

NORTHWEST WISCONSIN WORKFORCE INVESTMENT BOARD, INC. MEETING

Thursday, March 26, 202 – 10:00 a.m.

WIB Office – Ashland, WI

Meeting Minutes

Present via Web Ex

Tom Draghi
Kelly Klein
Jeff Muse
LeRoy Forslund
Judy Aspling
Mic Isham
Mike BeBeau
Mary Sills
Andy Donahue
Cindy Rouzer
Bambi Pattermann
Jack Wichita
Dale Kelm
Brad Gast
Richard Nystrom
Mary McPhetridge
Jim Kehoe, Jr.
Ashley Moore
Shannon Stade

Excused

PC Rasmussen, Jr.
Jennifer Shearer
Dawn Henk
Brian Nelson
Kyle Bukovich

Others Present

Mari Kay-Nabozny
Jenny Decker
Melissa Rabska
Barb Lundberg
Scott Schultz

Call Meeting to Order

LeRoy Forslund, WIB 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 and the call was put online and social media. The pledge of allegiance was conducted.

Approval of the 12/12/19, Meeting Minutes

The December 12, 2019, meeting minutes were reviewed. One change was noted. Michael BeBeau, Vice Chair called the meeting to order.

Mic Isham made a motion to approve the 12/12/19, meeting minutes as amended. Seconded by Jim Kehoe, Jr. Vote taken, carried unanimously.

Discussion on WIB/CEP Governance & Organizational Structure

Review of Financial Documents & Proposed Organizational Structure

Mari Kay-Nabozny discussed the attached handouts regarding the financial and organizational structure included in the meeting packet. Mari explained she met with DWD and Jeff Muse where concerns of the organization's governance was discussed and to look at the separation of the entities. She noted the WIB and CEP are both 501c3 corporations. The issue lies in that CEP is the fiscal agent and service

provider and employer of record for the NWWIB. The primary concern is that we are in violation as the WIB to monitor the service provider (CEP) and there is an inherent conflict of interest. The second required action by DWD is to split the books and have to separate ledgers. The money comes through DWD and gives the WIOA funds to the LEO consortium who also serves as the CEP organizational board, where the WIB must monitor and provide oversight. The DOL and DWD would like to see a more transparent process for the way the money is allocated by having the money go through the WIB and the funds would go to CEP for their Title I programs. The legislation does mandate that the CLEOS are fiscally responsible for any type of disallowed costs, etc. The budgets will still be done with the CLEOS. Mari said the Executive Committee has already met in February and March to discuss and the CEP Board has met as well and discussed. Mari referred to the 'cliffs note' version included in the packet. Since 2005, the DOL has been saying that the governance structure needs to be cleaned up. Mari suggested that it may be time to do what they want. The only funds impacted are WIOA funds, no other grants. The WIB procures for youth funds already. Mari explained how NWWIB monitors CEP and how the Joint Committees operate. Mari noted that the changes are that the WIB employees are no longer employees paid by CEP, they have their own accounting, but would like to purchase as a sub group for benefits such as healthcare and 401K in order to keep expenses reasonable and the pool size the same. Mari went through a series of questions that the CEP Board may have which she answered. She noted that CEP is not dissolving, but they are their own 501c3 organization and they are not losing their designation in the federal legislation. The WIB is ready to take over as much as they can to be ready to become the fiscal agent on July 1, which they are working on now. The WIB may move from their current location but it's not the main concern right now. Shared staff are Jenny Decker, WIB/CEP Executive Assistant and Skyler Dural-Eder, WIB/CEP HR Manager. The WIB would do the EEO stuff rather than Skyler.

WIPFLI looked at all the funds that the organizations took in. She discussed the total assets and what total liabilities are. There are things like the indirect cost pool where Mari and Jeff Muse had some joint programs and they will decide how to split that up.

The CEP Board will meet April 1st and wants to meet with DWD in a virtual meeting. There is a tentative WIB/CEP Joint meeting scheduled on April 20th but that meeting could be up in the air right now. The most important thought is that there is no deadline, there is some value by doing this at the end of the program year, June 30th. LeRoy asked if this will go to the CEP Board next? Mari said the CEP will make their own decision on their own organizational structure. She noted there has to be complimentary motion between the WIB and CEP Board. It was noted that this would then go back to the Executive Committee. Jack Wichita asked about primary pitfalls of not meeting June 30th deadline. Mari said we may have to wait another year but a lot of work has already been done to get things in place. Dick noted that DWD has been on this issue since 2005. Mic Isham asked if we have a possible joint meeting or an additional meeting, do we need action now? LeRoy said we would keep the joint committee structure we currently have for the time being.

Action Item: Approve/Recommend Changes to WIB Governance & Organizational Structure

Mari discussed the handouts in the packet regarding changes to the WIB governance and organizational structure.

Mic Isham made a motion to approve the changes to the WIB Governance and Organizational Structure proposal. Seconded by Dick Nystrom. Vote taken, carried unanimously. Jeff Muse abstained.

Jeff and Mari will work on details of this agreement prior to the CEP Board meeting.

NWWIB Strategic Accomplishments

Action Item: Review/Approve Podcast Contract

Melissa Rabska sent out the PR report from January to March. Mari noted COVID19 has impacted the work of the Board but we're trying to react at the speed of business. Mari noted that Job Centers are closed statewide as of yesterday. Melissa explained that we are looking at how we can better do outreach at this time. She explained the way they're doing outreach to customers is by webinars, information on their website, social media (Facebook). The Workforce Today E publication went out to 1,000 people that addressed COVID-19.

Mari said the Podcast contract runs from March to March. The question she asked is do we want to continue with the contract? We receive 12 Podcasts in a billing cycle which costs \$4,000. The WIB has approached the WWDA and the Talent Development council to buy into our contract. She noted we could sell some of those podcasts to those larger entities in the southern part of the state. If we renew the contract, it may not cost as much if others purchase our podcasts.

Dick Nystrom made a motion to approve the WIB podcast contract. Seconded by Jim Kehoe, Jr. Vote taken, carried unanimously.

Discuss PY20 Budgeting Process

Mari explained that we may want to postpone budgeting depending on how the governance plan rolls out. She does have a draft budget. However, we do not have our federal allocations yet so we don't know exactly what the NWWIB organizational budget will look like.

WIOA Youth RFP

Mari said the Youth RFP was issued in February for ISY funding. We have a letter of interest from CEP. That is the only request received so far. It's due very soon.

State & Federal Updates

WIOA Local Plan Review

Mari explained the WIOA local plan. She said this plan is required to do every few years. Our area's WIOA Plan is complete. It was not sent out to Board members in the packet, but it was emailed last week. The plan is currently in the public comment period. What we do need to approve it for is public comment and then we'll respond to any comments. There were concerns on time crunch as it's due by May 15th. The good news is that it's done and now DWD gave an extension to June 15th. The Local Plan looks at the overall LMI (first 20 pages), we have to provide an analysis of the workforce. Then we get into looking at who is in our system, strengths, weaknesses, where is potential and what resources do we need. She talked about how we refer customers back and forth with partners. The Strategic Plan is included, along with ideas on how will we work with businesses, do outreach, etc. Mari explained the various pieces. We are required to provide the draft and it's availability for public comment.

Action Item: Approve WIOA Local Plan

Jim Kehoe made a motion to approve the draft WIOA Local Plan. Seconded by Jack Wichita. Vote taken, carried unanimously.

NAWB Update and Summary of Learning

Mari reported that the NAWB conference was cancelled due to COVID-19 concerns. She did discuss provisions in the federal level. There is a provision that allows WIBs to take 20% for admin for COVID

instead of 10%. There's a lot of discussion on including more funds for WIBs. Mari said we don't need funds for training but helping people who are unemployed at this time. DWD is training 39 additional Wegner-Peyser employees to assist with unemployment but they need to be trained first. Mari said we're keeping apprised of what is going on, but it's changing very quickly. Jack noted that what most people need now is information and can we do this through Podcasts. Mari said there will be one done tomorrow and information will be disseminated on Facebook. Discussion took place about assistance for small businesses. Dick noted that in Douglas County, they eliminated principal payments for interest for 90 days for small business loans and lines of credit. Mike said AADC met yesterday and is implementing a similar plan as Douglas County. Andy Donahue encouraged people to contact him directly at the SBDC and he discussed loans that would require repayment and he discussed some loan forgiveness in the future. Dale Kelm noted that they have a shortage of healthcare workers. Discussion took place on how to assist retail and help other employers driven by e commerce.

COVID-19 Protocol

Mari said we have a protocol in place for staff. Most staff are working primarily from home. The Job Center has been closed. We've been communicating via email and other technology. There are some staff who are still working in the office.

Comments & Announcements

LeRoy noted that we may have certain expertise in helping those losing their jobs and to offer advice wherever we can.

Next Meeting Date & Location

The next meeting of the NWWIB, Inc. will take place on June 25, 2020, at Lakewood's Resort.

Adjournment & Lunch

A motion was made by Dick Nystrom to adjourn at 11:28 a.m. Seconded by Mic Isham. Vote taken, carried unanimously.
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