

Executive Committee MINUTES



Executive Committee Meeting

5/13/2024

10:00 AM – 11:45 AM

Attendees:

☒ Judy Aspling

☐ Kerri Trubachik -

☒ Dale Kelm

☒ Kelly Klein

☒ Dick Nystrom

Staff & Guests:

☒ Mari Kay-Nabozny

☒ Bella Potack-Rettler

1) Welcome and Opening Meeting Business

a) Call to Order 10:00 AM

b) Roll Call

c) Public Meeting Notice

NWWIB staff sent the NWWIB meeting notice to regional Class A newspapers and regional library systems. In addition, the meeting notices were also posted on the Northwest Wisconsin Workforce Investment Board website and all social media outlets.

d) Welcome and Introduction of Guests

Previous Meeting Minutes

Review and Approve Meeting Minutes from April 8, 2024

Judy Aspling had one note to make changes to her recorded request in the April 8th minutes to be changed to Kelly Klein requesting correspondence.

Motion to approve: Dale Kelm

2nd: Judy Aspling

Motion carries unanimously.

Programming Updates | Mari Kay-Nabozny

Special Projects Assistant Position

Mari Kay-Nabozny shared the NWWIB Special Projects Assistant Position. Mari Kay-Nabozny shared that the decision was to post the position online, but ultimately, it will go to Mary Lois.

Judy Aspling commented that if the NWWIB has no specifications on needing to post the position, that it would probably be best just to offer it to Mary Lois with no online posting. Mari Kay-Nabozny agreed and commented that she may only post the position for offer internally, with intentions of still only offering it to Mary Lois.

Mari Kay-Nabozny shared that Dawn Knapp and Mary Louis have been in discussion about leading the fiscal transition for the NWWIB. Mari Kay-Nabozny shared that all these decisions have been factored into the PY24 budget already.

Motion to approve: Judy Aspling

2nd: Dick Nystrom

Motion carries unanimously.

NWWIB Sub -Teams

Mari Kay-Nabozny shared that she has split NWWIB into sub teams with specific projects. The first of these teams is the Budget Team. The Budget Team consists of Dawn Knapp, Bella Potack-Rettler and Mari Kay-Nabozny, herself. The Budget Team's main mission is to monitor finances, double-check NWWIB licenses and find ways for the NWWIB to cut down admin costs.

Dale Kelm mentioned that T-Mobile offers lots of business service solutions for small businesses and that he uses it for his business in Minocqua. He suggested that the NWWIB look into it and offered Mari Kay-Nabozny his contact at T-Mobile to receive quotes. Mari Kay-Nabozny shared that the NWWIB will investigate that offer.

Mari Kay-Nabozny then shared the secondary NWWIB Sub-Team on AI. The AI team comprises Matthew Filipek, Jo Nowak-Thompson, and Jay Anderson. Mari Kay-Nabozny shared that the NWWIB is looking to bring somebody in from the Governor's taskforce to talk about AI training in the area. Mari Kay-Nabozny informed the Executive Committee on the final NWWIB Sub-Team for MyOneFlow. MyOneFlow is a new software management system that the NWWIB would like to implement, and Mari Kay-Nabozny has all other staff not previously mentioned, working on this team. Mari Kay-Nabozny acknowledged that all of the NWWIB staff are making great progress on their individual teams and is excited by the new skills that they are learning by being a part of these groups.

There were no further questions or comments.

NWWIB Office Move

Mari Kay-Nabozny shared that the New Day Shelter approached the NWWIB to see if we would like to move one door down in the Designer Outlet space. This is because New Day Shelter is looking to expand.

Dick Nystrom had a question on whether the rent will stay the same. Mari Kay-Nabozny shared that the rent will not remain the same and will increase to \$2100/month.

Mari Kay-Nabozny shared that this price increase is due to the new office space being bigger. Mari Kay-Nabozny shared that she has already met with the building's landlord about the moving proposal. She also shared that the NWWIB is in works with talking to independent entrepreneurs and organizations in the city of Ashland about renting a portion of the NWWIB's new office space to help alleviate costs. One of the organizations being discussed in moving is Ashland's WIR/DVR. Mari Kay-Nabozny shared that the NWWIB would not have to be responsible for dealing with the rental portion if a partner deciding to move into the space. On top of this, moving will help the NWWIB cut down on their monthly internet bill with Norvado (less access points will be needed in the new space, compared to the NWWIB's current office).

There were no further questions or comments.

WIOA | *Mari Kay-Nabozny*

WIOA Local Plan Submission

Mari Kay-Nabozny shared that the WIOA Local Plan had no comments. She also shared that it was submitted on April 15th. Rollie Thums and Kelly Klein have both signed and submitted the WIOA Local Plan. Mari Kay-Nabozny shared that the CEP consortium has already looked at the WIOA Local Plan.

Kelly Klein questioned how long it would take for the NWWIB to receive the WIOA Local Plan back. Mari Kay-Nabozny shared that it would be back in the NWWIB's hands by June 15th.

There were no further questions or comments.

Budget Discussion for PY24

Mari Kay-Nabozny began the budget discussion for PY24 by sharing that two Wednesdays ago, she received an email that Jeff had a CEP Executive Meeting where they decided that CEP would not be paying anymore WIOA payments to the NWWIB. Mari Kay-Nabozny shared the documents of paperwork for these payments that CEP would and should have been paying. Mari Kay-Nabozny then shared that she sent an email to CEP asking why, and what documents they need to prove why the NWWIB would not be getting paid, as agreed upon.

Mari Kay-Nabozny CC'd Rollie Thums, Kelly Klein, and anyone else she deemed necessary on the correspondence. Mari Kay-Nabozny received no response this email. So, she sent another email to all the same people, with the same messaging and still received no response.

Mari Kay-Nabozny reported that in digging into past invoices, it was discovered that the NWWIB has not been paid by CEP since January 2024. CEP owes the NWWIB a rough amount of \$20,000 dollars in missed payments.

Mari Kay-Nabozny has been speaking with WIFLI about the matter. Mari Kay-Nabozny was transparent with the Executive Committee that the NWWIB has had to choose what bills to pay for this month and are already \$20,00 in the hole. The NWWIB has a \$25,000 check that was deposited and another \$10,000 check deposited with another \$60 on hand. Mari Kay-Nabozny shared that WIFLI is doing a cash reconciliation, but currently, the NWWIB has no money and CEP is refusing to pay us. NWWIB has now involved the State in the manner, and it is unclear if CEP making the decision not to the NWWIB is intentional or because they took out a loan and will not pay till July 1st. Dick Nystrom made a comment that the loan is probably why the NWWIB is stalling in payments.

Dick Nystrom asked how none of this was caught sooner. Mari Kay-Nabozny shared that with WIFLI, the NWWIB has does not have payable account access. On her end, Mari Kay-Nabozny can see what bills go out and are paid but has no idea when or what the NWWIB receives in payments. That is all controlled on WIFLI's end. The NWWIB is reliant on WIFLI's transparency, and they have failed at this. Mari Kay-Nabozny shared that on top of CEP's missing \$20,000 in payments, the NWWIB is currently missing \$80,000 according to WIFLI. Meaning that the NWWIB has no money.

Mari Kay-Nabozny did share that she feels a portion of this is her fault, as the NWWIB didn't pay CEP benefits January and February. These invoices got missed, amongst Mari Kay-Nabozny's other emails. Hence, when CEP came out in March about the benefits payments missing, the NWWIB used cash to pay for this. However, Mari Kay-Nabozny shared that she wouldn't have done this, had she realized the severity of the financial situation that the NWWIB was in, with CEP refusing to pay money and missing nearly \$80,000.

Mari Kay-Nabozny shared that this problem may result in squeezing down the WIOA budget and result in reduction of one NWWIB staff member. Dick Nystrom advised Mari Kay-Nabozny to go to the State with the predicament.

Kelly Klein asked that as far as the NWWIB is concerned, should the NWWIB know more by Wednesday from WIFLI. Mari Kay-Nabozny confirmed that was true.

Dale Kelm asked Mari Kay-Nabozny asked what the NWWIB should do with the current cash flow issue. Mari Kay-Nabozny shared that the State might be able to float the NWWIB for a while until the NWWIB is able to gather a cash consolidation to see where the problem exact lies. She shared that the finances were all fine in March, therefore, this problem literally came out of left field. Dale Kelm asked Mari Kay-Nabozny about how much she believed that she would need for the State to float the NWWIB. She replied that she estimated between \$80,000-\$100,000.

Kelly Klein asked what would happen if the State was not able to float the NWWIB. Mari Kay-Nabozny replied that the NWWIB did do an excess draw from DOL of around \$40,000. She shared that this was to make sure that there was at least a bit of money at the NWWIB disposal, but it is nothing to keep the NWWIB going for long. She also shared that the DOL probably won't be extremely happy by the draw, but that she wasn't sure what else to do in the situation. This was done to ensure that if the State could not float the NWWIB, this cash draw would float the organization for a bit.

Dale Kelm asked Mari Kay-Nabozny how much she needed to do payroll. Mari Kay-Nabozny shared that she would need at least \$12,000 and that was needed by Thursday, May 23rd.

Mari Kay-Nabozny shared that she has a meeting with the State today and will ask those in the meeting to hang around to discuss the NWWIB's cashflow issue and the money situation with CEP.

ACTION:

To send out a communication from the NWWIB Executive Committee to the CEP Consortium requesting that CEP communicate to the NWWIB in more detail about the fiscal situation, following the discussion with the State.

Motion to approve: Dale Kelm

2nd: Judy Aspling

Motion carries unanimously.

PY22 Fiscal Monitoring Update

Mari Kay-Nabozny shared that the PY22 Fiscal Monitoring found no disallowed costs. DWD said that they will start monitoring CEP in the future. Mari Kay-Nabozny shared that this decision by DWD is not related to any fiscal budget discourse that is currently occurring between the NWWIB and CEP but is conversations that CEP has been having with DWD for some time now.

PY24 Youth Contract Memo

Mari Kay-Nabozny shared that the PY24 Youth Contract Memo will be going out to CEP immediately. Mari Kay-Nabozny shared that CEP overspent on staffing and did not follow through with contracted spending for the PY24 Youth Contract. CEP was given \$82,000 to run two Youth Academies and CEP did not run these academies, citing not enough funds were provided. 50 youth were supposed to be enrolled, and CEP has not currently enrolled anybody to these proposed Youth Academies. Mari Kay-Nabozny shared that herself and Melissa Rabska will be bringing the PY24 Youth Contract to the NWWIB Youth Committee to

determine if the NWWIB will continue contracting with CEP, but need the NWWIB Executive Committee to approve it as an action item to do so.

ACTION ITEM:

NWWIB Youth Committee look at the PY24 Youth Contract Measurable Outcomes

Motion to approve: Dick Nystrom

2nd: Dale Kelm

Motion carries unanimously.

Approval of WIOA #26- Waitlist Implementation Policy

State requires the WIOA #26 policy to be included. Melissa Rabska needs a motion.

Motion to approve: Judy Aspling

2nd: Dale Kelm

Motion carries unanimously.

Grant Updates

DSCF Grant

Mari Kay-Nabozny reported on the Duluth Superior Community Fund Grant which awarded the NWWIB \$35,000 in total. Mari Kay-Nabozny shared that the DSCF Grant will be used to pay for the MyOneFlow software and the NWWIB Website Redesign project.

MyOneFlow

Mari Kay-Nabozny filled in the NWWIB Executive Committee on how the MyOneFlow software will improve NWWIB workflow. MyOneFlow is a systemic implementation of new case management software for the NWWIB. Mari Kay-Nabzony shared that the DSCF Grant would allow for enough money for year one and two. Systemic implementation of new software. She shared that the contract is ready to go, just needs to be signed.

Judy Aspling asked if the signing has anything to do with the current NWWIB cash flow situation. Mari Kay-Nabozny shared that the signing is being delayed because of that.

Kelly Klein asked Mari Kay-Nabozny if she wanted to wait a couple of more weeks and if she would like the NWWIB Executive Committee to give approval to sign. Mari Kay-Nabozny agreed that would be the best decision.

Dale Kelm asked what the annual fee for MyOneFlow would be. Mari Kay-Nabozny shared that it would have an annual fee of around \$16,000/year and that the software would help save staff time. She also shared that CEP was asked if they wanted to be included on the software and CEP replied 'no'.

Motion to approve: Dick Nystrom

2nd: Judy Aspling

Motion carries unanimously.

Website redesign (began 4/24/24)

Mari Kay-Nabozny shared that the NWWIB has contracted with North of Eight, LLC, out of Spooner to do the NWWIB Website redesign. The total cost of the website redesign will be around \$14,000. The NWWIB has a \$10,000 grant to cover a portion of these expenses. Additionally, it will cost \$450/year to host with North of Eight, LLC.

There were no questions or comments.

PSC Digital Connectivity

During the meeting, Mari Kay-Nabozny updated the team about the PSC Digital Connectivity grant application due by June 19th. She shared that the NWWIB would have an expected response for this grant application by August 2024. Mari Kay-Nabozny also mentioned the posting of a Digital Navigator position and a Digital Healthcare Position, both aimed at assisting individuals who are not tech-savvy in learning how to use digital devices. The latter position is specific to the Bayfield County area.

Mari Kay-Nabozny emphasized the need for a balance among the ten counties, with a focus on Sawyer, Burnett, Ashland, and Iron as a region, excluding Rusk and Taylor. This approach would follow a model like the Balance model.

The team visited libraries to discuss the Digital Navigators position, and the libraries expressed support and willingness to sign a contract. In response to DK's query, Ma confirmed that the cost of training for the new hire is being written into the contract.

In terms of grant writing, Melissa Rabska is currently handling the grant and the Helping Families grant, and there is also a Support to Communities grant in progress. The QUEST funding has been extended to 2025, and NWWIB plans to fully utilize it. An \$80,000 contract has been signed with WDA8 for their QUEST program. Mari Kay-Nabozny commented that Jo Nowak-Thomson has been doing a wonderful job with the QUEST program. To be fully transparent, Mari Kay-Nabozny did share with the NWWIB Executive Committee that Jo Nowak-Thompson would be interviewing at the Our Lady of the Lake Catholic School for an open Preschool position.

There were no further questions or comments.

Fiscal Service Provision | *Mari Kay-Nabozny*

Option 1: Continue with WIPFLI

Mari Kay-Nabozny presented that the NWWIB could continue to work with WIPFLI despite the fiscal issues that the NWWIB has been experiencing with the entity.

Option 2: WDBSCW

Mari Kay-Nabozny passed out an updated sheet to the NWWIB Executive Committee. She shared that the Workforce Development Board of South-Central Wisconsin would not be able to provide fiscal services. Mari Kay-Nabozny shared that the Workforce Development Board of South Central Wisconsin's board decided not to go through with the contract.

Option 3: Verdonk Accounting Firm

Mari Kay-Nabozny presented the Verdonk Accounting Firm. Shared that with this option, they would be working with a woman named Emily, who has extensive history in non-profit accounting. She also shared that Verdonk Accounting Firm would move the NWWIB finances out from Intact and into QuickBooks.

Mari Kay-Nabozny shared that there shouldn't be an issue with this, if the QuickBooks account is set up properly. There are two packages. The Adams package which would include less oversight, meeting on a quarterly basis while Dawn Knapp does the day-to-day fiscal work. The next package is the Rainer package, which includes more oversight, monthly meetings and would still have Dawn Knapp on doing a majority of the NWWIB's fiscal.

Option 4: Hybrid -NWWIB Role

Mari Kay-Nabozny shared that the Hybrid-NWWIB role would be the NWWIB running QuickBooks by themselves and asking the Workforce Development Board of Southcentral Wisconsin for help in the next year. This option would put Dawn Knapp in charge of all the NWWIB financials.

Judy Aspling had a question about what would happen if Emily from Verdonk were unable to leave or left the accounting firm and the NWWIB was still contracted with the accounting firm. Mari Kay-Nabozny shared that Emily at Verdonk has multiple accountants working for her, and it wouldn't be an issue.

Mari Kay-Nabozny elaborated her answer by also sharing that Mary Lois, Mari Kay-Nabozny and Dawn Knapp will all go through training together for the fiscal portion and work alongside Emily from Verdonk in the beginning. Will probably be a six-month overall transition.

Before a question could be asked, Mari Kay-Nabozny also filled the NWWIB Executive Committee in on the fact that Wegner said they can still do the NWWIB's audits and W-9s each year, no matter the options chosen for the NWWIB's future fiscal route.

Mari Kay-Nabozny asked the NWWIB Executive Committee to make a motion on what fiscal package to go with. The NWWIB Executive Committee made the motion to go with Verdonk Accounting and let Mari Kay-Nabozny choose which package she felt was best for the NWWIB to go with for Verdonk.

Motion to approve: Judy Aspling

2nd: Dale Kelm

Motion carries unanimously.

Upcoming Events | *Mari Kay-Nabozny*

Winning with Wisconsin

Mari Kay-Nabozny shared that the free, Winning with Wisconsin workforce event will be happening on Wednesday, May 29th from 10:00 AM – 1:00 PM. At the Winning with Wisconsin event, the NWWIB will have a focus on youth apprenticeships, student learners and how employers can better attract and equip young workers for success.

June Board Meeting

Mari Kay-Nabozny reminded members at the NWWIB Executive Meeting that the next NWWIB Board Meeting will be in Superior, WI at Enbridge. Enbridge will be taking care of everything for the meeting and will also give NWWIB staff and board members a 90-minute tour of the facilities.

Partner Updates and Comments | All

The NWWIB Executive Committee decided that they will be meeting June 10th for NWWIB Finance Committee, along with attending the next NWWIB Executive Committee. The NWWIB Finance Committee meeting will be held at 9:30 a.m.

Dick Nystrom proposed that the NWWIB Executive Meeting or the NWWIB Board Meeting in the future could be held at one of his buildings in Superior. He requested that one of the future NWWIB Board Meetings be held there.

Kelly Klein advised that Mari Kay-Nabozny to keep the NWWIB Executive Committee in loop with what happens with the CEP fiscal issue as more involves.

No further questions and comments.

Adjourn

Next Meeting date: June 10th at 10:00 am or at the call of the Chair.

Motion to approve: Dale Kelm

2nd: Kelly Klein

Motion carries unanimously.

Additional Instructions:

Related meeting items are included in the packet for your review prior to the meeting. Thank you.