

**Northwest Wisconsin Workforce Investment Board, Inc. Meeting
Thursday, June 23, 2016 – 10:00 a.m.
BWU Learning Center - Phillips, WI
Meeting Minutes**

Present

Chuck Gottschall
Jim Kehoe, Jr.
Mike BeBeau
Tom Draghi
Jack Wichita
Richard Nystrom
Angela Hupf
Bobbi Damrow
Shannon Stade
LeRoy Forslund
Bambi Pattermann
Kelly Klein
Scott Javner

Excused

Cindy Rouzer
Judy Aspling
Mary McPhetridge
Jerry Hembd
Ashley Moore
PC Rasmussen, Jr.
Mic Isham
Pamela Guthman
Sue Andreo
Norm Voorhees

Others Present

Jenny Decker
Mari Kay-Nabozny
Melissa Burris
Andrea Huggenvik
Thomas Michels

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. BWU is the learning center for MarquipWardUnited. It was noted that Marquip employs 1,000 people.

Approval of the 3/24/16 Meeting Minutes

The March 24, 2016, NWWIB meeting minutes were reviewed.

Dick Nystrom made a motion to approve the 3/24/16, meeting minutes as presented. Seconded by Mike BeBeau. Vote taken, carried unanimously.

Consent Agenda

Executive Committee Report

LeRoy Forslund, Executive Committee Co-Chair discussed minutes from the last meeting on June 13, 2016. They discussed the CEP Executive Director position vacancy, noting that they went through a national search process and 30 people applied. They narrowed it down to two people. An offer was

made to Jeff Muse who will begin on July 11th. He formally worked for the Great Lakes Inter-Tribal Council (GLITC).

LeRoy noted that an annual audit review and approval of documents took place for items such as contracts, bylaws, OSO Operational plan, WIB staff lease agreement, WIB and CEP succession plans which he explained.

A preliminary budget review took place at the meeting as well.

Strategic Directions & Development (SDD) Report

Mike BeBeau, SDD Chairman reported that the SDD Committee met on June 21st in Ashland. Highlights included were a regional economic scan that Thomas Michels provided for everyone on personal income and other economic factors in the area. Mike explained the discussion that took place on per capita income and where it's derived from. They discussed the Retail Pilot program that took place with eight clients and that all eight passed their Retail Federation Association exam. The majority of the meeting was working on the strategic plan and the homework involved. Mari reported that they're getting more substance on the plan. After the August SDD meeting, the Committee will have a draft for the full WIB to review in September. Thomas has provided a lot of data which has been helpful in developing the plan. Roy encouraged members of the WIB to participate on the SDD Committee if they are interested and have time.

One Stop Operator (OSO) Report

Jack Wichita, OSO Chairman discussed the OSO procurement. There is no update on the OSO procurement, but the state released information on the process. The new WIOA rules and regulations aren't officially out yet. CEP received the Children's Health Insurance Program (CHIP) grant for a period of three years which will help enroll children into BadgerCare program. CEP received the Transitional Jobs Program that was initially awarded to ICAA, however, they didn't meet some requirements. You have to perform to receive the money later, with a hard population to work with.

Bambi distributed a pamphlet that was a report on the number of graduates from WITC and wage placement information. She reported on some staffing updates.

Tom Draghi noted that DVR is in the midst of their summer youth program. Some students are enrolled at the CEP Crex Camp. It was noted that new changes have taken place with the youth population on those students who traditionally go from high school to workshops. The federal law requires that students and parents can't funnel them into those workshops without going through DVR. This will create some challenges in their system. There are about 9,000 students statewide that they traditionally never worked with before.

Chuck noted that unemployment is down. Locally, that has reduced the number of people going to the re-employment workshops. The Job Center traffic in Superior has slowed down somewhat. They are

getting an increase with local employers and temp agencies wanting to do onsite recruitments. Workshop numbers are being attended fairly well. It was noted that customers can use workshops in lieu of doing work search.

Youth Committee Report

Mari reported that the Youth Committee met in May. The Committee discussed Crex enrollment and also talked about Youth Apprenticeships (YA). It was noted that YA and adult apprenticeships have been combined. She reported that the Rescue Divas program was a success, training middle school girls in Emergency Medical Services to get more females involved in non-traditional careers. The OATS program was discussed in partnership with LCO and St Croix to assist with agri-business. Mari noted that CEP, for the first time, failed one measure in youth numerical literacy. Since then, the staff got that performance measure up and it has been met. Everything needs to be clear with lack of rules and regulations right now. She noted that In School Youth program (ISY) ages are 14-18 and Out of School Youth (OSY) is 18-24 because we're a compulsory state.

Joint Conference Committee Report

LeRoy noted they met on June 13th and went into closed session to evaluate the WIB CEO performance and to finalize the CEP Executive Director position. The committee was very satisfied with Mari's performance. They also recommended Jeff Muse as the new CEP Executive Director.

James Kehoe made a motion to approve consent agenda. Seconded by Jack Wichita. Vote taken, carried unanimously.

Job Center Customer Counts/Performance Report Update

Mari updated the Board on the Job Center customer counts report which tracks the number of customers who are utilizing Job Center services. There's nothing outstanding in the recent numbers. We can use this report to compare 2015 to 2016 numbers due to the state changing the seasonal employment UI requirements. She noted that we're seeing more people coming in for that reason.

Mari discussed the performance report for our Board. Right now, the WIB and CEP are meeting and exceeding five. We still have some data to include and won't see final report until the end of August. We're not doing as well as we've done in the past, but still doing good.

On the Job (OJT) & H1B OJT Training Report

Mari discussed the CEP WIOA OJT report. She noted that were using a new case management system which is a different format. She noted that we've had 50 contracts starting July 1, 2015, with an average wage of \$13.50. She included an additional report that shows how the program is working. A good percentage of clients stayed employed with their employer on the OJT. Mari discussed the percentages included in the handout. Dick complimented the staff on this report and on the status of the OJT participants. Dick asked if there's a possibility of looking at other WDAs to compare. Mari said that none of the other WDAs run a robust OJT program like we do other than maybe the Waukesha area.

Dislocated Worker Report

Mari reported that there are no new closures, which is good news. It was noted that Caterpillar in Prentice has the sale finalized and people are asked to reapply for their jobs. They don't have to do the 60 day notice, since they weren't affected by job loss.

Regional Employment Report

Mari reported that Thomas Michaels, DWD Labor Market Analyst for DWD puts out the Regional Economic Employment monthly report. A July report was distributed. He noted that all these numbers are not seasonally adjusted which is why state and national numbers differ. He discussed the year to year change and the state and nation has decreased. Our area has decreased, but not as much as state and nation. The only county that didn't decrease was Douglas County. He noted that if you compare northwest Wisconsin with other WDAs, we're in the middle of the pack in unemployment rates. We decreased .7%.

Local Plan Revisions

Mari reported that the local plan was submitted in March and was approved, but we have to make a few revisions which were made by the end of the month.

DWD Policy Changes

Mari reported that the state has been more flexible with WDAs in terms of policy changes under WIOA.

Grants Update

Mari explained the Techhire grant for \$4.8 million grant that was written by the WIB in partnership with area tech colleges and two other WDAs. This has a strong IT focus on promoting training/careers in healthcare, manufacturing and other occupations in need of IT.

Mari talked about the Bremer grant for a community concierge. This will focus on recruitment and retention focus in Ashland and Bayfield county region. There will be assistance for businesses in recruitment and placement of individuals in high wage and high demand occupations.

Andrea Huggenvik talked about the USDA grant. It's a \$500,000 grant for the course of four years partnering with NWRPC/Visions Northwest. This grant has the emphasis of promoting community and regional innovation in youth entrepreneurship, workforce development and poverty inequality issues. It also has the focus of examining approaches to expanding local and regional food systems.

America's Promise grant was discussed. This will be a \$1-\$6 million dollar grant due in August. This is Department of Labor ETA H1B funding source. This grant has the purpose to strengthen the pipeline of skilled workers to expand on an economic region's middle to high skilled workforce within on or more prioritized industry sector, thereby creating opportunities for America's workforce to gain necessary skills to fill in demand jobs.

Mari discussed the Union Pacific Foundation, a small grant which has the focus of exploring healthcare recruitment and retention model for this grant.

She reported on the Wish you Well Foundation grant for up to \$10,000. This grant has the mission of supporting family literacy in the U.S.

DWD Monitoring Closeout

Mari reported that there's a letter included in the packet that notes that the monitoring is closed. There is a little delay with the EEO portion.

Action Item

Approve/Review PY16 Preliminary Budget

Mary Dietrich, CEP Finance Director noted she finalized the py16 preliminary budget a few weeks ago. Since then, there has been some grants received that aren't included. She compared the py15 budget to py16 budget. Starting with wages, staff are getting a 2% increase, except for grant specific staff. She explained the decrease in salaries due to retirements and UI decreased. Health insurance has decreased which was a \$60,000 savings with all factors mentioned. Operational costs were discussed, there was an increase, due to four company cars that we want to encourage staff to use more often, to increase the mileage budget. The rent in Ashland office increased, noting that AADC who the Ashland Job Center/Administrative office rents from said we'll get an annual increase. Supplies increased \$10 grand. The Uniformed Guidance changed which has re-categorized supplies. A big decrease took place in software due to a new case management upgrade. An increase was made in marketing, due to funds we received from the Bremer grant. She discussed the Board budgets and based on spending for the last two years. Page one was the nuts and bolts of everything. Page two was specifically WIOA. There's an increase of \$133,000 for staff. This fall, she noted the budget scenario won't be the same. She discussed carry over funds and she likes to have them so direct activities can continue in the first quarter. Page three on break down of WIOA, other grants and 10% diminimus cost factor. Page four is the preliminary budget on indirect cost rate, but it does not include rapid response and the CHIP grant. Page 6 was WIOA allocations and the total amount of grants she's able to utilize. We took a hit of 13% hit from WIOA, but it was waived. She explained where all programs were at in terms of spending. She discussed other revenues which she explained earlier. The next page is revenues and expenses and where money comes from and where it's going. Page 10 is based on service and she discussed contracts with other Job Centers. Everything has basically stayed the same.

Mike BeBeau made a motion to approve the py16 Preliminary Budget as presented. Seconded by Scott Javner. Vote taken, carried unanimously.

A motion was made by Jack Wichita to utilize Mary Dietrich, CEP Finance Director part time for the WIB budget/planning. Seconded by Chuck Gottschall. Vote taken, carried unanimously.

Action Item

Approve/Review Operation & Communication Manager Job Description

Mari explained that Melissa and Andrea were 100% funded under H1B but that ends this summer and they wanted to keep them employed for other WIB projects. Andrea will be able to run performance report along with grant writing. Mari explained Melissa Burris's new job description which was included in the packet. Melissa will be able to work from home once a week, through the telecommute policy. There was one change that Mari will supervise, not the operations manager.

Mike BeBeau made a motion to approve the WIB Operations & Communication Job Description as amended. Seconded by Chuck Gottschall. Vote taken, carried unanimously.

Action Item

Approve/Review NWWIB Bylaws

Mari explained the changes made to the NWWIB bylaws, which were included in the meeting packet for review.

James Kehoe Jr. made a motion to approve the NWWIB Bylaws as presented. Seconded by Jack Wichita. Vote taken, carried unanimously.

WWDA Update

Mari's contract with WWDA ends on June 30th, but they requested an additional month of her time. She has not responded yet. They are looking at an association management company which will be paid on a per monthly retainer to take over this role, but they're still reviewing applicants. The full WWDA meeting will take place in Minoqua in August.

It was noted that Chuck Gottschall is the new compliance director for our area.

A motion was made by Dick to approve Mari's contract with WWDA for one more month in July. Seconded by Chuck Gottschall. Vote taken, carried unanimously.

Review/Sign WIB Board Conflict of Interest/Code of Standards Form

Mari explained that Board members are required to sign the Conflict of Interest and Code of Standards forms. The Board members will sign and return to Jenny. Bambi and Bobbi need to sign an additional portion due to contractual agreements with the WIB.

E3/Visions Northwest Event

Mari reported that a decision was made that rather than doing the WIB Business Conference, it was decided to partner up with Northwest Visions/E3. She noted that they had really good comments and success and the information from these events will be posted on the Visions Northwest website. She would like to tie the RISE sessions with E3, a collaborative training of economic development, education

and employment/training and have a summit call Rise3. They would like to expand to other communities, since this year was a pilot year. Mari noted that anyone who attended the RISE sessions, please submit any comments.

Public Relations Report

Melissa reported that the PR report is included in the packet and much of the information on the report was discussed at the meeting today. She noted Rise sessions were successful. There's more information on the Retail Training and they're planning to work on the E3 summit. The Daily Press did an article on the Retail Training.

Regional Updates & Strategies

Bobbi Damrow reported on NTC who provides training in Price and Taylor counties. She noted that they are experiencing an acceleration in placement and most graduates are working now. They are rolling out their culinary program due to a feasibility study done and with that program and they want to take some stuff on the road with a lab. They have embarked on their transportation program for CDL. They're the only tech college to offer a portal/virtual college which will include credit for prior learning as a component. They rolled out with Nicollet foundation and ran their first summer boot camp in robotics, as part of the STEM initiative. She talked about the CCBS training and working with CEP to get that to employers and to provide soft skills training with ten or 12 modules to students. She explained the Price and Progress event which is a home grown initiative with focus on recruitment and retention, collaborating with area partners, including CEP. They started out with human resource professionals and millennials and they had a dialogue together on the gaps. This dialogue has helped employers in how they do business and interact with people.

Next Meeting Date & Location

The next meeting of the joint NWWIB, Inc. Thursday, September 22, 2016, at 10:00 a.m. at a location to be determined.

Adjournment

A motion was made by Chuck Gottschall to adjourn at 12:00 p.m. Seconded by Kelly Klein. Vote taken, carried unanimously.

After the meeting, a business tour took place at MarquipWardUnited.