

NORTHWEST WISCONSIN WORKFORCE INVESTMENT BOARD, INC. MEETING

Thursday, September 24, 2020 – 10:00 a.m.

Lakewood's Resort – Cable, WI & Via Zoom

Meeting Minutes

Present

Dawn Henk
LeRoy Forslund
Jeff Muse
Shannon Stade
Judy Aspling, Zoom
Tom Draghi, Zoom
Richard Nystrom
Kelly Klein, Zoom
Jim Kehoe, Jr.
Bambi Pattermann, Zoom
Brian Nelson, Zoom
Cindy Rouzer
Andy Donahue, Zoom
PC Rasmussen, Jr.
Ashley Moore, Zoom
Brad Gast, Zoom
Mic Isham, Zoom
Mary McPhetridge

Excused

Dale Kelm
Mary Sills
Jack Wichita
Jennifer Shearer
Kyle Bukovich
Mike BeBeau

Others Present

Mari Kay-Nabozny
Jenny Decker
Thomas Michels
Melissa Rabska
Scott Schultz
Barb Lundberg, Zoom
Jen Arzt, DWD LPL - Zoom

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. Jen Arzt was introduced as the new DWD LPL Liaison.

Approval of the 6/25/2020, Meeting Minutes

The June 25, 2020, meeting minutes were reviewed. One correction, Andy Johnson was in attendance.

Dick Nystrom made a motion to approve the 6/25/2020, meeting minutes as amended.
Seconded by Mary McPhetridge. Vote taken, carried unanimously.

NWWIB Annual Election of Officers

Judy Aspling 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 for another year term.

Judy Aspling called for other nominations for the three positions.

A motion was made by Richard Nystrom to close nominations and approve LeRoy Forslund's appointment as Chairman of the NWWIB. Seconded by PC Rasmussen, Jr. Vote taken, carried unanimously.

A motion was made by Mic Isham to close nominations and to approve Mike BeBeau's appointment as NWWIB Vice Chairman. Seconded by Cindy Rouzer. Vote taken, carried unanimously.

A motion was made by Jeff Muse to close nominations and to approve Richard Nystrom's appointment as Secretary/Treasurer of the NWWIB. Seconded by Mic Isham. Vote taken, carried unanimously.

LeRoy thanked the Board for re-electing him back as the Chairman and thanked the staff. Mike and Richard concurred and thanked the Board for their reappointments. Dick thanked LeRoy for all he does as Chairman with so much going on. Mari thanked them all for their leadership.

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 8/19/2020. The most notable items discussed at these two meetings revolved around WIB/CEP Governance issue. She said they talked about the status of the Job Centers and all are closed except Milwaukee and Wisconsin Rapids. She talked about the Drive Thru Job Fairs, noting that three were held. Mari also discussed negotiations with PY20-21 performance levels. Mari updated the Board on a medical policy change with CEP regarding privacy. She reported that the DOL Region V Administrator passed away suddenly. That position has not been refilled.

NWWIB Strategic Directions & Development (SDD) Committee Report

Judy Aspling reported that the Committee met on 8/19. She noted that they discussed the Construction Class that has wrapped up. The Heavy Metal tour was put on pause due to schools being in flux. The WEDC has a commission on Rural Prosperity and that no one north of Hwy 8 was not included. There were three listening sessions in the past week. The WIOA local plan which is due every three years, was completed and we have not heard back from the state yet. The most crucial thing was the Strategic Plan that went into place on January 2020 and that nothing has changed since then. They will discuss later how should we adjust to the current times.

OSO Committee

Barb Lundberg gave an update on OSO Committee on 8/19 and noted they discussed the customer satisfaction surveys. The OSO MOU and IFA agreements were signed off and submitted by the August meeting the deadline. West Central WDA will be holding the \$20,000 contract with the WIB and we will be looking at technology changes and staff training with various partners.

NWWIB Youth Committee Report

Mary McPhetridge, Youth Committee Chairperson said the Committee met on September 15th. She discussed the Inspire Grant that ends December 31st and reported on the Career Pathways Grant. Mary discussed the Opioid Grant that the WIB received for \$650,000 for four years which Mary further explained. Mary explained that due to Crex not taking place, CEP will work to get enrollments in the youth program prior to June 2021. She discussed the Youth Waiver being petitioned to DWD and DOL to spend 50% on OSY and ISY. Mary noted the CEP Youth Services Specialists are working on getting youth

to work. Mary noted Mic Isham is working with the Boy and Girls Club. Mic said the Bad River Boys and Girls club has shut down due to a few cases of Covid and there's a shelter in place order. LeRoy noted that Jeff Muse emailed the Youth Committee the corrective action on the youth credentials.

Richard Nystrom made a motion to approve the consent agenda. Seconded by Jeff Muse. Vote taken, carried unanimously.

Administrative Reports

OJT Report

Mari discussed that there have been two OJT contracts since July 1st with DVR. Mari noted that OJT is a huge component with the Opioid Grant. Dick asked Jeff to contact Feradyne Company in Superior to do some OJTs. Mari noted Scott Schultz is working on OJTs. Jeff noted that we can't use OJTs on any business who has laid off individuals. Mic noted that tribes have difficulty with wages that are too low. Mari noted the problem lies with the FEIN number transfer with the law. Dick said we should challenge the fact that we can't do OJTs with government agencies. Jeff will look into it. Discussion took place with the history of OJTs and how it has changed. Mari said OJTs help meet the 35% training goal we need to meet under WIOA.

Regional Employment Report

Thomas Michels discussed his September Regional Employment Report. He said it uses the July data of this year. The UI numbers are higher than a year ago. He said the number are starting to move down. If we compare WI with other states, we have the tenth lowest unemployment rate than any other state for July of 2020. The October Report was discussed. He said the rehiring of employees is starting to pick up. He said the number of people unemployed is 57.5% higher than they were in August of 2019. Thomas said initial claims have hit a plateau. Dick said that the Unemployment Division should be funding the Job Centers for helping people file their claims. Mari said the UI Division hired 600 additional people hired to help. It was noted that many people do not have a computer to file unemployment at home during this pandemic. Jeff explained that he met with DWD in the past and he was told that having the Unemployment Division help with funding the Job Centers would take an act of legislation which may never happen. Dick felt we should be reimbursed for all our time the Job Center staff have invested in helping people open and file claims.

WIB Grants Update

Support to Communities Grant

Mari announced that the WIB received a DOL Support to Communities (S2C) Grant in partnership with four other WIBs. Our area received \$650,000 for four years. She explained that it will assist individuals with opioids and alcohol abuse. She explained that there will be a Board who will oversee this initiative. She reported that we have four years to serve 130 people. The grant started September 1st.

Action Item: Approve Staffing Model

Mari said she doesn't know what their staffing plan is yet for the DOL Support to Communities Grant. They could hire a full-time project Coordinator or they can split the duties between Mari, Melissa, Scott and Barb.

Mari reported that they wrote for the Fatherhood grant for \$1 million with ICAA and the Southwest WDB. They have not heard anything yet.

LeRoy commended the WIB staff on their efforts in writing these grants and working with other WIB regions and partners.

The WIB tabled the action item on the staffing model.

Award Finalist

Mari announced that the NWWIB and EverGrow Learning Center in Ashland has been recognized as an award finalist in the Duluth Region. She was interviewed live on WDIO TV station to explain this childcare initiative. The nomination award alone is just an honor.

LeRoy noted that Andy Donahue received an award in September was awarded the SBDC Small Business Excellence by the Small Business Administration.

PY20 Budget

Mari explained that copies and budgets were emailed to those who couldn't attend the meeting. She recapped the CEP Board meeting on Tuesday. One thing proposed to the CEP Board was taking the new S2C money and use it to increase the roles and responsibilities of WIB staff and give them a relative pay increase. Mari explained the budget figures for the WIB. She explained what the WIB would take out of WIOA and what CEP would need for staffing and programs. The CEP Board does not want to see the extra \$18,000 to come out of program because they need it for carryover. Mari noted the money the WIB receives should not be used to offset any CEP costs. She said she will work to find a fiscal services provider for the NWWIB. Mari said 23% is their portion of staffing is from WIOA. It was noted that CEP is the fiscal agent and gets the administrative fees for any additional funds that the WIB writes for and brings in. Dick felt that is not fair as the WIB writes the grants. Mari said we need to get a better handle on where the money is going. Mari said we have to get access to CEP's related financial records other than what WIPFLI provides right now when requested. Jeff noted that the administrative costs cover the WIB's expenses. Dick asked why doesn't the WIB get the administrative costs right off the top? Mari noted the WIB does not have an accountant until the separation takes place. Jeff noted that CEP is not trying to hide anything, we're just working to make this separation legal. LeRoy asked if this is something the Joint Finance Committee could investigate.

Initiatives & Projects Review – (Projects in the Works)

Incumbent Worker Training Grant

Mari said this handout is in the meeting packet. She noted this grant can be repackaged and there's a timeline to be followed. There is \$20,000 in CEP's WIOA program budget to provide any incumbent worker training. This grant will go out tomorrow and again in the winter and the spring.

Fast Forward Activities

Scott said there will be a culinary academy training taking place on October 26th at the Bayfield County Jail and Price County Jail and will extend to mid-November. Previous inmates are also eligible. Scott said the final exam is proctored by the county jail.

Workforce Development Month Activities

Drive Thru Job Fair in Superior

Mari noted the staff provided three drive thru Job Fairs, one in Ashland, Park Falls and Superior which she explained. She said many partners contributed to help people out. WIOA Title I is having a huge enrollment problem right now and the caseloads are extremely low. It was noted that this is a very new project but there will be some data tracking done.

E3 Employer Event

E3 Employment, Education and the Economy takes place tomorrow and talking about OJTs, incumbent training. They partnered with WITC, NTC, LCO and employers to place ourselves strategically where we need to be.

Get to Work Enrollment Event

Mari reported that this will take place next Wednesday.

Spooner & Cable Mobile Career Lab Events

Mari said the Mobile Career Lab is at Lakewoods, but we cannot go inside due to COVID. The Mobile Career Lab was in Spooner yesterday and not many people showed up. It was noted that the drive thru Job Fairs seem to be more successful than the Mobile Job Centers.

PY19 & PY20 Performance

Mari said that CEP met or exceeded most performance measures, but failed one, the youth credential attainment rate. Mari reiterated that a Board should not fail two years in a row and we want to get this credential attainment rate up. She said the state is going to look at some technical assistance for this measure. She noted we were able to negotiate the Adult and DW rates down to be more reasonable. Mari explained the client numbers and that we need to get more enrolled so there's some cushion for those who fail.

NWWIB Work from Home Arrangement Update

Mari updated the Board on the WIB staff's work arrangement. She said they work at home four days a week and they spend one day in the office. Mari said it works well.

Strategic Plan Survey & Staff Review

Mari referred to the Strategic Plan Survey handout that was put together which Mari explained.

NWWIB Public Relations Update – Melissa Burris

Melissa explained the PR report included in the packet and the various activities that have been highlighted previously on the agenda.

PY20 DWD Monitoring Report

PY20 Monitoring Closeout Letter was discussed by Mari. The state was here in August to monitor WIOA program and fiscal. We do not have our final report yet. The strengths and weaknesses were identified and discussed. Discussion took place on how we correct the findings.

Action Item: Review/Approve Youth Policy Change

Mari said when we submitted the local plan, we had to submit the Youth Policies.

A motion was made by Mary McPhetridge to approve the Youth Policy Change as presented. Seconded by Dick Nystrom. Vote taken, carried unanimously.

One Stop Operator MOU & Infrastructure Agreement

Mari explained that the OSO MOU and IFA agreement is completed and submitted to DWD. It's going through review to all the various departments.

State & Federal Updates

Update on WIB Governance

She said this is still ongoing, there is no update.

She noted that DWD Secretary Caleb Frostman was asked to resign. Sarah Gonzalez is our new EEO officer. Mari discussed some other staffing changes within the division.

Comments & Announcements

Mari pulled up Jeff's corrective action plan for the Youth Programs and it was written to CEP staff. He explained that CEP is changing the way we do things and goals are set to be met by June 2021.

A tour was made available of the Mobile Job Center that came up from Madison.

Dick read Andy Donahue's award that he received.

Mari thanked the Board for bearing with this change in meeting with one another more virtually during covid.

Jeff noted that what WIB and CEP want is what's best for each other and the people we serve.

Next Meeting Date & Location

The next meeting of the NWWIB, Inc. will take place on December 10th, at 10:00 a.m. at a location to be determined.

Adjournment & Lunch

<p>A motion was made by Richard Nystrom to adjourn at 12:10 p.m. Seconded by PC Rasmussen. Vote taken, carried unanimously.</p>
