

# Executive Committee MINUTES



## Executive Committee Meeting

6/10/2024

10:00 AM – 11:30 AM

### Attendees:

☒ Judy Aspling

☒ Kerri Trubachik

☒ Dale Kelm

☒ Kelly Klein

☐ Dick Nystrom -excused

### 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 May 13, 2024

### Motion to approve: Judy

2<sup>nd</sup>: Dale

Motion carries unanimously.

## Programming & Fiscal Updates | Mari Kay-Nabozny

### T-Mobile Business Solutions

e) Dialpad

Mari Kay-Nabozny shared that the NWWIB will be moving to T-Mobile for telecommunications services. She shared that Dawn Knapp and Bella Potack-Rettler will be trained in Dialpad and will then train other staff on how to use the software.

There were no further questions or comments.

## **Adobe Teams**

Mari Kay-Nabozny shared that the NWWIB staff moved to Adobe Teams account. This change was so that NWWIB staff members are all on one account, instead of each having their own individual license. Mari Kay-Nabozny updated the Executive Committee that all future meetings will be on Teams or Dialpad moving forward for virtual.

There were no further questions or comments.

## **Verdonk Accounting Firm Package**

Mari Kay-Nabozny shared that the NWWIB will be moving with Verdonk Accounting. She shared that the NWWIB told WIPFLI that they will no longer be using their service. Mari Kay-Nabozny reported that the NWWIB will be moving hourly with Verdonk Accounting, if NWWIB needs to be, Emily is not charging per month. Mari Kay-Nabozny shared that Verdonk Accounting has been great to work with. Kelly Klein asked if Emily works for other Boards, Mari Kay-Nabozny shared that 'no', she doesn't but that she works for other non-profits. She shared that the NWWIB did four reference checks on Emily and that previous clients shared that her guidance is key and helpful, which is something that NWWIB doesn't get from WIPFLI. Shared that Dawn Knapp will be working closely with Emily from Verdonk on these projects.

No questions or comments.

## **Action Item: Personnel Handbook Update**

Mari Kay-Nabozny shared that in the NWWIB Employee Personnel Handbook, that the NWWIB is proposing to get rid of non-participation of the healthcare payment.

### **Motion to approve: Judy Aspling**

**2<sup>nd</sup>: Dale Kelm**

**Motion carries unanimously.**

## **Action Item: Fiscal Procedure Manual Update**

Mari Kay-Nabozny shared that NWWIB staff were getting \$50 a month if using personal phones, but the NWWIB has an action item, proposing to bring it down to \$25 per employee. She shared that it would have a cost savings of \$6,000 for NWWIB

Judy Aspling asked if the staff is alright with this change. Mari Kay-Nabozny shared that she floated it by the NWWIB team already. She shared that one staff member was slightly opposed, but the rest of the team was not opposed.

There were no further questions or comments.

**Motion to approve: Judy Aspling**

**2<sup>nd</sup>: Dale Kelm**

**Motion carries unanimously.**

In one motion for action items.

**WIOA | Mari Kay-Nabozny**

**PY24 Youth Contract Memo Update**

Mari Kay-Nabozny shared that the PY24 Youth Contract Memo was floated by the Youth Committee and Youth Committee voted to rewrite contract with much stronger language for CEP. She shared that the Youth Committee voted to give contract back to CEP. Mari Kay-Nabozny shared that the youth money will become available May 1<sup>st</sup> and that DWD hasn't gotten notification of Youth money from DOL.

There were no further questions or comments.

**Quarter 3 WIOA Performance**

Mari Kay-Nabozny shared the Quarter 3 WIOA Performance chart and that anything printed in black in the packet is failing. She shared that CEP has been shown this document and Mari Kay-Nabozny has explained to them the situation. She shared that CEP has 20 days to get it fixed. Mari Kay-Nabozny also shared that they have never failed as bad as it is this year. They are failing 6 of 11 WIOA benchmarks. Mari Kay-Nabozny also shared that CEP's failure reflects on NWWIB too. Mari Kay-Nabozny shared that CEP can fail but when the State comes into monitoring it becomes the NWWIB's fault.

Kelly Klein asked how it becomes our fault. Mari Kay-Nabozny shared that it is because it is the NWWIB's money, so the State comes after the NWWIB for lack of success. Kelly Klein asked what money they are getting, in the Finance meeting ledger, Mari Kay-Nabozny shared that NWWIB paid CEP for benefits. That is what that payment is. She shared that it has nothing to do with WIOA.

Kelly Klein asked who puts together the WIOA Performance report, Mari Kay-Nabozny shared that the State puts it together.

There were no further questions or comments.

**Local Plan Approval by DWD**

Mari Kay-Nabozny shared that the Local Plan was approved with DWD.

There were no further questions or comments.

**Grant Updates**

**NOAA Grant**

Mari Kay-Nabozny shared that the NWWIB did not receive the NOAA grant. She shared that interest in another grant that the NWWIB may be able to recycle this grant application into.

There were no further questions or comments.

### **PSC Grants**

Mari Kay-Nabozny shared that the deadline for the PSC Grants is extended to July 3<sup>rd</sup>. She shared that the NWWIB is good with this grant. Mari Kay-Nabozny also shared with Kelly Klein that she has a meeting with Joe Miller next week about Digital Navigators.

There were no further questions or comments.

### **Preliminary Budget Review**

Mari Kay-Nabozny shared the Preliminary Budget review. Last year the NWWIB had a \$3million budget, this year it is a smaller \$1.8 million budget for the NWWIB. Mari Kay-Nabozny shared her future budget plans with the NWWIB. She shared that there are a couple of big grants out there and that the NWWIB will need to start looking for them.

Kelly Klein asked what DOL grants there are, Mari Kay-Nabozny shared that two are on infrastructure that the NWWIB could partner on and then a couple others on childcare that the NWWIB could go for and one healthcare grant. She shared that Melissa Rabska is capped on grants and Mari Kay-Nabozny shared her capacity is also full, but NWWIB will find ways to make it work. She shared that 17% of NWWIB budget is WIOA and last year was 7%.

There were no further questions or comments.

### **Fiscal Accounts Receivable Update**

Mari Kay-Nabozny shared that the NWWIB stills has outstanding invoices. WIPFLI did a reconciliation showing about 35,000 in outstanding invoices to CEP. Mari Kay-Nabozny noted that the NWWIB asked repeatedly for clarification and meetings to work though the requested documentation, but they have gone ignored to this point.

There were no further questions or comments.

### **Events | Mari Kay-Nabozny**

#### **June 27 Board Meeting**

Mari Kay-Nabozny shared that the NWWIB Board Meeting will be in Superior at Enbridge and that there will be a tour. She made a remind that the NWWIB Board Meeting will start at 10:00 AM and that lunch at will be at noon and that lunch will be at 1:00PM/

There were no further questions or comments.

### **Winning with WI recap**

Mari Kay-Nabozny shared that half of attendees that signed up showed up to the Winning with Wisconsin's Workforce event in Ashland, last month. She thanked Judy Aspling for attending. Mari Kay-Nabozny remarked that it was an intimate event, but that there was a good conversation. She shared that the NWWIB must plan the fourth quarter Winning with Wisconsin's Workforce event still.

There were no further questions or comments.

### **Partner Updates and Comments | All**

There were no partner updates or comments.

### **Adjourn**

Next Meeting date: August 21<sup>st</sup> at 10:00 am or at the call of the Chair.

Adjourned at 10:55 AM

### **Additional Instructions:**

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