

NORTHWEST WISCONSIN WORKFORCE INVESTMENT BOARD, INC. MEETING
Thursday, September 27, 2018 – 10:00 a.m.
WITC – Ashland, WI
Meeting Minutes

Present

Chuck Gottschall
LeRoy Forslund
Jeff Muse
Dawn Henk
Mike BeBeau
Richard Nystrom
Kelly Klein
Jim Kehoe, Jr.
Bambi Pattermann
Tom Draghi
Brian Nelson
Jack Wichita
Andy Donahue
Mary McPhetridge
Judy Aspling
PC Rasmussen, Jr.
Dale Kelm
Ashley Moore

Excused

Jennifer Shearer
Shannon Stade
Mic Isham
Mary Sills
Brad Gast
Cindy Rouzer

Others Present

Mari Kay-Nabozny
Jenny Decker
Melissa Rabska
Mary Lois Bolka
Maryann Ledin
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. Steve Bitzer of WITC welcomed the group and thanked the WIB for their work on workforce development activities. He noted that enrollment numbers are high and they have a new website and CRM. They have some new programs which he explained. WITC has a new focus on high school academy so they can get training and credentials in such areas as welding, construction, etc. LeRoy thanked Bambi Pattermann for arranging this meeting.

Approval of the 6/28/18, Meeting Minutes

The June 28, 2018, meeting minutes were reviewed.

James Kehoe, Jr. made a motion to approve the 6/28/18, meeting minutes as presented.
Seconded by Richard Nystrom. Vote taken, carried unanimously.

New Member Recruitment

Mari reported that Ruthe Batulis resigned from the WIB due to new endeavors she's taken on. She represented Enbridge (private industry/consulting). The NWWIB has a vacancy. The WIB leadership would prefer someone from the Burnett or Washburn County area.

NWWIB Annual Election of Officers

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

Chuck called for other nominations for the three positions.

A motion was made by Jack Wichita to close nominations and approve LeRoy Forslund's appointment as Chairman of the NWWIB. Seconded by Tom Draghi. Vote taken, carried unanimously.

A motion was made by Dale Kelm to close nominations and to approve Mike BeBeau's appointment as NWWIB Vice Chairman. Seconded by Judy Aspling. Vote taken, carried unanimously.

A motion was made by Jack Wichita to close nominations and to approve Richard Nystrom's appointment as Secretary/Treasurer of the NWWIB. Seconded by Judy Aspling. Vote taken, carried unanimously.

LeRoy thanked the Board for re-electing him back as the Chairman. He said it is a pleasure to serve on the WIB due to the Board members and their hard work and efforts. LeRoy and Richard said this might be their last year to serve.

Consent Agenda (NWWIB, Inc. Sub-Committee Reports)

NWWIB & CEP Executive Committee Report

LeRoy Forslund and Mari Kay-Nabozny discussed the relevant topics from the last Executive Committee meeting. Mari noted the Committee met on 8/13 and most items will be discussed later on the agenda. Mari reported that she would talk more about DWD monitoring that took place in August. There was questioning about the CEP Board Chair being a non-elected official. Mari noted that the elected officials are accountable for the WIOA funds. Mari discussed a capitol campaign effort by the Executive Committee to raise funds for the Crex Camp.

NWWIB Strategic Directions & Development (SDD) Committee Report

Judy Aspling, SDD Chairperson reported that the Committee met on 8/21. Judy noted relevant items the Committee has been working on will be talked about later on the agenda. The SDD Committee did appoint Barb Flynn who is a Criminal Justice Coordinator for Bayfield County to the SDD Committee. It was noted she would be a good fit on the Committee. The WIB Strategic Plan was discussed and it was noted that we are on track.

NWWIB One Stop Operator Committee (OSO) Meeting Report information.

Jack Wichita, OSO Committee Chairman explained that the OSO Committee met on 8/21. Some of the highlights are the results of the Job Center customer satisfaction survey. Some complaints were lack of privacy and dirty carpets. Jack discussed the idea of having the Unemployment Insurance Division contribute funding to help the Job Centers due to the increase of those needing assistance with unemployment insurance claims. DWD approved our area's three year remediation plan for the EO monitoring issues. Melissa reported that we need to ensure that the American Job Center logo is on all our forms, even minutes and meeting notices, etc. for not only the NWWIB, but all WIOA partners.

NWWIB Youth Committee Report

Mari Kay-Nabozny reported that the Youth Committee would meet on October 23rd.

Jim Kehoe, Jr. made a motion to approve the consent agenda. Seconded by Chuck Gottschall. Vote taken, carried unanimously.

Administrative Reports

Job Center Customer Impact Report

Mari explained the Job Center report that was included in the packet for the month of August. Mari reported that there is nothing outstanding. There were 761 visitors from all the locations.

On-the-Job Training Reports

Mari stated that a total of three CEP On-the-Job Training (OJT) contracts have been written since July 1st to date. Most people do not need the OJT incentive when unemployment is low. Jeff noted there are six CEP staff who work on them.

Regional Employment Report

Mari explained the DWD Regional Employment report for the month of September, which was included in the meeting packet. Northwest Wisconsin is at 3.7%. We are still seeing a decline month to month. Thomas Michels, DWD Labor Analyst noted that in the year to year change, we see positive growth. He looked at last year's employment growth, noting it's starting to slow down due to a labor shortage. It was noted that there is an increase of older workers joining the workforce but it's lower than the 25-45 age group. Another point noted was that there are decreasing enrollments in many rural K-12 school districts. Another point addressed is that it's hard to compete with wages from metro areas versus rural areas. LeRoy thanked Thomas Michels for his regional reports.

NWWIB Strategic Plan Dashboard

Mari discussed the NWWIB Strategic Plan Dashboard that was included in the meeting packet. Mari discussed the metrics and the goals. She noted that they have surpassed many of them. She discussed ways on working to serve more youth. She discussed other innovative projects the WIB staff are working on.

Initiatives & Projects Review

Talent Attraction Discussion

Mari noted that one of the Superior Talent events they held last year was healthcare focused and was a pilot. WIB staff are now focused on manufacturing in Price County to encourage more people into those occupations.

Superior Talent/CEDA Award

Mari reported that WEDA awarded our area for their Superior Talent initiative. They received press recognition and a nice glass trophy award. Mari thanked Melissa Rabska and Mary Lois Bolka for their hard work on this. Mari explained what the WEDA organization is to the Board. It was suggested to get more involvement from NWRPC.

Industry Strategies Discussion

Construction Foundations

Mari discussed a handout distributed on the Construction Foundations course. Mari feels they have enough interest to get a minimum of 8 individuals who want to get trained in the construction trade.

She discussed Crossroads which is a Faith Based organization that assists people which have offered assistance for this course.

Discussion took place on the status of the Crex Camp. Crex is still struggling with their kitchen, which is outdated. They have looked at alternative spots but there has been no decisions yet. A suggestion was made to bring in a food truck. A suggestion was made to check with the YMCA camp in Lake Nebagamon. Another suggestion was to look into the Trails End Camp in Rusk County.

Bayfield County Jail Retail Training

Mary Lois Bolka reported that they ran a retail training at the Bayfield Jail two weeks ago. MariBeth Monroe was the instructor. Included in the packet was a thank you letter from a client about the program. Mary Lois is doing more outreach and work with Sawyer and Price County.

Nancy Lyon's Event

Mari reported that Nancy Lyon's presentation will take place after the WIB meeting. Nancy's presentation will address culture in the workplace.

Machine Tool Corrections Program

Mary Lois noted they had six students who came from the Bayfield County Jail that attended the Machine Tool program. A grant from WWDA/ DWD paid for the training. They did reach out to NTC about replicating this program in Price County. A question was raised on if WIB staff have reached out to Ashland and Douglas Counties. It was explained that Ashland County doesn't have the grant funding that Bayfield County does. Mari noted that Douglas County is serviced by the Windows to Work program that WIB and CEP offer. Another question was asked about Rusk, Washburn and Taylor County Jails. Mary Lois asked for contacts that she will add them to her list. It was noted that each jail has their own protocol on how they do things.

Mobile Job Center – NTC Manufacturing

NTC is getting a Mobile Job Center lab and the American Job Center (AJC) logo is on the side along with the NWWIB and NCWWDB. This unit will be very helpful in a major dislocations or reaching out to those with transportation issues in rural areas to assist individual with various workforce needs. LeRoy suggested discussing this at the next SDD meeting to explore how it could be used and funding for this.

WAGES & Apprenticeship Recruitment in Northwest Wisconsin

Mary Lois reported that they signed their first WAGES apprenticeship with BW Paper Systems, thanks to Shannon Stade, WIB member and HR Manager at BW Paper Systems. Mary Lois believes there are more companies in the region who will be interested as well.

Action Item: Review/Approve One Stop Operator (OSO) Contract & Procurement

DWD gave the finalization of our area's OSO Contract and Procurement.

Jack Wichita made a motion to approve the OSO Contract and Procurement as presented. Seconded by Mike BeBeau. Vote taken, carried unanimously.

Action Item: Review/Approve PY17 Internal Monitoring Report & Budget

Melissa Rabska conducted and explained the CEP and WIB monitoring report included in the packet which was discussed at the last WIB meeting.

When DWD monitored our area last month, they cited four positive practices for our WIB that Mari explained. There were three areas of concern. There were six findings, which is not that many considering some areas have over 70. One area of concern is the vacation policy. Mari discussed the EEO portion and they noted a positive practice. They are pressuring us and other Job Center partners who receive funds to contribute to any upgrades. Overall, the monitoring was very good.

Judy Aspling a motion to approve the DWD Monitoring Report and budget. Seconded by Dick Nystrom. Vote taken, carried unanimously.

Review PY17 Budget vs Actual Spent

Maryann Ledin, WIB/CEP Finance Director said spending went as planned. The report was included in the meeting packet. She explained the pie graph that breaks down services by funds. Page two shows exactly what was spent, including percentages which she explained. Mary explained the Transitional Jobs program which has been taking off. Administrative costs are where they should be. A question was asked about the Youth carryover. Maryann noted that we need that carryover to continue business in the coming year. She discussed other things she's done to mitigate budget deficits.

Action Item: Review/Approve PY18 Final Budget

Maryann Ledin, WIB/CEP Finance Director explained the budget handout in the packet. She said it's looking better as we received a little more in our allocations. The staffing costs took a slight decrease due to a couple of staff who aren't with us, but healthcare costs went up. Operational costs decreased a bit. We switched internet companies to save money. The travel budget had to be bumped up, but still a net decrease. She noted we saved \$24,000 from last year. She discussed WIOA budgets and other grants. Board budgets were explained. She discussed PY18 allocations for WIOA and other revenues. She discussed carryover and noted she didn't have much. She explained the summary page. She said we have about \$709,000 servicing clients directly. Youth services has increased and more youth are being served through the Youth Apprenticeship program.

Richard Nystrom made a motion to approve the PY18 Final budget. Seconded by Dawn Henk. Vote taken, carried unanimously.

Action Item: Approve WIOA PY18 OSY RFP Report & PY18 Plan

Mari reported on the Out of School Youth (OSY) handout that CEP proposed which was included in the WIB packet. The WIB has to procure for OSY services. We can re-contract with CEP, pending they met all their performance measures. CEP has a goal of serving 95 youth with 35 already on the books. CEP will continue to operate their Keys to Succeed GED program.

Mike BeBeau made a motion to approve the WIOA PY18 OSY RFP Report and PY18 plan. Seconded by Chuck Gottschall. Vote taken, carried unanimously.

PY18 NWWIB Focus Discussion

Mari suggested moving this to lunch due to lack of time.

State & Federal Updates

Mari provided a handout for all the workforce programs in the state. Mari discussed collaborating with AHEC on the opioid crisis.

NWWIB Public Relations Update – Melissa Burris

Melissa Rabska, WIB Operations and Communications Manager gave an overview of the WIB Public Relations handout included in the meeting packet. Melissa explained the various projects the WIB staff are working on. Melissa noted much has been discussed in the meeting today. She noted that we're receiving a lot of press on Inspire. She referenced that the Workforce Waves podcasts are doing well. The app for the podcasts is now available.

Comments & Announcements

Jeff Muse distributed a handout on CEP's 50th anniversary events taking place throughout the region. He noted CEP will be celebrating their relationship with the WIB.

Mari stated there will be a hospitality and manufacturing summit. More will come out on that.

Tom Draghi, DVR Regional Director discussed DVR's summer youth program, which was a success.

Next Meeting Date & Location

The next meeting of the NWWIB, Inc. will take place on Thursday, December 13, 2018, at 10:00 a.m. or at the call of the Chair in Ashland.

Adjournment & Lunch

A motion was made by Jim Kehoe, Jr. to adjourn at 12:00 p.m. Seconded by PC Rasmussen. Vote taken, carried unanimously.