

**Northwest Wisconsin Workforce Investment Board, Inc. Meeting**  
**Thursday, September 22, 2016 – 10:00 a.m.**  
**Lakewoods Resort - Cable, WI**  
**Meeting Minutes**

**Present**

Chuck Gottschall  
Cindy Rouzer  
Mike BeBeau  
Sue Andreo  
Jim Kehoe, Jr.  
Richard Nystrom  
Kelly Klein  
Mary McPhetridge  
Bambi Pattermann  
Jerry Hembd  
Jack Wichita  
PC Rasmussen, Jr.  
Mic Isham  
Judy Aspling  
Scott Javner  
Jeff Muse  
Karen Griffin, Alternate for Tom Draghi  
Angela Hupf, via conference call

**Excused**

Ashley Moore  
Bobbi Damrow  
LeRoy Forslund  
Norm Voorhees  
Tom Draghi

**Others Present**

Jenny Decker  
Mari Kay-Nabozny  
Melissa Burris  
Mary Ledin  
Christy Roshell  
Andrea Huggenvik

**Call Meeting to Order**

Dick Nystrom 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 in the WDA. It was noted that Christy Roshell of WITC was present. Dick Nystrom chaired meeting for LeRoy Forslund who was unable to attend. Sue Andreo introduced herself. She replaces Jerre Eckes, representing Unemployment Insurance. Jeff Muse introduced himself as the new Executive Director of CEP.

**Approval of the 6/23/16 Meeting Minutes**

The June 23, 2016, NWWIB meeting minutes were reviewed.

James Kehoe JR. made a motion to approve the 6/23/16, meeting minutes as presented. Seconded by Mike BeBeau. Vote taken, carried unanimously.

### **NWWIB Annual Election of Officers**

Chuck Gottschall reported that interest in serving /nominations were received for the NWWIB Chairman from LeRoy Forslund, NWWIB Vice Chairman from Michael BeBeau and NWWIB Secretary/Treasurer from Richard Nystrom.

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 Mic Isham. Vote taken, carried unanimously.

A motion was made by Mic Isham to close nominations and to approve Mike BeBeau as NWWIB Vice Chairman. Seconded by Jeff Muse. Vote taken, carried unanimously.

A motion was made by Mike BeBeau to close nominations and to appoint Richard Nystrom as Secretary/Treasurer. Seconded by Jerry Hembd. Vote taken, carried unanimously.

### **Consent Agenda**

#### **Joint NWWIB/CEP Executive Committee Report**

Mari discussed minutes from the last meeting on 8/10. Notable items include Lew Martin's resignation from CEP Board after 26 years of service, he also served on the Joint Executive Committee. Changes to the CEP Field Level Operating Manual were approved. Thomas Mackie was appointed to the Executive Committee from the CEP Board. He's the new Vice Chair of the CEP Board, representing Washburn County. Mari discussed the Crex Meadows mess hall camp and where it's at in terms of funding.

#### **Strategic Directions & Development (SDD) Committee Report**

Judy Aspling, SDD Committee Chair reported that the Committee met on 8/16. Judy reported that Thomas Michels, DWD Labor Analyst has been presenting some LMI information that the Committee is using for the NWWIB Strategic Plan. She noted that the Committee broke up into groups to perform a SWOT and examine how we can help employers and partner in other workforce initiatives.

#### **One Stop Operator Committee Report**

Chuck Gottschall explained that the One Stop Operator Committee are the parties responsible for the Job Centers. He discussed key topics from the August 16<sup>th</sup> meeting. Pre-screening for veterans was discussed. Another issue addressed was the EO monitoring report for WDA #7, improvements need to be made such as bathrooms and handicap parking accessibility. So far everything has been corrected or addressed. He discussed how the OSO will operate under WIOA. He gave an update on various partners such as FSET, CEP, DVR, W-2, Job Service and WITC and the WIB. Chuck noted that unemployment numbers are down and very few clients show up to workshops.

### **Youth Council Update**

Mary McPhetridge, Youth Committee Chairperson reported that the Youth Committee met on September 20<sup>th</sup> and discussed the Learning, Experience, Achieve, Program (LEAP) Program which is CEP's older youth program. She discussed the participation rate from the various counties for the Out of School Youth (OSY) program. There should be more outreach done with various agencies dealing with older youth to increase enrollments.

Mary noted that Terri Wegener is CEP's Youth Manager, is working on the Youth Apprenticeship program. Mary noted if anyone is aware of any opportunity for Youth Apprenticeship in their business, let them know. To be eligible, youth have to be in high school.

She discussed the Rescue Diva's program geared toward middle school girls to get them interested in a career as an EMT. She noted that 20 girls attended the Rescue Divas training at Camp Northwoods this past summer.

**James Kehoe, Jr. made a motion to approve consent agenda. Seconded by Dick Nystrom. Vote taken, carried unanimously.**

### **Job Center Customer Counts Update**

Mari explained that the Job Center Customer report calculates all the customer visits to the Job Centers. There's nothing outstanding in this report with any major increases or decreases. Mari noted that we're looking at using iPads to have customers sign in and it will give us a greater amount of data to use in planning and decision making. Two other WDAs are collecting data electronically.

### **On the Job (OJT) & H1B OJT Training Report**

Mari discussed the CEP OJT report. She noted that we've had 57 contracts since July 1, 2015 though the end of June 2016. Since July 1, 2016, there have been three written. PY16 is around \$137,000 spent for OJTs. Discussion took place about raising the minimum OJT wage from \$10.00 an hour since it has not been raised in nearly a decade. Mari noted that she will talk to Jeff at CEP about this. It was noted that they will look at average wage per county to get an idea of how each area differs. It was noted that it's hard to compare our OJT program with other WIBs in the state because we run a more robust program. It was noted to include a section about OJT program in the Chamber newsletter or run testimonials on how successful the program is.

### **Regional Employment Report**

Mari reported that Thomas Michaels, DWD Labor Market Analyst for DWD puts out the monthly employment report. This report is not seasonally adjusted so it won't match the state's press release numbers. Unemployment numbers in Price and Taylor Counties are looking better. Rusk County is looking better, but there will be an upcoming closure in Ladysmith. Iron County decreased some. She noted that the second page compares all the workforce boards. The last page gives the actual labor force participation numbers.

### **Dislocated Worker Report**

Mari discussed the dislocated worker report in the packet. Mari reported that Caterpillar in Price County was bought out and the new owner will retain some employees.

### **Grants Update**

Mari reported on the USDA Bean Grant and presented a handout about the grant. This grant is for \$87,756. There was discussion on the various types of farming and how to make it sustainable. Mari noted down the road we can look at a cooperative of Tribes to collaborate on this initiative.

Mari explained America's Promise grant. This is a \$2.3 million dollar DOL grant and similar to the H1B program. Our area is working with another workforce board, four tech colleges and a business consortium. This grant would train individuals in IT, healthcare and manufacturing. NTC wrote this grant. Mari will keep the Board updated on this.

Mari discussed the Community Concierge grant which will be piloted in Ashland and Bayfield counties. An individual would be hired to recruit and retain professional workers in the area and to help connect them to people their age. The biggest challenge is that we hear about from communities in the region is that they see professionals come and then leave the area. The goal is to encourage them to stay.

### **Career Pathway's Presentation**

Christy Roshell, WITC Career Pathways Coordinator was introduced to the Board. She is based out of the Rice Lake WITC campus. She wanted to discuss what's happening in the state. Career pathways is a way to bring educational programs to individuals and to gain credentials. She explained how this works in the technical colleges and getting students ready through various levels of support. She distributed handouts to explain this program. An employer will hire based on the level of training attained. It's very industry specific. They're working on credit for prior learning as well. She noted that there are 16 different technical colleges throughout the state. Her position is funded through a three year TAACT grant. Their goals are to work with their instructors and to collaborate on what they're hearing from industry on short term training programs. She noted that they need support from employers. They do additional work for state approval for curriculum development. They collaborate monthly with other counterparts around the state. Part of the goals is to fill the gaps for employers. They have a two-year program for residential construction, but employers can't wait two years, so they developed a short term, nine credit program which is mobile for flexibility. Short term training helps those who don't have the time and money to commit to a two-year program. They're partnering with high schools as well where students can graduate with an industry credential. WITC is also in the process of developing new programs that may take a few months. She discussed the current list of programs included in the handout. She noted WITC has four locations. She discussed some of the short term training programs provided online or via mobile trailer, depending on the program. She discussed the pathway map which is a tool they developed and shows how students can move into various programs.

### **NWWIB Strategic Plan Update & Discussion**

Mari noted that the NWWIB is doing their WIOA strategic plan for 2017-2020. She explained that its focus is collaborating with various partners, such as economic development and education. The SDD Committee has been working hard on what we want to tackle and where we want to focus our work and resources. She noted that the document distributed is a draft strategic document. She wants this strategic plan to be measurable so we have a measurable way to gauge impact. She noted that the workforce is aging and that is addressed in this plan. She explained barriers to training such as geographic challenges. She questioned how we further engage more employers, other than those on the WIB. Mari encouraged WIB members that if they have any comments and/or questions, please direct them to her and we can include those as we continue to finalize this plan. She encouraged all WIB members to attend the SDD meetings, and noted that any additional comments and ideas directed to her would be helpful.

### **Action Item**

#### **Approve PY 15 Final Budget Vs Spent Report**

Mary Dietrich, CEP Finance Director reviewed the PY15 budget and noted that the first page shows what was spent and page two compares where money was spent to where it was budgeted. It was noted that there were some part time hires in the Job Centers to assist with the case managers.

**Mic Isham made a motion to approve PY 15 budget as presented. Seconded by Chuck Gottschall. Vote taken, carried unanimously.**

#### **Action Item: Approve PY 16 Final Budgets**

Mary reported that the PY16 budget is the final one for the year, but there were some changes with grants received. She noted that CEP was awarded the Transitional Jobs Program and the CHIPS healthcare grant She discussed carryovers on page seven. A transfer was made from the Dislocated Worker program to the Adult program. She noted that we need a little carryover to get us through. She discussed the new grants received. She discussed the budget summary and talked about operational costs and client services. She discussed the pie graph that explained where grants skewed some of the numbers.

**A motion was made by Mic Isham to approve the PY16 budget as presented. Seconded by Chuck Gottschall. Vote taken, carried unanimously.**

### **WIOA State Monitoring & Fiscal Review Update**

Mari reported that DWD does a comprehensive monitoring each year. They recognized as a best practice the application of the de minimus. There were some minor things in the transfer from the old client case management system to the new.

## **State & Federal Updates**

### **WWDA Sate Association Management**

Mari is now off contract with WWDA but was elected chair of the Leadership group. They hired WEDA as their Association Management and she noted this will be a good relationship.

### **Negotiated PY16 & PY17 Performance**

Mari reported that we negotiated for two years on negotiated performance and we will have to wait and see what to expect with WIOA at the state level.

### **Coalition of State Associations – D.C. Meeting**

Mari discussed a meeting she attended in Washington D.C. with all state associations coming together. Everyone is trying to figure out WIOA now that the regulations are out. It all comes back to industry and regional needs and how does this fit under WIOA.

### **Public Relations Report**

Melissa Burris, NWWIB Public Relations Coordinator explained the PR report included in the packet. She discussed the WIB annual report that was distributed. She noted the WIB updated their website. A month from now, the NWWIB is hosting the RiSE<sup>3</sup> Summit at Lakewoods on October 20<sup>th</sup>. Melissa noted that if anyone has not registered, to contact her.

### **Crex Meadows Report**

Mari reported on the Crex Meadow's Camp final report included in the meeting packet. She noted that there were 68 students that attended the Crex Camp and 38 were sponsored by DVR. She explained some of the work that they do and they get paid for.

### **Other Business**

Dick Nystrom reported that he is part of the tax payer's alliance in Madison. He noted that he receives a lot of statistics. He talked about migration patterns and urged people to check this out.

It was noted that DWD awarded Milwaukee \$4.5 million dollars.

Mari reported that we need more representatives on the WIB Youth Committee. She noted that we would prefer someone from law enforcement or where youth are impacted. She encouraged members to let her know if they're interested or know someone who would be.

Bambi handed out the longitudinal study WITC conducted and that she explained. This data includes all four campuses. It shows number of those employed after graduation, those working in their field and other pertinent data.

**Next Meeting Date & Location**

The next meeting of the NWWIB, Inc. will take place on Thursday, December 15, 2016, at 10:00 a.m. in at a location to be determined. Suggestions were made to consider Superior or Hayward. It was noted to tour Spooner Hospital in March.

**Adjournment**

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

**Business of the Year Award**

The NWWIB has traditionally awarded a business in the area with the Business of the Year award for an employer. Reclaimed Rustic Woodworks (RRW) was recognized. They were founded with a goal to build furniture from old barns. Mari noted that we had some job seekers who were ESL. CEP and NTC helped those individuals find employment at RRW. RRW received the Rising Star Award from the NWWIB for their successful business endeavors.