

**NORTHWEST WISCONSIN WORKFORCE INVESTMENT BOARD, INC. MEETING**

**Thursday, June 25, 2020 – 10:00 a.m.**

**Lakewood's Resort – Cable, WI & Via Web Ex  
Meeting Minutes**

**Present**

Jim Kehoe, Jr.  
Mic Isham  
Jeff Muse  
LeRoy Forslund  
Judy Aspling  
Mary McPhetridge  
Dawn Henk  
PC Rasmussen, Jr.  
Dale Kelm  
Richard Nystrom  
Cindy Rouzer  
Bambi Pattermann, via web ex  
Jack Wichita, via web ex  
Brad Gast, via web ex  
Ashley Moore, via web ex  
Kelly Klein, via web ex  
Tom Draghi, via web ex  
Mike BeBeau, via web ex  
Shannon Stade, via web ex  
Kyle Bukovich, via web ex  
Andy Donahue, via web ex  
Brian Nelson, via web ex

**Excused**

Jennifer Shearer  
Mary Sills

**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. The pledge of allegiance was conducted.

**Approval of the 3/26/2020, Meeting Minutes**

The March 26, 2020, meeting minutes were reviewed.

James Kehoe Jr., made a motion to approve the 3/26/2020, meeting minutes as presented.  
Seconded by Mic Isham. Vote taken, carried unanimously.

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

**NWWIB & CEP Executive Committee Report**

LeRoy Forslund discussed the relevant topics from the last Executive Committee meeting on June 8<sup>th</sup>. Two major issues were discussed. The first issue was regarding the CEP and WIB Governance structure. Dick reported that the meeting didn't have any positive outcomes and the CEP Board wants a meeting with DWD and the WIB about the separation. He said the CEP Board wants to delay the separation until December 2020, to attempt to develop a firewall proposal and to figure out the separation of assets. He said the CEP Board has to work with the WIB to get this division corrected. The other item that was approved was the WIB/LEO Agreement and it was agreed to sign it until December 2020. Dick said he voted no to these motions because he wanted the agreement to be able to have a clause to terminate on a month to month basis. Other pertinent items on the consent agenda will be discussed later on in the agenda.

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

Judy Aspling, SDD Chairperson reported that the Committee met on 5/19 virtually. The WIB strategic plan was discussed and the impact of things out of our control taking place in the world. She said due to COVID, some of the things in the plan are happening and some of it cannot at this time. Once things come to a new normal, the plan must be put on a new normal as well. Judy said there were a number of webinar series the WIB staff put on that were helpful and she commended the staff on the great job they did.

**NWWIB One Stop Operator Report**

Jack Wichita, OSO Chairman reported that the OSO Committee met on May 19<sup>th</sup> and they're working on the OSO MOU and the completion of this by August 31<sup>st</sup>, along with working with the state on monitoring findings with procurement. He talked about the reintegration plan and noted a number of System staff are working from home and there are more staff working on processing unemployment claims.

**NWWIB Youth Committee Report**

Mary McPhetridge, Youth Committee Chairperson noted they met virtually on May 26<sup>th</sup> and they talked about the Job Fair drive through. Crex Meadows is a no go this summer due to COVID and CEP will work on a summer youth employment program instead. She noted that Jim Lee is retiring on July 1<sup>st</sup> from CESA #12. She also noted that the OSY contract was awarded to CEP for the PY20 year.

**Dick Nystrom made a motion to approve the consent agenda. Seconded by Kelly Klein. Vote taken, carried unanimously.**

**Regional Data Sources Provided**

**Unemployment Claims Report**

Mari noted that this report is included in the meeting packet and is for week 23. She explained that what we're looking at is initial claims by county and then a total for all ten counties of all claims. The claims are starting to decline a little bit. She noted that we still have individuals who are on week 10 with no pay since they are in determination. DWD has contracted with a call Center with over 700 staff on board. July 31<sup>st</sup> is the deadline for the \$600 a week payments. Discussion took place on returning to work is not optional. Mari discussed an incentive program to get people back to work. If they exhausted all their unemployment, there is a 13 week extension that will begin next week in Wisconsin. Mari discussed how the WIB is helping employers in getting back to work and how to deal with childcare issues. Dick noted that the Job Centers should be reimbursed for the time that the Job Center staff

spend on unemployment claims. Discussion took place about the CARES Act money helping small business. Jeff Muse noted that he has met with DWD staff about the Unemployment Division funding Job Centers and he was told it would take a legislative act.

### **Regional Employment Report**

Thomas Michels, Regional DWD Labor Analyst discussed his Regional Employment report included in the packet. He said the unemployment report takes rates into account, the past UI figures, initial claims, QCW numbers and other data that is distributed every month such as if someone is looking for a job. He explained that's how these numbers are calculated. The numbers were high in April during the shutdown but they are going down some.

### **WIOA Q3 Performance Report**

Mari referred to the handouts in the meeting packet. This is on the DWD SharePoint dashboard. She noted WIB and CEP are meeting and exceeding most performance measures, but failing the youth credential attainment. There will be no exceptions or forgiveness for COVID on these measures. DOL negotiates with the state. She said quarter four may be a fail depending on circumstances.

### **Initiatives & Projects Review**

#### **Grants & Resources Updates**

Mari reported that we're trying to make impact on the WIB strategic plan despite the challenges of the pandemic.

### **Wisconsin Fast Forward**

Mari said the Fast Forward grant wraps up in December. This is the culinary program. She noted the WIB may host the last one virtually or record it and bring it to the jails.

### **DWD Opioid Grant**

#### **WWDA DOL Pathways Home**

Mari reported that DWD wrote a grant with five WIBs which has been delayed because of the pandemic. This has the potential of receiving \$650,000 for four years working with those with substance abuse issues and family members. We may hear about this within the next couple weeks. This would dovetail with the Pathways Home Re-entry grant for those incarcerated. This grant was submitted in May and we may hear in August.

### **OSO RFP**

Mari noted that the WIB is the One Stop Operator for our region. This is getting worked out with DWD right now.

### **UW Share Services**

She discussed a childcare initiative which would work towards providing consulting services to communities who want to implement this.

### **Fatherhood Grant**

Mari said Fatherhood Initiative is a children and family federal grant to provide parenting, particularly for fathers, but does not exclude participants who want to be involved. This would be a collaborative effort with ICAA and a few other WDAs. We're not allowed to serve more than 100 people unless we get justification on why we would serve more. This would be \$750,000 a year for five years. Mari

commended Melissa and ICAA on their work on this grant. She noted that this also ties in nicely with the FCE initiative.

### **Drive-thru Job Fair on July 15<sup>th</sup>**

Scott Schultz, Director of Industry and Innovation distributed some flyers that would go to employers and job seekers which he explained. All 11 WDAs would be doing this drive through Job Fair. He explained how they will do social distancing in making this work. WITC and NTC are providing the parking lot to do this. Judy hopes that there will be follow up with employers on how this works out. Scott said this was sent out to 100s of employers by utilizing the Chambers.

### **ECHO Assessment**

Mari explained this assessment is done by Amy Hubble who is a business consultant that runs ECHO. NWWIB utilized her to do some coaching with WIB staff on a validated assessment to help them work better as a team with each other and increase productivity.

### **Youth MOU**

Barb Lundberg, WIB FCE Coordinator said she met with all of the Job Center partners and they're waiting on MOUs. They received signatures from CESA, W2 and Visions Northwest. They're waiting on DVR, LCO, UW Extension, WITC and a couple others who need to sign the MOUs. She would like to have a report by July 1<sup>st</sup>. She noted that we're not sure we need a MOU with every single entity that we would refer someone to but with those we work with regularly. She said we will have a nice list of referral services and the staff will know eligibility. Jeff Muse reported that with CEP youth activities going on, this will be of an assistance to CEP.

### **NWWIB Public Relations Report**

Melissa reported on the PR report in the packet. Melissa discussed the webinar series they did with the Chamber. They did a comprehensive series on how to work with clients via social distance. She also discussed Tik Tok and how that works. In addition to webinars, in how to assist businesses, they're working heavily on their podcasts and they're seeing higher numbers. They're continuing outreach via social media and more regarding COVID 19 and unemployment services and how businesses are being impacted at this time.

### **PY18 DWD Monitoring Status & PY19 Monitoring Status**

Mari reported that our PY18 year monitoring is still not closed out. We may get that letter before they monitor for PY19. She said we're just waiting right now.

### **Action Item: Review/Approve PY20 Preliminary Budget**

Mari explained the PY20 preliminary budget, what we have for operations and what carry over looks like before we talk about the rest of the budget. The total carry over is \$633,000. Mari said these carryovers do not affect the following year's allocations. Mari explained how this money is allocated to our area and there is three months of a gap on how to pay for staff and services. There is more carryover due to training institutions not being open. She noted that per WIOA legislation the WIB should develop and approve the WIOA budget. The WIB now has their own operational budget which she will explain more of later. She noted that much of staffing comes from administrative funds. They're looking at a \$523,000 budget for the WIB Board but with the grants they wrote and hope to receive, this will put them in a much better financial position. She noted we were approved for the WWDA contract and some other small contracts. She said there will be a final budget in September to approve. This is just preliminary.

Mari discussed the WIOA budget and expenditures. She discussed grants and other sub awards.

**Mary McPhetridge made a motion to approve the PY20 Preliminary Budget. Seconded by Dale Kelm. Vote taken, carried unanimously. Jeff Muse recused himself from the vote.**

**Action Item: Fiscal Procedures Manual (FPM) Update**

Mari explained the changes in the FPM. She noted that WIB staff will stay under the CEP umbrella for another year. There were a few changes that needed to be made which she explained. She noted that there is not a Finance Director for the WIB and CEP, and discussed changes regarding that and how payments and inventory are made which had to be adjusted in the FPM.

**Dick Nystrom made a motion to approve the Fiscal Procedures Manual updates. Seconded by Michael BeBeau. Vote taken, carried unanimously.**

**Action Item: PY19 WIOA Internal Service Provider Monitoring**

Melissa discussed her monitoring of the CEP service provider. She noted there was a memo in the WIB meeting packet. She explained the findings regarding the OSO, EEO program, financial operations and WIOA governance that were highlighted in her memo. She used to do a desk review with the Finance Director but since there is not a Finance Director, she interviewed WIPFLI and Jeff Muse, CEP Executive Director. She noted the corrective actions which she addressed. Discussion took place on how the corrective action takes place.

**Judy Aspling made a motion to approve the PY19 WIOA Internal Service Provider Monitoring. Seconded by Dick Nystrom. Vote taken, carried unanimously.**

**Action Item: WIOA Policy Changes**

**ITA Limit Increase**

Mari explained the ITA changes that were included in the packet.

**Follow Procedures & Services**

Mari explained the Follow Up Procedures and Services that were highlighted in the meeting packet.

**Medical Information Policy**

Mari explained the Medical Information policy changes included in the meeting packet.

**Request to Remove Youth Services Policy Section**

Mari explained the Youth Services policy changes that was in the meeting packet.

**Mike BeBeau made a motion to approve the WIOA Policy Changes listed above. Seconded by Jeff Muse. Vote taken, carried unanimously.**

**Discussion on WIB/CEP Governance & Organizational Structure**

Mike BeBeau asked if Jeff Muse could give the WIB an update on what the CEP Board decided regarding the CEP and WIB governance issue. Jeff Muse said the CEP Board met last week and they formally requested a meeting with DWD in person, when they are allowed to travel, to discuss the governance issue. The CEP Board made two motions. One was to maintain that CEP will remain the fiscal agent for

the WIOA funds. The second motion was for Jeff to be authorized to meet with the state to work out the firewall issue between the CEP and WIB organizations. Mike said that the Executive Committee heard the same story and asked what happened. Jeff explained that the CEP Board wanted to meet with DWD in person but due to the pandemic this could not happen. He said the CEP Board needs a better understanding of the situation and requested the delay. Mike said we've known this for four to five years so he's just puzzled why it's taking this long. Jeff said the CEP Board is working on interpreting the law, and the LEOs (Local Elected Officials) are the governing Board fiscally accountable for the funds, by law, who chooses the fiscal agent. The state has a model they would like to see and the CEP Board wants to clarify the conflicts and will work to determine the appropriate firewall under the same structure rather than the state's model. It was noted that both boards will meet with DWD down the road. Mary asked why can't CEP and WIB both be a fiscal agent? Mari explained how the money comes down to the Feds, then to the State and to the LEOS who are fiscally responsible for the funds, but the NWWIB is responsible for oversight, budget development and monitoring so it is a total mess as it stands. Mike asked what response is CEP getting from DWD? Jeff said they accepted the letter and will talk to the Boards about this further. Jeff said no one is fighting this, but we are trying to make this clearer for the LEOs to understand. Mari noted that the Governor would be the final solution if DWD cannot resolve this. Jeff noted that the LEOs, who are elected officials, take this governance change seriously as they are fiscally accountable for the funds. It was asked if we're getting legal advice. It was noted that CEP has retained an attorney at the request of the CEP Board of Directors.

**Action Item: WIB/LEO Agreement**

Mari said this is the same WIB/LEO Agreement that we've had for the last six years except this one only goes through December so that it can be terminated if necessary.

**Judy Aspling made a motion to approve the WIB/LEO Agreement. Seconded by Dale Kelm. Vote taken, carried. Dick Nystrom voted no.**

**Fiscal Services RFQ**

Mari explained a memo she sent to the WIB on Friday regarding the fiscal services for the WIB and splitting of the ledgers. Mari explained the various scenarios on splitting the ledger. She noted that we'll be on the CEP's payroll in the coming year. She discussed the three options for going forward which were outlined in the memo. Mari said we would like to see option C. Jack Wichita asked what the least costly option? She said option A and explained why briefly.

**Dick Nystrom made a motion to approve the option C on the memo presented. Seconded by Mary McPhetridge. Roll call vote taken, carried unanimously.**

**Action Item: Review/Approve NWWIB Staff Work Arrangement & Location**

Mari explained that we need to look at what the future looks like with COVID and working from home during the pandemic. Mari explained that the WIB team comes in one day a week. Due to the pandemic, she wants to extend that work from home measure until September 1<sup>st</sup>. She discussed the space they're currently at in the Ashland Area Development Center (AADC) in Ashland. She said the question is, do they stay or do they relocate? If they receive these grants, they'll need more space if they hire more staff. She explained some of her staff have an hour drive. After September 1<sup>st</sup>, they would reexamine this. A question was raised about wage and hour issues. Mari said her staff are salaried and they stick to a regular schedule. Another question was raised about worker's comp. Mari said they're covered under CEP's worker's comp which covers them while they work at home. Jeff Muse noted that it's safer to

have less people in the office as well. Judy noted that in the HR world, working from home has become a great retention tool and helps to hire better talent. Dawn Henk emphasized the pros about the work at home arrangement, particularly hiring people outside of the Ashland region.

**PC Rasmussen made a motion to approve the NWWIB Staff Work Arrangement proposal. Seconded by Kelly Klein. Vote taken, carried unanimously.**

**Action Item: WIOA Out of School Youth (OSY) Contract**

Mari explained Executive Summary of the WIOA OSY contract in the packet. They had two proposals for the OSY RFP and one proposal was incomplete. The WIB Youth RFP Committee selected CEP for the WIOA Youth Contract. She noted CEP has committed in their RFP to help more youth and outlined how they will do this. Mari noted it would be good for CEP to connect with ICAA, especially working in the southern counties to get more youth involved as numbers are very low.

**Dick Nystrom made a motion to approve CEP's receipt of the Youth RFP funds. Seconded by Cindy Rouzer. Vote taken, carried unanimously.**

**State & Federal Updates**

**WDA #7 Reintegration Plan**

Mari discussed the draft reintegration plan in the meeting packet which she explained. Mari noted she talked to WEDC staff regarding the COVID response and they provided them with some data on reintegration.

Mari reported that Phil Koenig, Assistant Deputy Administrator transferred from DWD and has been replaced. The Veterans Division has announced a RFA training grants.

**Comments & Announcements**

Mari discussed the \$2,500 grants available for businesses with less than 25 employees through the AADC. She went over the list of how many businesses per each county and how many applied. Tomorrow is the deadline for these grant proposals.

**Next Meeting Date & Location**

The next meeting of the NWWIB, Inc. will take place on September 24, 2020, at a location to be determined.

**Adjournment & Lunch**

A motion was made by Dick Nystrom to adjourn at 12:42 p.m. Seconded by PC Rasmussen. Vote taken, carried unanimously.