

**NORTHWEST WISCONSIN WORKFORCE INVESTMENT BOARD, INC. MEETING**  
**Thursday, December 12, 2019 – 10:00 a.m.**  
**Lakewoods Resort – Cable, WI**  
**Meeting Minutes**

**Present**

Tom Draghi  
Kelly Klein  
Jeff Muse  
Kyle Bukovich  
Judy Aspling  
Mike BeBeau  
Dawn Henk  
Andy Donahue  
Bambi Pattermann  
Dale Kelm  
Brad Gast, via phone  
Mary McPhetridge, via phone conference  
Jim Kehoe, Jr. via phone conference

**Excused**

LeRoy Forslund  
Shannon Stade  
Ashley Moore  
PC Rasmussen, Jr.  
Mic Isham  
Brian Nelson  
Mary Sills  
Cindy Rouzer  
Jack Wichita  
Jennifer Shearer  
Richard Nystrom

**Others Present**

Mari Kay-Nabozny  
Jenny Decker  
Thomas Michels  
Melissa Rabska  
Mary Lois Bolka

**Call Meeting to Order**

Mike BeBeau, Vice Chairman 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. Kyle Bukovich was introduced as the new WIB member representing Labor.

**Approval of the 9/26/19, Meeting Minutes**

The September 26, 2019, meeting minutes were reviewed.

Judy Aspling made a motion to approve the 9/26/19, meeting minutes as presented. Seconded by Jim Kehoe, Jr. Vote taken, carried unanimously.

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

**NWWIB & CEP Executive Committee Report**

Mari Kay-Nabozny discussed the relevant topics from the last Executive Committee meeting on November 11<sup>th</sup>. Pertinent items on the consent agenda will be discussed later on in the agenda.

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

Judy Aspling reported that the Committee met on 10/22.

Judy Aspling made a motion to approve the consent agenda. Seconded by Kelly Klein. Vote taken, carried unanimously.

### **Review PY 18 Close Outs & Fiscal Goals**

Mari noted that Jean Christensen from WIPFLI was unable to make the meeting due to the weather. Mari noted Jean conferenced in at the CEP Board meeting. WIPFLI spent time going through the books for the WIB and CEP. WIPFLI's goal is to put together a budget and send monthly reports. In the interim, the NWWIB found a micro budgets tool which will help NWWIB staff to keep better track locally. The CEP Board of Directors requested a training on understanding how to read the financial documents. She noted it costs less going with WIPFLI versus having someone on staff.

### **Administrative Reports**

#### **Job Center Customer Impact Report**

Mari explained the Job Center report that was included in the packet for the month of November which she explained. There was 729 visits for that month. Mari noted we're seeing a trend in a decrease of traffic over the years. Mari noted that we serve a high number of unemployment claims being filed at the Job Center.

#### **On-the-Job Training Reports**

Mari stated that a total of six DVR and one CEP On-the-Job Training (OJT) contracts have been written beginning July 30<sup>th</sup> to date. CEP has a goal of 15 for the year.

#### **Regional Employment Report**

Thomas Michels, DWD Labor Analyst for our area explained the DWD Regional Employment report for the month of December, which was included in the meeting packet. He noted that unemployment is slowing creeping down and the economy is also slowing down. There are lower numbers of people employed due to retirements and a shortage of workers.

### **Initiatives & Projects Review**

#### **Industry Strategies Discussion**

##### **Construction Foundation**

Mary Lois Bolka discussed the WIB Construction Foundations course which started December 30<sup>th</sup> through March 19<sup>th</sup>. She explained that the curriculum is delivered by the Regional Carpenter's Council. NWWIB received some donations from Market Johnson for Menards and may get some materials donated. NWWIB is partnering with the Bayfield County Jail. Mari noted that we own a lot of tools through donations so we don't need to make the capital investments.

#### **Fast Forward Activities**

Mari discussed some of the activities taking place through the Fast Forward grant such as hospitality training, resume writing and developing soft skills. The Fast Forward grant goes through the end of 2020, we have some more activities scheduled out.

#### **JobCorps Poverty Simulation**

Mary Lois discussed the poverty simulation concept. She explained that the Blackwell region through JobCorp asked our area to participate in this event. This poverty simulation initiative has the goal to get employers to understand the barriers employees face in their lives so employers are more mindful of what their employees are going through with kids and other issues in their lives. There was one scheduled in Ashland for last week, but it needed to be rescheduled to WITC in Ashland on April 3<sup>rd</sup>. There needs to be around 80 participants to make this activity work. Dawn noted that NorthLakes has done one of these events before.

**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 WIB did a column for Positively Superior on the workforce shortage. Press release and marketing she focused on for construction foundations and rescheduling of the poverty simulation. She noted they have 17 podcasts ready to go and will be on APEX Talent Forecast study. A question was raised about sending a list of the podcast titles so the Board knows which ones are being broadcasted.

Melissa reported that she and Mary Lois Bolka attended the Roundtable Meeting in Madison on their work for the Evergrow Childcare Center and collaboration for developing Career Pathways. The WIB staff also participated on the Regional Indicator Economic Forum in Duluth. It was noted that Ron Painter, NAWB President was the presenter.

Melissa noted that the Evergrow Learning Center had their ribbon cutting ceremony and Governor Evers came up to tour the facility. Melissa talked about monetizing the childcare issue by addressing this with other areas.

Mary Lois noted she will be televised today for her Young Professionals initiative.

**Action Item: Review/Approve PY18 DWD Monitoring Report**

Mari explained that DWD monitored the CEP and WIB and we received a written report a couple weeks back. Our area has to respond by January 26<sup>th</sup>. Mike noted that LeRoy wants the Executive Committee to review our response before it goes back to the state. Mari explained a summary of the monitoring report findings in programs, governance and questioned costs. A positive practice was noted with the Family Centered Employment initiative. Mari referred to the blue chart in the packet that highlights what needs to be fixed. Mari noted that the OSO issue will be remedied through procurement this spring by the state. We needed the Governor’s and the LEOS permission to move forward with this.

**A motion was made by Kelly Klein to approve the response to the report with the stipulation that the Executive Committee approves it first. Seconded by Andy Donahue. Vote taken, carried unanimously.**

**NWWIB Strategic Planning**

**Action Item: Review/Approve the Draft WIB Strategic Plan**

Mari referred to the updated narrative in the meeting packet which is back up documentation for the strategic plan. The WIB broke up into five groups to discuss the strategic objectives further and adding additional ideas or thoughts for expanding these goals.

**A motion was made by Judy Aspling to approve the draft WIB Strategic Plan as a final plan. Seconded by Dawn Henk. Vote taken, carried unanimously.**

**Discuss WIOA Subsequent Designation**

Mari explained WIOA designation in a PowerPoint that was provided by DWD. Mari noted this is a FYI and she will keep the Board apprised on based on the state direction. If an area fails frequently, it automatically makes them ineligible for re-designation.

**State & Federal Updates**

**DWD Meeting/Budgeting Process**

Mari noted that DWD staff are coming up on Tuesday to talk to Mari and Jeff about the CEP and WIB relationship. Mari explained that our area is a little more complicated than other WWDAs due to CEP's status in the federal legislation. The state has recommended that we split ledgers between the WIB and CEP. Mari noted they needed to be prepared with ideas for DWD and she referred to a budget that she distributed. She explained how the CEP and WIB could be separate but stay partners per the state or DOL requirements. Questions were raised about who gets the grants if the WIB or CEP apply for. It was noted that CEP is currently the fiscal recipient of WIOA grants.

**NWWIB Annual Report**

Mari discussed the WIB annual report for 2019 which was included in the meeting packet.

**Comments & Announcements**

Mari noted that DWD is writing a DOL grant for the opioid epidemic and the NWWIB will be a sub award in the grant. It's for individuals who are dealing with substance abuse and creating better response and referral networks. The grant is due December 18<sup>th</sup>. It would be a four-year grant which would require a full time position.

Bambi announced that Charlie Glazman is retiring from WITC.

Jeff updated the WIB on the CEP YouthBuild project in Bad River. He noted that CEP has contracted with WITC to provide the classroom instruction portion. The house is up in Bad River and the rest of the winter, the students will be working on the inside of the home.

**Next Meeting Date & Location**

The next meeting of the NWWIB, Inc. will take place on Thursday, March 26, 2020, at 10:00 a.m. at the call of the Chair in Ashland.

**Adjournment & Lunch**

A motion was made by Kelly Klein to adjourn at 12:28 p.m. Seconded by Tom Draghi. Vote taken, carried unanimously.