

MINUTES

NORTHWEST WISCONSIN WORKFORCE INVESTMENT BOARD, INC. MEETING

Thursday, December 10, 2020 – 10:00 a.m.

Virtual Only



Attendees:

X Judy Aspling	Jim Kehoe	X Bambi Pattermann
X Mike Bebeau	X Dale Kelm	Kristine Porter
X Kyle Bukovich	X Kelly Klein	PC Rasmussen
X Andrew Donahue	X Mary McPhetridge	Cindy Rouzer
Thomas Draghi	X Ashley Moore	X Jennifer Shearer
X LeRoy Forslund	X Jeff Muse	X Mary (MJ) Sills
X Brad Gast	X Brian Nelson	X Shannon Stade
X Dawn Henk	X Richard Nystrom	X Jack Wichita
X Mic Isham		

Staff and Guests Present: Mari Kay-Nabozny, Barb Lundberg, Scott Schultz, Melissa Rabska

10:00 a.m. 1. Call to Order - Roll Call

LeRoy Forslund called the meeting to order. Roll call was taken. Members present constituted a quorum.

2. Report of Public Meeting Notice

Melissa Rabska reported that the public meeting notice was submitted to two class A newspapers. It was also posted throughout the library system and was published on all social media and the WIB website.

3. Pledge of Allegiance

4. Welcome/Introduction of Guests

5. Approval of the 9/24/20 Meeting Minutes

The September 24, 2020, meeting minutes were reviewed.

Mic Isham made a motion to approve the September 24, 2020, meeting minutes. Second by Jack Wichita. Vote taken, carried unanimously.

10:10 7. Consent Agenda (NWWIB, Inc. Sub-Committee Reports)

NWWIB & CEP Executive Committee Report

LeRoy Forslund reported on the October 12th, November 9th, and December 1st Executive Committee Meetings. The main discussion was the governance revisions for CEP and WIB. Both boards have been working on this since back in December 2019 in response to a monitoring report by DWD, which indicated concern over the specific governance structure of WDA 7. The report indicated the structure be reviewed and changed. Discussion was held initially in December 2019 with leadership and DWD. A year later since initial discussion, there has not been a satisfactory structure and agreement for services executed. Bruce Palzkill, Deputy Administrator of DET sent a letter to Mari and Jeff stating DWD were reviewing the draft agreement that had been submitted in November. Specific scenarios were outlined of what they wanted to see in the agreements. Final compliance must be in place by July 1,

2021. On December 1st, Bruce and Annette Meundt participated in the Executive Committee meeting and explained the requirements again of what was expected by DWD and DOL. At that time, they had not completed their review of drafts that had been submitted. This will be discussed later in the agenda.

NWWIB Strategic Directions & Development Committee Report

Judy Aspling reported the Committee met on October 20th and spent a lot of time going over reports from staff on upcoming work and initiatives, which will be discussed later. The Committee did have an action item due to the pandemic and its impact on the NWWIB's Strategic Plan. The plan needed to be updated to reflect the reality of the pandemic. Mari and staff made some proposals, and it was decided to submit those changes to the board.

NWWIB OSO Committee Report

Barb Lundberg presented for Jack Wichita on the Committee. The Committee met on October 20th. The Governor has officially approved the NWWIB to be the OSO. At the meeting, ways to gather information of how partners are serving their clients was discussion. Tomorrow, December 11th, there will be a partner meeting to share information. The Customer Satisfaction Survey was also discussed at this meeting, which is a topic later on in this agenda.

Mike Bebeau made a motion to approve the consent agenda and place it on file. Seconded by Dick. Vote taken, carried unanimously.

10:30 8. Regional Data Resources Provided

On the Job Training Report

Mari Kay-Nabozny reported there are five current OJTs, 2 of them are through DVR. Three of them are direct referrals, which means it was a client that was directly placed with the employer. Jeff Muse is working with his staff to increase this number with his staff during the pandemic, especially with class room training being difficult to obtain at this time. Discussion was had on actively increasing this number. It was also requested that Jeff Muse provide a report on how many businesses per each county are being contacted about OJTs.

Regional Employment Report

Mari Kay-Nabozny presented the September 2020 *not seasonally adjusted* unemployment numbers. The report was included in the meeting packet. The northern tier of the state has higher unemployment numbers than our urban counterparts at 6.8% unemployment WDA 7, the second highest in the state. Wisconsin is not doing too bad. However, we are not at the labor force numbers we were at a year ago.

WIB Grants Update

Mari Kay-Nabozny reported on a number of grant initiatives. The state wrote for the H1-B One Workforce grant, which includes all of the WDAs in the state. Our WDA was included in the grant with a transportation focus on developing micro-trucking enterprises.

The NWWIB was the lead applicant on the H-1B Rural healthcare grant. We partnered with 5 other workforce boards for \$2.5 million over four years with a focus on healthcare occupations.

Touchstone awards are given out to DSA applicants. The NWWIB and EverGrow were recognized jointly for our efforts. The awards presentation aired on WDIO. The \$2,500 cash award and a trophy were passed along to the EverGrow Learning Center.

The NWWIB applied for the WEDC Entrepreneurship Support grant. It is a \$27,000 grant with \$8,000 cash match and \$6,000 in kind support. The grant is to do entrepreneurship development activities in Douglas and Sawyer county. The activities would be Very similar to the Spark event in Ashland. For this the NWWIB partnered with Andy Donahue and the SBDC, Hayward and Cable Chambers, and the Development Association.

The NWWIB submitted an application to the Chequamegon Food Co-Op Round Up Partner. We were selected and will be featured in September 2021. Funds that are rounded up by customers will go to the organization that is featured that month.

The NWWIB is working on a Bremer Capacity Building grant which will be submitted to help the NWWIB figure out our infrastructure needs through the governance transition.

10:45 **9. PY20 Budget Update**

Mari Kay-Nabozny presented an overview of the WIOA Program Year 20 actual expenses through September 2020. Currently, 24% is spent in the WIOA budget. However, it is PY19 money that is still being spent. There has been \$0 spent in PY20 youth and adult and about 20K in DW. There is a bit of an imbalance of funds used for staffing and clients. On an average year, there should be closer to 50-60% spent at this time. Mari met with WITC and NTC to discuss how we can invest this training money in a wise way. Current cost per consumer average is higher than the state average.

10:55 **10. NWWIB Fiscal Services**

- a. Jitasa*
- b. Clifton Larson Allen*

Mari provided a follow up report from prior meetings. We currently have two proposals. Jitasa has \$23,000 per year for Jitasa which does not include payroll or preparing invoices. CLA is \$30,000 per year and payroll and orientation would be additional. Jitasa is out of Idaho and specializes in working with nonprofits. Mari would prefer to have someone external do invoicing versus NWWIB staff. Mari would like to make a decision at the March meeting. Jeff had positive experiences with CLA in the past.

11:00 **11. Initiatives & Project Review**

a) Projects in the works

- i) Incumbent Worker Training Grant- Scott Schultz*

Sept. 25th NWWIB hosted the E3 Roundtable and announced the IWT grant and received 2 applications. One was awarded. The next grant cycle begins Jan. 13th.

- ii) Fast Forward Activities (Culinary Grant) – Scott Schultz*

In Sept. we began discussions with the Bayfield County Jail to provide a culinary program. We were able to offer training to 3 Price County Jail inmates. All 3 were able to complete their training and will be getting out of jail soon. Scott and Winnie will be meeting with them when they get out to provide support.

- c. Support to Communities Progress – Scott Schultz & Melissa Rabska*

The award year began Sept. 1st. Scott has provided a number of presentations. There were over 30 participants in attendance at an Opioid Literacy training last month. Scott is currently making quite a few connections with potential referral sources. Melissa mentioned that there will be an information session for partners next week.

- d. PY20 Quarter 1 WIOA Performance – Mari Kay-Nabozny*

The only area we are not currently meeting yet is youth median earnings. We are doing fine in the other areas.

- e. PY20 WIOA Enrollment Numbers– Mari Kay-Nabozny*

Please see the report included in the packet. As of the end of November there are 49 adults, 16 dislocated workers, and 36 Youth. The total served in Program Year 2020 so far is 101. Roy expressed concerns regarding the low numbers.

- f. NWWIB Work from Home Arrangement Update– Mari Kay-Nabozny*

The NWWIB staff work from home 4 out of 5 days per week. If the Board approves, we will continue with this arrangement through the March meeting. Members agreed to continue with the current arrangement.

- 11:20 12. One Stop Operator Customer Satisfaction Survey Results- Barb Lundberg**
 Highlights: many more respondents than Jan-March report. No report Apr-Jul (Covid). Updated survey and methods of collection, more towards virtual services. 38 respondents, 100% satisfied. Job Center Staff were friendly, knowledgeable, professional ect. Most respondents participated with CEP. Services most provided were career planner, job searches and meeting with members. No people reported orientation or workshop. Top 3 methods were - Email, in-person, phone - no communication with staff via chat or virtual video. Preferred methods were in-person, email and phone. Respondents are open to chat, text and video. Of 38 respondents, only 1 person had a landline phone only. Barb and Jack to meet in January to discuss next steps.
- 11:15 13. Public Relations Report – Melissa Rabska**
 Highlights: Evergrow learning center, touchstone awards. Mari was featured on WI Public Radio on where Wisconsinites can find jobs through various mediums. Podcasts scheduled for December and January. Most recent episode, Episode 31 - positive work environment and its impact on the office. Moving forward, we will be promoting IWT grants - spring applications - advertising, getting messages across to employers who may be interested in the program. Recap on Get To Work (Facebook Live) from Workforce Development Month - presentations by Workforce Resource, CEP, Veterans - 250 views of video to date.
- 11:20 14. PY20 DWD Monitoring Report – Mari Kay-Nabozny**
 Response to report due back by end of calendar year. 2 areas of strength, 5 areas of concern, 10 findings. \$9,200 in questioned costs. CEP staff is working on details and follow up pieces. Technical assistance needs responses completed by Mari.
- 11:25 15. WIOA Final Local Plan -Mari Kay-Nabozny**
 Mari – NWWIB has an approved local plan. Mari sent a heartfelt thank you to staff, the board and Thomas Michels. NWWIB is the first board to have an approved local plan. 2022 will be the next local plan.
- 11:35 16. One Stop Operator MOU– Barb Lundberg**
 Barb - Few updates to MOU that were requested from state, those have been fixed and sent back to state in November. Barb has not received word back from the state. Added update to locations for sites, updates from partner changes in leadership.
- 11:40 17. Update on NWWIB Governance**
Action Item: Extend current WIB-LEO agreement to Jan 31,2021
- Mari Kay-Nabozny reported that the revised draft of the NWWIB and Local Elected Officials (LEO) agreement is still being reviewed by DWD. To be in compliance, there are a few other agreements that are needed. This includes a fiscal services contract between the LEO Consortium and CEP and a Services Agreement between NWWIB and CEP. The Services Agreement has been submitted to DWD for review.
- DWD informed the Executive Committee when they attended the December 1st meeting that DOL is coming in to do a full review of WDA 7 in February. This is expediting the need to get these documents in final draft form.
- The board is going to have to approve a number of documents in the future, which may occur through electronic voting.
- It was explained that a current NWWIB and LEO agreement needs to be extended in order for there to be an active agreement in place.
- Richard Nystrom made a motion to extend the current WIB LEO Agreement to January 31, 2021, pending resolution of these issues to be submitted to DWD. Second by Mike BeBeau. Vote taken, carried unanimously. Roll call vote taken and passed. LeRoy Forslund and Jeff Muse recused himself.
- 11:40 18. State & Federal Updates – Mari Kay-Nabozny**
 Mari Kay-Nabozny stated she will be resending the meeting calendar included in the packet electronically.
- Mari also reported that the NWWIB is a part of the National Workforce Innovation Collaborative, which is a group of forward thinking boards from across the nation to discuss challenges related to the current economy.
- From the federal end of things, there is not a secretary elect that has been named yet. A few names are floating around, but no one selected.
- WIOA is up for reauthorization. There has been no big movement on WIOA reauthorization at this time.

A DWD secretary has not been selected at this time. There is still an interim appointed Secretary.

11:55 19. Comments & Announcements

Jeff Muse stated that Tom Pufall passed away recently from complications from cancer. CEP is unsure how the position will be filled at this time. Connie Constantine, who was the Regional Manager out of the Superior Office, has resigned and the position has been filled by Laura Sullivan, who is in training.

Richard Nystrom stated that the annual report information provided to the board was an excellent way to get the information out to the public. There was also a nice article in Positively Superior about the NWWIB being a part of the Support to Communities \$5 million grant.

Judy Aspling stated the Annual Report included in the packet is beautiful. Kudos to the staff!

Bambi Pattermann reported that WITC is moving ahead with rebranding and a name change. Ten names are being brought to the board in December. WITC is also exploring at Geratic Nursing Assistant certification. An Associate of Arts and Associate of Science are going to the board of regents for transfer degree programs. Plans of a concept and floor plan are moving along for their shell lake healthcare courses to take place out of the Shell Lake Health Center.

12:00 20. Next Meeting Date & Location – March 25, 2021 – or at the call of the Chair

Adjournment

Mic Isham made a motion to adjourn the meeting at 11:47 AM. Seconded by Dale Kelm. Vote taken, carried unanimously.

Additional Resources:

Link to WIOA success story in construction: <https://www.youtube.com/watch?v=bfEhFMTlyGQ>

Link to Touchstone Awards announcement: <https://www.youtube.com/watch?v=-oltzsurHUY>