

**Northwest Wisconsin Workforce Investment Board, Inc. Meeting
Thursday, September 21, 2017 – 10:00 a.m.
University of Wisconsin Superior Campus - Superior, WI**

Meeting Minutes

Present

Chuck Gottschall
LeRoy Forslund
Mike BeBeau
Sue Andreo
Andy Donahue
Tom Draghi
Richard Nystrom
Kelly Klein
Bambi Pattermann
Jack Wichita
Mic Isham
Judy Aspling
Brian Nelson
Jeff Muse
Shannon Stade
Brad Gast
Ruthe Batulis

Excused

Ashley Moore
Cindy Rouzer
PC Rasmussen, Jr.
Jim Kehoe, Jr.
Mary McPhetridge
Angela Hupf

Others Present

Jenny Decker
Mari Kay-Nabozny
Melissa Burris
Mary Lois Bolka

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 in the WDA. Brad Gast was introduced as the new NWWIB member replacing Bobbi Damrow. Brad is Dean at the Wausau NTC Campus. Mary Lois Bolka was introduced as the new NWWIB Sector Strategies Coordinator.

Approval of the 6/22/17 Meeting Minutes

The June 22, 2017, NWWIB meeting minutes were reviewed.

Richard Nystrom made a motion to approve the 6/22/17, meeting minutes as presented. Seconded by Chuck Gottschall. 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 Mic Isham to close nominations and to appoint LeRoy Forslund as Chairman of the NWWIB. Seconded by Jack Wichita. Vote taken, carried unanimously.

A motion was made by Tom Draghi to close nominations and to approve Mike BeBeau as NWWIB Vice Chairman. Seconded by Ruthe Batulis. Vote taken, carried unanimously.

A motion was made by Mic Isham to close nominations and to appoint Richard Nystrom as Secretary/Treasurer. Seconded by Jack Wichita. Vote taken, carried unanimously.

LeRoy noted that we have big challenges ahead and noted there's a demand for workers in various sectors. Dick followed up with the hopes to encourage more OJTs and working closely with the tech colleges to find the skilled workers.

Frame the Meeting "What do you want to accomplish as a Board members this year?"

Mari asked Board members what is one topic you would like to see the Board focus on and where do you want to go from here.

Consent Agenda

NWWIB/CEP Executive Committee Report

Mari discussed minutes from the last meeting on 8/14. Notable items are that DWD sent an administrative memo indicating that by end of program year, budgets no longer need to be 80% spent.

Strategic Directions & Development (SDD) Committee Report

Judy Aspling, SDD Committee Chair reported that the Committee met on 8/22. She noted that most items will be discussed later on the agenda. It was noted that staff will be doing more Title I training. The RiSe initiative was discussed and whether we want to try this another year or take time off to see how it goes.

One Stop Operator Committee Report

Jack Wichita explained that the One Stop Operator Consortium are the partner agencies responsible for the Job Centers. He discussed key topics from the August 22nd meeting. Jack noted that the MOU for the OSO partners was approved for the program year. This is required by the Department of Labor and the state has a lot of say on how this reconciliation is done. Jack noted cross training took place among the partners so everyone understands whose doing what in the Job Centers. This training was

videotaped and uploaded on the NWWIB website. The NWWIB certified the Superior Comprehensive Center. He discussed the continuous improvement plan.

Youth Committee Update

Mari reported that the Youth Committee will meet next week on September 26th. She noted that CEP was awarded the OSY Title I funding.

Michael BeBeau made a motion to approve consent agenda. Seconded by Mic Isham. 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. Mari reported that this goes through July 2017. Douglas County is the busiest county next to Ashland County. It was noted that we don't see as many veterans so we're trying to figure out how to do more outreach to this population. Mari noted that unemployment insurance assistance and word of mouth are the two main reasons people find out about the Job Center. She discussed why people are coming in. Mari noted that the auditors were impressed with the electronic sign in because it provides useful data about why people are coming in, from where and how many. Discussion took place about partners doing outreach to veterans and to work more with those agencies that focus on this population. It was noted that veterans have their own Vocational Rehabilitation services at the federal level. Discussion took place about how UI has become more complicated for those individuals who do not have little to no computer skills.

On the Job (OJT) Training Report

Mari discussed the CEP OJT report. Mari discussed non reverse referrals, noting the goal is to have an equal split between reverse referrals and non-reverse referrals.

Regional Employment Report

Mari reported that Thomas Michaels, DWD Labor Market Analyst for DWD puts out the monthly employment report. Mari reported that statistically, every county has decreased in their unemployment rates. She noted that there are job openings that are out there right now and discussed how we can help those employers find workers. The national unemployment figures were discussed.

Dislocated Worker Report

Mari reported that there are no major dislocations other than Gordy's Grocery in Hayward closing. The Kmart in Medford has closed. Mari encouraged Board members to let us know of any small or large dislocations that we may not hear of right away.

Grants Update

Mari reported that there are four grants the WIB staff are considering that equal \$16 million. Two are HUD grants.

Mari reported that she sits on the Ashland Area Development Corporation (AADC) Board of Directors and they're currently working on a childcare grant. She noted that about a year ago, a grant came up through the Catholic Campaign for Human Development that the AADC applied for to provide daycare for children. There is a potential location in Ashland and business plan to create a childcare facility. The NWWIB is assisting AADC with the project. If this works, we could pilot this in other counties.

Mari noted that the NWWIB wrote a \$5,000 grant for rural services for the Inspire project. This is match money to the WEDC application.

Mari discussed the Quarterly Out of School Youth (OSY) report. When CEP submitted their RFP, the NWWIB Youth Committee asked for a quarterly report. The report indicates they're carrying over 52 youth and enrolled five new enrollees. CEP planned to enroll 50 new youth in PY17. She noted that OSY serves ages 18-24. It was noted that the OSY is a tough group to recruit from but that's where the money is allocated to. Jeff Muse, CEP Executive Director is collaborating with WITC on CEP's Learn, Experience, Achieve Program (LEAP) program which is going well.

Sector Cohort & Pathway Development

Occupations in Demand List Review

Mari discussed the handout in the meeting packet. She said the SDD Committee worked with Thomas Michels, LMI Analyst. They broke down occupations down to the most in demand. The WIOA legislation requires WIOA service providers to put our efforts into high demand occupations.

Retail & Hospitality Update

Mari gave an update on the Retail and Hospitality trainings. She noted they're building a career pathway and discussed stacking credentials to further the pathway. She discussed the handout in the packet that lays out how these certificates will lead along pathways, along with working with incumbent workers. They will start exploring training inmates in the correctional facilities. The next step is a convening of businesses in the hospitality sector.

NWWIB Strategic Plan Dashboard

Mari explained that every quarter she provides the Board with a progress report for the WIOA strategic plan for 2017-2020. She noted that we are making great strides toward our objectives. Mari encouraged Board members to let her know if there are any questions they may have.

Continuing the Conversation: Board Priorities & Roles from June 2017 Meeting

Mari explained the handout included in the packet, which are notes from the last meeting when Board members filled out what they think the Board's role is and answered "where do you want to focus our efforts in the coming year?" The notes included the responses from the Board members from the June 2017 meeting. Mari encouraged Board members to let her know if they have any questions about this information.

Action Item:

Review & Amend NWWIB Board Member Meeting Allowance Policy

LeRoy noted the Board meeting allowance issue came up during a compliance monitoring. Mari explained that when DWD was here in August, they had a finding on the Board “per diem” language in the Financial Procedure’s Manual (FPM). She noted that if there are three meetings in a day currently, a Board member is receiving \$65.00 per meeting in a given day. Mari referred to a handout that shows what other WDAs receive. She noted that according to the language in the FPM, Board members can only receive one such payment for an entire day, even if there are three meetings. A suggestion was to change the term from per diem to “meeting allowance”. It was noted that the per diem encourages people to attend meetings in this large geographic region, and adds incentive. It was noted by Judy, that in her past jobs, they were only paid one per diem per day, not per meeting. It was noted that this could be perceived as a double dip situation. Shannon noted that in her experience, per diem is a one time payment per day. Mic noted that budget drives this whole thing and he’s had to deal with this from the audit and conceptual perspective. Mic noted that they call it a meeting stipend where he works, rather than allowance. That means a stipend for each meeting in a day. Jeff noted that the auditors said the word per diem is wrong. Mari noted we can make a recommendation to the CEP Board or table. A suggestion was made to change the language in the FPM to “meeting allowance” and then add a \$25 bonus if you stay around for any additional meetings where you’re a member of. If Board members do not want it to change, than we have to change the policy regardless. Another suggestion was to change the policy to say meeting stipend and then look at the rate \$65 per meeting, then not to exceed this amount in one day or it could increase down the road, but leave the dollar amount flexible. A suggestion was made to forward this issue to the Executive Committee or create an Ad Hoc Committee and then come back to the Boards with a recommendation. Mari noted that we’re not trying to take something away from the Board, this is in response to a finding. Judy noted that in the comparison with the other WDA’s, we stick out like a sore thumb and we look extravagant. Consider changing the practice, not the procedure.

Mic Isham made a motion to table the meeting allowance issue and advance it to the Executive Committee for their review and recommendation. Seconded by Richard Nystrom. Vote taken, carried unanimously.

WIOA DWD Program, Fiscal, EEO Monitoring

Mari noted that DOL is coming to Wisconsin in 2018 to conduct a monitoring. She noted that we had five monitors here in August. They were impressed with the Board engagement. There were ten areas of concern but nothing overly concerning. There were four findings which Mari explained. Mari discussed the EEO monitoring and indicated that there are some physical access issues to clean up at the various Job Center locations. She noted that the fiscal audit with WIPFLI will take place in two weeks.

State & Federal Updates

Mari noted that Kelly Klein has done a great job in his work with Visions Northwest. Mari talked about the NorthWERD group and all designees that will attend the Visions Northwest meeting.

Mari reported that she, along with several Board members will be attending Governor’s Economic & Community Development summit in October.

Mari noted that the WEDA and WWDA will be holding a forum next week in Elkhart Lake.

Public Relations Report

Melissa Burris, NWWIB Public Relations Coordinator explained the NWWIB Public Relations report included in the packet. She discussed Workforce Development Month that takes place in September. She said they submitted press releases to regional newspapers to market this. She also noted that they are looking for nominations for business of the year award, and they’re doing a social media campaign. Melissa discussed the Talent Attraction article where Mari was interviewed. Melissa explained that this article brings awareness to attract talent to northwest Wisconsin. She discussed business webinars that are taking place and to contact Melissa or Mary Lois if interested. Melissa noted they changed the format of their E newsletter and they increased their clip rate. She noted they’re maintaining the same level of responses and interest. They can see what articles that are getting clicked on what interests most people.

Action Item:

Review & Approve Individual Training Account Application

Jenny reported that CEP needs the NWWIB’s approval for a Culinary Science Individual Training Account application for a CEP client, before submission to DWD for final approval. Once the approvals take place, the ITA is placed on the state’s site of WIOA eligible training providers.

Richard Nystrom made a motion to approve the Culinary Sciences ITA as presented. Seconded by Ruthe Batulis. Vote taken, carried unanimously.

Crex Meadows Report

Jeff reported on the Crex Meadow’s Camp final report included in the meeting packet. He noted that the new camp director did a great job. There were 61 students that attended the Crex Camp and around half were sponsored by DVR. He explained some of the work that the campers do that they get paid for. Jeff noted he would like to see a full enrollment of 80 next year. It was noted that there is no new news on the Friends of Crex regarding the kitchen issue.

Comments & Other Announcements

Mari discussed a handout for another Construction Foundations program that will take place in November. Ruthe discussed a program for youth aging out of foster care that are building tiny homes.

Next Meeting Date & Location

The next meeting of the NWWIB, Inc. will take place on Thursday, December 14, 2017, at 10:00 a.m. in at Lakewood's Resort in Cable, WI.

Adjournment

A motion was made by Mic Isham to adjourn at 12:20 p.m. Seconded by Judy Aspling. Vote taken, carried unanimously.