



**Northwest Wisconsin Workforce Investment Board, Inc. Meeting
Thursday, December 17, 2015 – 10:00 a.m.
Flat Creek Inn & Suites**

Meeting Minutes

Present

Chuck Gottschall
Cindy Rouzer
Mike BeBeau
Tom Draghi
Jim Kehoe, Jr.
Richard Nystrom
Brad Gingras
Kelly Klein
JoAnne Jacobsen
Mary McPhetridge
LeRoy Forslund
Pamela Guthman
Bambi Pattermann
Ashley Moore
Jack Wichita
PC Rasmussen, Jr.
Judy Aspling
Jerry Hembd

Excused

Jenna Casey
Bobbi Damrow
Mic Isham
Angela Hupf
Jerre Eckes
Norm Voorhees
Wanda Grew-Jasken
Toby Johnson
Scott Javner

Others Present

Jenny Decker
Mari Kay-Nabozny
Melissa Burris
Mary Dietrich
Andrea Huggenvik

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.

Approval of the 9/24/15 Meeting Minutes

The September 24, 2015, NWWIB meeting minutes were reviewed.

James Kehoe JR. made a motion to approve the 9/24/15, meeting minutes as presented. Seconded by Richard Nystrom. Vote taken, carried unanimously.

Consent Agenda

Executive Committee Report

LeRoy Forslund, Executive Committee Co-Chair discussed minutes from their last meeting on December 7th. He noted that the Committee was disappointed that our area missed the state's WIOA performance award by 1%. He noted the Committee instructed staff to send a letter on behalf of the Executive Committee to express our concerns and ask for clarification on how the state calculates their formula.

LeRoy noted that Bruce Lindgren has resigned from the NWWIB and its sub-committees he was on due to health issues. Bruce was replaced by Jerry Hembd on the Executive Committee.

LeRoy reported on the OJT discussion and noted that recommendations were made to make some changes to the program and to study the issue further.

LeRoy noted that the LEO Consortium agreement was completed.

LeRoy reported that Bill Eskola who is CEPs Data Analysis/IT Specialist is retiring in February. He began his career at CEP in 1977.

Strategic Directions and Development (SDD) Committee Report

Judy Aspling, SDD Committee Chair reported that the Committee met in November. She was nominated as the chair since Mike BeBeau was appointed to fill a vacancy on the Joint Executive Committee, however he still remains a member on the SDD Committee. Judy noted that much discussion took place on making changes to the OJT program such as putting a spending cap on contracts, increasing the wage and reverse referrals which should be reviewed.

One Stop Operator (OSO) Committee

Jack Wichita, OSO Chairman noted that the WIB has an OSO Procurement due in the coming year. The One Stop Operator is a mandated group or consortium of partners or a single entity. Wisconsin hasn't issued anything but it has to be completed by June 30th. Our area is a consortium of partners, but there's no money attached to it. He noted that we'll have to procure or sole source it. They discussed the new Job Center of Wisconsin (JCW) redesign. It was noted that WITC has a new manufacturing program. He reported that CEP received a grant extension on the ACA grant for up to three years.

Mike BeBeau made a motion to approve consent agenda. Seconded by Chuck Gottschall. 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. Mari noted that there is an increase in customers coming in and one reason is that seasonal workers cannot have their work search waived unless they're back to work within eight weeks. She noted that they have addressed this issue with the state.

On the Job (OJT) & H1B OJT Training Report

Mari discussed the CEP OJT report. She noted that we're using a new case management system which is a different format. She noted that we had 18 contracts with an average wage of \$13.50 per hour.

Mari discussed the H1B OJT report. She noted that 172 contracts have been written since April. Our area had 55 contracts. This grant ends on April 16th and is almost spent. She noted that they will be exploring other healthcare grants.

Dislocated Worker Report

Mari reported that Target in Superior is closing and most workers will be rehired at the Duluth Target. Enbridge Energy is laying off 40 workers. Marcus Theatre in Superior is closing and most of those employees will be hired by the Duluth Theatre. MMC in Ashland laid off some transcriptionists due to new technology replacing those workers. Mari discussed the Georgia Pacific closure. Ashland Jewelers is closing and will be open for repairs. It was noted that rapid response meetings have taken place with these closures.

Regional Economic Report

Mari reported that Thomas Michaels, DWD Labor Market Analyst for DWD puts out a monthly Regional Economic report. Overall unemployment rates went down in our region, but our area is still second highest in unemployment next to Milwaukee in the state.

E3 Summit

Mari discussed the E3 (Education and Employment, Economic Development) Summit that took place in October. Mari discussed the notes that were generated from that meeting and how we plan to synthesize them for our use. It was noted that we will try to make this Summit an annual event.

Grants Update

Mari discussed the TechHire grant which is a Department of Labor HIB proposal due in March that has an IT focus. The goal is to get more IT professionals into healthcare and manufacturing. Our area will write with three other WDAs and includes eight technical colleges. This project encourages regional collaboration in this application. She explained how the program would work.

Mari explained the Agstar grant which is for a program geared towards assisting young agricultural entrepreneurs. This grant submitted is for \$10,000.

Brad reported that we received the Otto Bremer Foundation grant CEP received for \$55,000 to upgrade technology for staff and to improve processes for staff who are more mobile. He also noted that we will use some of the funds to provide marketing for CEP with a marketing firm in Duluth.

Mari noted that another grant we're exploring is a project to get children enrolled into the BadgerCare program which would be similar to ACA. She noted that we will partner with two other WDAs on this initiative and will submit the proposal in January and should hear back about it in May.

Action Item

Approve/Review PY15 Operational Budget

Mary Dietrich, CEP Finance Director explained the PY15 budget. She noted that staffing costs increased by \$6,000. She explained some of the cost saving measures. Overall the budget decreased by \$9,000. She explained the WIOA budget where she implemented the 10% diminimus. She explained the total indirect costs with WIOA. She explained that 42% of our funding comes from other grants, 50% from WIOA and 8% is indirect costs. The Boards are 100% WIOA funded. She explained the Board budgets. She included the innovation fund for \$8,000 which is money that is not tied up in operational costs. She discussed the PY15 WIOA allocations and WIA carryovers. She discussed other grants which was an increase of \$31,000 and the budget summary. She discussed the client services grants, along with Job Center activities, OJTs, employer services and grant specific activities.

James Kehoe Jr. made a motion to approve the PY15 Budget as presented. Seconded by Dick Nystrom. Vote taken, carried unanimously.

Review PY14 Budget to Actual Spent

Mary Dietrich, CEP Finance Director reported that this review is a conclusion of how PY14 worked out for us. Overall, WIA represented about 42% of funds. She explained expenditures in our others grants and WIA funded activities. She noted that when we received the incentive award, we ended up with a slight variance.

Final PY14 WIA Performance Outcomes & Performance Incentive Award Update

Mari explained the PY14 Final Performance report. CEP nearly exceeded all performance measures and met three. In order to be eligible for a performance award, each program had to be over 100%. Our area missed one measure, where we had 99% in our youth performance. It was noted that only one WIB Board in the state (the WOW area), received the entire incentive award.

Action Item

Review/Approve New Youth Policy

It was reported that CEPs new Learn, Experience, Achieve, Perform (LEAP) program includes an incentive policy which the WIB needs to approve that affects any WIOA funds. Brad briefly explained how the LEAP program works and the incentive policy.

Mary McPhetridge made a motion to approve new Youth WIOA Policy to be changed as presented. Seconded by Judy Aspling. Vote taken, carried unanimously.

Action Item:

WIB/CEP LEO Agreement Amendment

Mari reported that the WIB/CEP LEO Agreement was included in the meeting packet. On page four, the red text is added by our monitor's request and the second change includes that the grant recipient should say Chief Local Elected Officials only. It clarifies who the fiscal agents are.

Judy Aspling made a motion to approve the WIB/CEP LEO Agreement as presented. Seconded by Jack Wichita. Vote taken, carried unanimously.

LEO Consortium Agreement

Mari reported that the LEO Consortium Agreement is just informational. Our area had to have a new LEO Consortium Agreement signed by the County Board chairs in our ten county region that is due tomorrow. This agreement designates our ten county region will remain the same geographically under WIOA.

WIB Reconstitution Update

Mari reported that she will send the final WIB reconstitution submission to DWD tomorrow. Starting in March, we will have the same Board, minus a few based on new criteria. There will be 24 people on the new WIB Board.

WIOA Local Plan Update

Mari discussed the WIOA local plan which is out for public comment in March.

Business Conference/Visions Northwest Event

Discussion took place on whether to hold another WIB Business Conference. It was noted that there are more public sector staff than actual businesses that attend. A suggestion was made to hold it every other year. It was also noted that there are more web based opportunities for learning that minimize travel for many. Some suggestions were made to have some smaller workshops such as business law.

Mari reported on an idea for the WIB to possibly collaborate with Visions Northwest on an economic development summit in spring or hold a workforce summit in the fall. There are funds available through Visions Northwest and \$11,000 from the WIB. She noted that we are a little late this year to hold a Business Conference due to changes that took place under WIOA that required immediate attention. Mari will meet with Kelly Klein on collaborating between the WIB and Visions Northwest.

Discussion took place on topics to address and different audiences we want to cater to such as focusing on small business or emphasis on economic development. It was noted that we need to figure out who the audience is. Mari noted that she, Kelly Klein and Crystal Rhodes of Visions Northwest will meet to discuss exploring some opportunities and bring ideas back to the Business Conference Committee and then the WIB. Discussion took place about holding these Conferences in different areas.

Public Relations Report

Melissa Burris, WIB Public Relations Coordinator reported that the PR report is included in the meeting packet and much of the information on the report was discussed at the meeting today. Mari discussed the Regional Economic Indicators forum that took place that was well attended. Melissa discussed the NWWIB Annual Report. This report will go to elected officials, along with WWDA and other state officials. A suggestion was made for Melissa to contact Positively Superior to highlight the WIB. It was noted that they will publish any sort of press releases.

Other Business

LeRoy Forslund was recognized for his 30 years of service on the NWWIB with a recognition award.

Dick reported that he joined the tax payer’s alliance in Madison to compare tax rates with Minnesota over a 25 year period and to learn why Minnesota has grown.

Next Meeting Date & Location

The next meeting of the NWWIB, Inc. will take place on Thursday, March 24, 2016, at 10:00 a.m. at a location to be determined. Suggestions were made to hold the meeting at the Lakewoods Resort in Cable, WI.

Adjournment

A motion was made by Chuck Gottschall to adjourn at 12:25 p.m. Seconded by Dick Nystrom. Vote taken, carried unanimously.
