

MINUTES

**NORTHWEST WISCONSIN WORKFORCE
INVESTMENT BOARD, INC. MEETING
March 23, 2023**



- Attendees:**
- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Judy Aspling | <input checked="" type="checkbox"/> Michelle Johnson | <input checked="" type="checkbox"/> PC Rasmussen |
| <input type="checkbox"/> Kyle Bukovich | <input checked="" type="checkbox"/> Dale Kelm | <input checked="" type="checkbox"/> Cindy Rouzer |
| <input checked="" type="checkbox"/> Andrew Donahue | <input checked="" type="checkbox"/> Kelly Klein | <input checked="" type="checkbox"/> Jennifer Shearer |
| <input checked="" type="checkbox"/> Thomas Draghi | <input checked="" type="checkbox"/> Mary McPhetridge | <input checked="" type="checkbox"/> Mary (MJ) Sills |
| <input checked="" type="checkbox"/> Tamara Follett | <input checked="" type="checkbox"/> Ashley Moore | <input checked="" type="checkbox"/> Kerri Trubachik |
| <input checked="" type="checkbox"/> Brad Gast | <input checked="" type="checkbox"/> Jeff Muse | |
| <input checked="" type="checkbox"/> Edward Gruhl | <input checked="" type="checkbox"/> Brian Nelson | |
| <input type="checkbox"/> Alyssa Headley | <input checked="" type="checkbox"/> Richard Nystrom | |
| - <i>Excused</i> | <input checked="" type="checkbox"/> Bambi Pattermann | |
| <input type="checkbox"/> Mic Isham | <input type="checkbox"/> Kristine Porter | |

Staff & Guests Present: Staff present included Clarice Baumgartner, Ryce Davis, Matthew Filipek, Mari Kay-Nabozny, Dawn Knapp, Bella Potack-Rettler, Melissa Rabska, Scott Schultz, Amanda Soltau, and Kristi Waits. Guests included Thomas Michels and Mitch Davis.

Call to Order - Roll Call

Meeting was called to order at 10:01 AM. Melissa Rabska conducted the roll call.

Report of Public Meeting Notice

Melissa Rabska reported that the public meeting notice was published on social media, website, and distributed to the regional library systems and Class A newspapers within the WDA.

Approval of the 12/8/2022 Meeting Minutes

Motion to approve meeting minutes as presented: Dale Kelm

2nd: Judy Aspling

Motion carries unanimously.

Welcome/Introduction of Guests

New NWWIB staff, Amanda Soltau, Clarice Baumgartner, and Bella Potack-Rettler, were introduced to the board.

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

NWWIB Executive Committee

Kelly Klein reported most of what was discussed at Executive Committee is on the agenda to be discussed later on. Some highlights from the Executive Committee meeting included policy updates for the Personnel Handbook and the WAI Policy. The Personnel Handbook was updated to meet WIOA and Wisconsin legislative guidelines. The WAI policy was also updated per the DWD monitoring report.

NWWIB Strategic Directions & Development Committee Report

Judy Aspling reported that the committee met in January and that most of what was discussed is included later on in the agenda. When the committee met, they primarily discussed our mission statement. After reviewing the current mission statement and discussing background of the statement and its verbiage, it was determined to leave it as is for now and to review it during the next strategic planning phase.

NWWIB OSO Committee Report

Brad Gast reported that the committee met in January and that most of what was discussed is included later on in the agenda. The primary focus on the committee's discussion was on DWD Equal Opportunity and accessibility concerns identified at the Superior Job Center. Some of the items identified included signage not having the proper telephone symbol, the need for door openers, and other minor and small updates needing to be made. The MOU process was also discussed. The committee discussed the possibility of a continuance of the current MOU rather than overhauling it. It was also discussed that the OSO is in a procurement year, which will be further discussed in the committee's May meeting.

NWWIB Youth Committee

Mary McPhetridge reported that the committee met in January and that most of what was discussed is included later on in the agenda. It was noted that Sara White and Jeff Muse from Northwest Wisconsin CEP presented on the Youth Apprenticeship Program. The primary focus of the meeting was discussing the youth RFP procurement cycle. It was decided by the committee to procure for both WIOA In-School and Out-of-School funds for PY 2023-2025. An updated was also provided about the NWWIB's Regional Career Pathways upcoming IT and Digital Technology Listening Session.

Motion to approve the Consent Agenda as presented: Edward Gruhl

2nd: PC Rasmussen

Motion carries unanimously.

Monitoring Status

WAI (closed)

Mari Kay-Nabozny reported that the WAI monitoring has been officially closed out. It was noted that it was an excellent monitoring with no findings.

WIOA

Mari reported we are still in the process of working with DWD to resolve the WIOA Comprehensive Monitoring. Currently, we are in the response period with DWD. It was noted that next Wednesday, there will be a WIOA Career Planners Technical Assistance Training provided as a response to the monitoring report.

Support to Communities

Mari reported that the Support to Communities monitoring has been cleared; however, because it is tied to the WIOA Comprehensive WIOA Monitoring it is not officially closed out.

Board Business

ACTION ITEM: *Youth Committee Appointment*

Motion to approve the appointment of Edward Gruhl to the Youth Committee: Judy Aspling

2nd: Mary McPhetridge

Motion carries by majority vote.

Edward Gruhl abstained from voting.

Program Year 2023 Youth Procurement

Mari reported the WIOA Youth procurement cycle is currently under way. Proposals are due on March 28, 2023. The RFP sub-committee will score the proposals and provide a recommendation to the full board to approve. It is estimated that the youth budget will be approximately \$480,000 depending on final allocations. The RFP is requesting proposals for contractors to provide 1) Year Round Services for In-School Youth (14-18), 2) Year Round Services for Out-of-School Youth (18-24), and 3) Career Academies. Career Academies are a combination of customized training and work experiences in high demand industries. It is expected to award contract in early May. The full timeline was included in meeting packet. To date, one proposal has already received, and it is expected to receive one more.

Grants Update

Quest

Mari reported we will be receiving funds from the QUEST grant written by DWD. DWD received the grant in November. At this time, the boards still haven't received contracts. The grant runs through September 2024. DWD is still determining individual board budget amounts and it is anticipated our budget would be between \$250,000 - \$470,000. The grant is designed to support childcare training and development. Grant partners include Department of Children and Families (DCF), state Community Action programs, and workforce boards. We specifically be working on getting individuals certified to teach in childcare centers.

The QUEST grant will also continue to support DCF programs like Partner Up!. It was noted there may be a new enrollment period coming up for the program. General discussion was had about the program.

The entrepreneur piece of the QUEST grant will be led by the Community Action agencies in the state. Jennifer Shearer of Indianhead Community Action Agency shared that at this time they hadn't seen the grant narrative or information about their scope of activities.

Mari reported the funds came from the National Emergency Grant so activities have to serve Dislocated Workers. DWD was able to define what Dislocated Workers are for the purposes of this program. Definitions of Dislocated Worker for this program were included in the meeting packet.

Discussion was had about doing educational webinars about this program once the details are finalized.

It was noted that a DCF Dream Up partnership in Douglas County is in the process of creating and launching entrepreneurship programming and curriculum for childcare owners/businesses. There is also a Dream Up partnership in Medford as well.

DOL Nursing Expansion

Mari reported the total grant is \$4 million. The NWWIB applied for \$2.9 million. We should hear about this grant award in the coming days. The grant technically starts April 1st. For the application, we included lots of leverages from employers. The service area will be 29 counties including St. Louis in Minnesota. The HEARD grant, name of our proposal, would expand on the current COW grant.

PSC Broadband Outreach Grant

Mari reported we submitted for \$20,000 to work with communities to determine their needs for broadband. The scope of work would be primarily data collection and reporting.

DSCF Grant for Mental Health First Aid

Mari reported we are applying to the Duluth Superior Chequamegon Bay Fund to provide Mental Health First Aid training to WIOA system case managers. Currently, there was a DOL Training and Employment Guidance Letter issued about youth programming, which identified the current mental health status of youth as a workforce concern. The grant would enable WIOA career planners and workforce professionals to receive mental health first aid training to teach the skills of identifying mental health needs, critical listening skills, and how to make connections to mental health practitioners.

Regional Data Review

WIOA Performance & Average Caseloads

Mari provided an overview of the WIOA Performance dashboard for WIOA performance from the beginning on the program year until December 2022. DWD has changed the method of how they present performance information and are only presenting the raw data. We have developed this dashboard as a tool to present the information.

In addition to WIOA performance data, demographic information of participants was also provided. Other notable components include the contract vs. actual year to date goals of the WIOA service provider. It was mentioned that there is 100% transferability between the Dislocated Worker and Adult programs. There is a Corrective Action Plan that has been implemented to assist the service provider to increase contract goals. There was also a discussion on expenditures and questions on the lack of expenditures in the OSY program.

Case load averages were also presented for some of the workforce programs within the region. It was mentioned that caseload numbers are low across some of the programs in terms of historical data.

WDA 7 Regional Employment Reports

Thomas Michels presented the data included in the Regional Employment Reports. It was noted that only two industries saw an increase in employment - construction and professional and business services. Other industries have not caught up to pre-pandemic levels. March 2023 employment report using January UI data was also reviewed.

Thomas also gave an overview of the Winning with Wisconsin's Workforce presentation, which included information on the region's change in population growth, quarterly workforce indicators produced by Census Bureau, jobs located within our region, LAUS (labor force index, employment index, and unemployment index), and the QCEW, noting employment is increasing overall within the region.

NWWIB Financials

PY22 Budget vs. Actual

Mari presented on budget vs. actual as a review since we are halfway through the fiscal year. Grant revenue is below budget, but up from prior year to date due to subrecipient contracts. COW and WAI are currently behind on subcontractor spending. WAI funds are looking to be reallocated with the recently announced extension of the program.

It was noted that personnel and participant spending are on budget. Pathways Home 2 was noted as being under budget in training because of most participants "jobbing out" and that being interested in training.

Subcontractor services is almost 40% of our annual budget, we would like to see more of a higher percentage spent out than what it currently is. Travel, supplies, is where it should be for this time frame.

Audit Presentation

Mitch Davis from Wegner CPA presented on the draft audit. He provided an overview of the audit letter. It was noted the audit was as good as a first-year audit can go. There was a delay on Wegner's end for prolonging the audit and stated it will be finished much sooner in the future.

With the audit, it was explained the board will receive a communication letter. The audit was conducted in accordance with all audit standards. Because of the NWWIB receiving both state and federal funds, there are certain standards (such as Uniform Guidance) that must be complied with that are part of the audit. It was noted there will be a lease component to audit requirements to be implemented next year.

The audit consisted of reviewing the allocation of expenses, finding those allocations were reasonable and nothing needed to be changed. There were disagreements with management on accounting treatments and no findings or issues.

The opinion on financial statements was unmodified and that the financial statements were clean and can be relied upon. The internal controls on the financial statement level were appropriate controls for receipts and disbursements. Compliance was adequate as well to ensure appropriate controls for charging to federal grants are allowable. For the statement of financial position, there is no need for adjustments and Wipfli provides reliable reporting. Some of the ratios of financial statements that are reviewed as part of the audit include working capital ratio, debt ratio, liquid unrestricted net assets, months in reserves are all reviewed.

Statement of Activities reported \$1.3 million total revenue with most from governmental grants and some contractual. \$1.1 million went to employment services and \$234,000 to management and general expenses. Activities ended positively. It was noted that this was typical for this industry and that the organization is using funds efficiently.

Mitch also gave an overview of notes that are required to be included as part of the audit including significant accounting policies, information about leases, retirement plan, conditional grants, concentrations, and liquidity and availability of resources. It was noted that compliance components include single audit (required when an org receives over 750,000 in

funds) and that the audit reviews federal program requirements. Federal programs tested this year included WIOA clusters and WAI funds. At this time, the NWWIB did not qualify as a low-risk auditee because we have not yet met the threshold/criteria for this with this being our first audit.

The results of the audit were an unmodified opinion. There were no significant deficiencies or weaknesses identified and there no noncompliance or questioned costs.

WIOA Policy Update

Melissa Rabska reported that as part of the DWD WIOA Comprehensive Monitoring the Local WIOA Policies are being reworked to reflect up-to-date state policies with some other minor changes to move away from procedural language currently within the policies. It was noted that as a result of this, CEP (WIOA Service Provider) will have updated procedures and updated policies manual. The policies manual will be part of the oversight of the NWWIB.

Initiatives & Project Review

Programming Highlights & Successes

Melissa Rabska presented some programmatic level success stories to the board for review.

Infographic on current projects

Mari presented an overview of NWWIB program participants and other data. A highlight of the report included the co-enrollment data, which provides an overview of training resources available. It was noted that WAI grant has been extended until September 2024.

Training Cohorts Updates (childcare, Sawyer County Youth, Graphic Design/Winter)

Mari reported the Childcare Cohort began in early March funded through WAI at Northwood Technical College. We are working with Sawyer County LCO EDC on a youth cohort in the hospitality industry. Another potential cohort is one for graphic design through the Winter School District. It would explore how to get students trained at LCO University and providing work experiences with a local employer.

DWD Communications

Mari reported on several communications that have been presented to DWD. These letters seek to express concerns about some of the policies and discussions that have been held recently by DWD. One communication was a Work Experience Letter in regard to utilizing Roadtrip Nation as a educational tool for youth. Another was a Monitoring Letter in regard to how monitoring happens and the manner of how it is being experienced. The letter expressed moving away a punitive, "gotcha" mentality to being more about identifying opportunities to grow and learn to make services and the system better. They have acknowledged they have received it. The final ASSET Fiscal Upgrades Letter is in regard to a massive IT project for the state's case management system to integrate an accounting component, which will create duplicate entry for the career planners. Duplication and other concerns were expressed and thoroughly explained. The project is currently continuing.

One Stop Operator

Kristi Waits reported on upcoming April One Stop Operator activities including the distribution of the Customer Satisfaction Survey, the Job Center Customer Service Staff Training, and internal onsite monitoring of the facilities for ADA compliance.

Public Relations Report

Melissa Rabska reported that Bella Potack-Rettler has been working on enhancing our social media presence to engage a younger demographic.

State & Federal Updates

Mari explained the upcoming national conferences and staff development opportunities, including NAWB Conference, NAWDP Conference, TDCON23, Wisconsin WIOA Roundtables

Next Meeting Date & Location: June 22, 2023

Motion to adjourn: PC Rasmussen

2nd: Thomas Draghi

Motion carries unanimously.