Workforce Investment Board, Inc. Meeting
Thursday, September 24, 2015 – 10:30 a.m.
University of WI Superior - Superior, WI
Meeting Minutes**

Present

Chuck Gottschall
Cindy Rouzer
Mike BeBeau
Tom Draghi
Jim Kehoe, Jr.
Richard Nystrom
Brad Gingras
Kelly Klein
JoAnne Jacobsen
Walt Jaeger
LeRoy Forslund
Bambi Pattermann
Ashley Moore
Jack Wichita
PC Rasmussen, Jr.
Mic Isham
Judy Aspling
Jerre Eckes
Norm Voorhees
Scott Javner

Excused

Jenna Casey
Bobbi Damrow
Bruce Lindgren
Toby Johnson
Pamela Guthman
Jerry Hembd
Angela Hupf
Wanda Grew-Jasken
Mary McPhetridge

Others Present

Jenny Decker
Mari Kay-Nabozny
Melissa Burris
Mary Dietrich
Dave Arb, Jr.

Call Meeting to Order

LeRoy Forslund called the meeting to order. Roll call was taken. Members present constituted a quorum. Jenny reported that the public meeting notice was published in two class a newspapers and aired on area radio stations in the WDA. It was noted that David Arb Jr DWD Program Liaison was present.

Approval of the 6/15/15 Meeting Minutes

The June 15, 2015, NWWIB meeting minutes were reviewed.

James Kehoe JR. made a motion to approve the 6/15/15, meeting minutes as presented. Seconded by Norm Voorhees. Vote taken, carried unanimously.

NWWIB Annual Election of Officers

Chuck Gottschall reported that nominations were received for the WIB Chairman by LeRoy Forslund, Vice Chairman by Richard Nystrom and Secretary/Treasurer from Mike BeBeau.

Chuck called for other nominations for the three positions.

A motion was made by Michael Bebeau to close nominations and to appoint LeRoy Forslund as Chairman of the NWWIB. Seconded by Norm Voorhees. Vote taken, carried unanimously.

A motion was made by Mike BeBeau to close nominations and to approve Richard Nystrom as NWWIB Vice Chairman. Seconded by James Kehoe, Jr. Vote taken, carried unanimously.

A motion was made by Norm Voorhees to close nominations and to appoint Mike Bebeau as Secretary/Treasurer. Seconded by Jack Wichita. Vote taken, carried unanimously.

Consent Agenda

Executive Committee Report

LeRoy Forslund, Executive Committee Co-Chair discussed minutes from the last meeting. Leroy noted that at the June Executive Committee meeting, there was a number of documents reviewed such as the WIB/LEO Agreement, the Bylaws were updated and approved, the Succession Plan was approved and Brad's title changed from Chief Operating Officer to Executive Director. The Conflict of Interest and Code of Standards forms were updated and signed by Board members. Mari discussed a leasing agreement between the WIB and CEP which includes Melissa Burriss and Andrea Huggenvik as the WIB Staff. The cost allocation plan was approved. LeRoy discussed the budget approval which included a three percent increase for staff. Brad and Mari are working on the LEO Consortium agreement.

Strategic Directions & Development (SDD) Committee Report

Mike BeBeau, SDD Committee Chair reported that the Committee met on 9/15. He noted that the CWI membership was discussed and that there is no representation from our area on this Council. He noted that Mari does sit on two Committees. The WIB Board composition, future priorities and the E3 Summit were discussed and a local plan is being developed. Also discussed was the requirement of having a Disability Committee which could be a sub set of the Strategic Directions and Development Committee. He discussed changes in manufacturing where there will be a shortage of workers.

Youth Council Update

Mari reported that the Youth Council met last Tuesday and discussed the Learning, Experience, Achieve, Program (LEAP) Program which is CEP's older youth program. Terri Wegener is CEP's new Youth Manager who is working on the Youth Apprenticeship program. The final Crex Meadow's Youth Camp report came out. There were 65 youth in attendance and 11 were referrals from DVR. The role of the Youth Council will change under WIOA to a Youth Committee but much of the membership will remain the same. She discussed Youth Council partnership updates were given by those on the Council. She noted that Barb Landstrom will be retiring from WITC.

Dick Nystrom made a motion to approve consent agenda. Seconded by Judy Aspling. Vote taken, carried unanimously.

Job Center Customer Counts Update

Jenny updated the Board on the Job Center customer counts report which tracks the number of customers who are utilizing Job Center services. Jenny noted that she is now tracking JC numbers from 2014 and 2015. She noted there was an increase in the number of people coming in the Superior Job Center due to Aldi's Grocery is doing their hiring and recruitment through their office.

Regional Employment Report

Mari reported that Thomas Michaels, DWD Labor Market Analyst for DWD puts out the monthly employment report. Mari explained some of the increase and decreases in area unemployment rates. Dave Arb noted that if Board members contact Mari, he can get more specific employment and labor information for them.

On the Job (OJT) & H1B OJT Training Report

Mari discussed the CEP OJT report. She noted that we've had 65 contracts since July 1, 2014 though the end of January.

Mari discussed the H1B OJT report. This grant starts April 1st through the end of January. She reported that 125 OJT contracts have been written. She noted that we are just into year four and will easily out perform our metrics for this grant.

Dislocated Worker Report

Mari reported that Georgia Pacific in Phillips have laid off 53 workers. Three different rapid response meetings took place for these workers. Four workers from HSI in Ashland were laid off due to the business closing.

E3 Summit

Education, Employment and Economic Development (E3) was held to develop strategies for the WIOA regional guidelines. Seth Hudson formerly of WEDC and now works for Cedarcorp will facilitate with Jerry Hembd at the E3 Summit. There will be some small group sessions that will take place in the

afternoon. Mari's hoping to repeat this summit each year. Visions Northwest has a new staff member and they will be in attendance. The E3 Summit will take place on October 14th from 10 a.m. to 2:00 p.m. at the Lakewoods Resort in Cable.

Grants Update

Mari reported on the OATS Grant which assists socially disadvantaged farmers from the LCO and Lac Du Flambeau Tribes.

It was reported that CEP received the Affordable Care Act (ACA) grant for \$305,000 for a one year period but the grant will renew for the next three years.

Mari reported that Skills Wisconsin and Fast Forward are doing an agri-business academy with WITC and will begin in Ashland this fall.

Mari reported that the HRSA grant is over this month. The HRSA grant allowed us to look at our healthcare sector and network and develop a strategic plan. Their consortium includes 29 members.

Mari explained the American Apprenticeship Grant which is a \$5 million grant to expand apprenticeships across the state. This may be an avenue to work more closely with apprenticeship representatives on the Board.

WIB Composition Update

Under WIOA, requirements under Board structure has changed. Mari explained the handout in the packet that describes which sector members fit in. The CEP Board of Directors approved the slate of candidates for the WIB under WIOA. The new Board will be official on January 1, 2016.

Action Item

Approve Section 700 of FPM

Mary Dietrich, CEP Finance Director noted that we added more specific language to update the Financial Procedures Manual (FPM) policy for the monitoring sub recipients. She made changes to the purchasing/procurement section. Her changes were included in the packet from the Uniform Guidance which we have to do. She explained the other changes highlighted in the handout.

Mic Isham made a motion to approve section 700 of Financial Procedures Manual as presented. Seconded by Judy Aspling. Vote taken, carried unanimously.

Action Item: Approve Section 1700 of FPM

Mary reported that DWD monitored us in April and they came up with one observation in regards to record retention. It's required to retain records for seven years. Our FPM policy said we saved them four and retained them for three and it needs to say we retain them for seven years.

Mic Isham made a motion to approve section 1700 of the Financial Procedures Manual as presented. Seconded by Dick Nystrom. Vote taken, carried unanimously.

WIOA Monitoring Review Update

At the end of August, we had a fiscal, programmatic and EOE monitoring. Mari distributed our performance report for review. It was noted that we haven't heard if there will be a performance incentive. After this year, the performance measures are going to change.

Minnesota Regional Meeting

Mari reported that the WWDA met in Superior to meet with the MN Workforce Council and they discussed regionalism and reinvigorating programs from the past. They will continue to meet with this group in the future.

Public Relations Report

Melissa Burris, NWWIB Public Relations Coordinator reported that the Skills Gap Analysis presentation helped to get the WIB's name out there. The other projects highlighted are agri-business academy and the HRSA grant. It was noted that the new WIB web page has been updated and looks very professional.

Other Business

Judy Aspling reported that during Rotary she talked to Dave Anderson of DWD. She asked him if they can look at the composition of CWI. He told her it was too late and reconfigured for the second time. It will be run by two committees for planning and where to allocate dollars. She said she received an application to be on the planning committee. She hasn't heard back from her application submission yet.

Chuck reported that the new Job Center of Wisconsin website went live last Wednesday. The new site makes it easier to use for job seekers and employers. He noted that so far, the reviews are good.

LeRoy Forslund recognized Walt Jaeger for all his work and dedication on the WIB Board. He will be retiring after this meeting. As a token of the Board's appreciation, Walt was given a recognition clock. He was on the Board from 1989 to 2015 and served on several WIB Committees and was the Secretary/Treasurer for most of his tenure on the Board.

Next Meeting Date & Location

The next meeting of the NWWIB, Inc. will take place on Thursday, December 17, 2015, at 10:30 a.m. in at a location to be determined. Suggestions were made to consider Hayward.

Adjournment

A motion was made by Mic Isham to adjourn at 12:25 p.m. Seconded by Richard Nystrom. Vote taken, carried unanimously.
