

Executive Committee MINUTES



Executive Committee Meeting

8/12/2024

10:00 AM – 11:30 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 July 8th, 2024

Motion to approve: Judy Aspling

2nd: Kerri Trubachik

Motion carries unanimously.

WIOA CEP Receivables Update, CEP Budget Update & CEP leadership change | Mari Kay-Nabozny

Mari Kay-Nabozny shared that CEP owes \$60,000 to NWWIB, leading to several meetings involving Dawn Knapp, Emily Verdonk, and CEP's fiscal person, and Charlie Glazman. Mari Kay-Nabozny also met with Skyler Dural-Eder to clarify if CEP intends to pay NWWIB for PY23 invoices, but there was no clear answer. The NWWIB continues to send payment reminders to CEP and is considering reaching out to the State for assistance. Additionally, NWWIB has tapped into a \$15,000 line of credit to cover continuous invoices from CEP and is pursuing a loan from the State to bridge the financial gap.

Dick Nystrom inquired about the State's response to the NWWIB's loan request, and Mari Kay-Nabozny indicated uncertainty about its legal feasibility. Judy Aspling suggested looking into another line of credit, but Mari Kay-Nabozny advised against it, noting that the existing line is already accruing interest. The State is also insisting on governance training and guidance on payments before making further payments to CEP. Kelly Klein asked whether CEP is at risk of closing, and Mari Kay-Nabozny stated she has not been part of any discussions regarding their future.

Kelly Klein asked about NWWIB's role and financial health. Mari Kay-Nabozny explained that NWWIB accounts for 15% of their operations and could function with about \$100,000 annually. Despite the current challenges, Mari Kay-Nabozny assured that the NWWIB is financially stable but mentioned that one staff member, whose salary is fully funded by WIOA, would likely be laid off. Dick Nystrom raised concerns that while the State has fulfilled its obligations regarding WIOA funds, CEP is four months behind on payments. Mari Kay-Nabozny explained that this delay is why the State is requesting additional information and noted that resolving this issue might take another few months.

Kelly Klein mentioned that the NWWIB had not billed for certain grants when WIPFLI was doing the work, and Mari agreed to continue to assist in accomplishing this by working with Dawn and Emily to review and process the outstanding invoices. Dick Nystrom suggested requesting CEP's meeting minutes, as they should be publicly available per sunshine laws, and offered to make the request. Dale Kelm asked if payments would come from the counties to which Mari Kay-Nabozny responded that it might, pending further clarification.

Mari Kay-Nabozny also shared plans to ask Skyler Dural-Eder to meet on Wednesday to discuss CEP's debts to NWWIB, although there is uncertainty about what outcomes or follow-through will occur. Dick Nystrom raised questions about the billing process, confirming that \$171,000 PY24 budget was proposed based on time and allocated costs but reduced to bare minimal services to get to \$103,000. Mari Kay-Nabozny suggested that reducing the amount to \$103,000 could mitigate some financial strain if they proceed with laying off the NWWIB employee. Kelly asked about upcoming actions, and Mari Kay-Nabozny indicated that discussions with Skyler Dural-Eder regarding CEP's outstanding debt to NWWIB would continue next week. Additionally, Mari Kay-Nabozny informed that Skyler Dural-Eder was notified about the Board Meeting scheduled for September. It was also mentioned that Jeff Muse is no longer on the NWWIB Board and will be replaced by Skyler pending confirmation from Charlie Glazman.

Health Insurance & Related Benefits | *Mari Kay-Nabozny*

Mari Kay-Nabozny shared that the NWWIB is planning to switch to a new health insurance plan by October 1st. The organization will be implementing an Individual Coverage Health Reimbursement Arrangement (ICHRA), which allows each employee to receive \$500 per month for health insurance. Employees can then shop around and choose a plan that best suits their needs, providing them with greater autonomy over their health insurance options.

Judy Aspling asked what happens to the money if an employee does not use the insurance funds, given that the funds are pre-tax. Mari Kay-Nabozny responded that any unused money would be placed in a Health Savings Account (HSA).

Mari Kay-Nabozny also mentioned that NWWIB will retain the Health Reimbursement Arrangement (HRA) benefit and has decided to set a fixed rate rather than a percentage. Judy Aspling agreed, noting that a set rate is fairer to all employees, as it prevents new employees from being at a disadvantage compared to those with longer tenure. She emphasized that a set rate is a better approach than a percentage for this reason.

Kelly Klein then inquired about the average cost of this plan. Mari Kay-Nabozny said she would provide the specific figures at the end of the meeting.

401k Transition | *Mari Kay-Nabozny*

Mari Kay-Nabozny shared that the target date for the 401k transition is Oct. 1st. She shared that she is not confident the boards will make that deadline. The NWWIB will need to start paying a 10% surcharge if the deadline is not met. The 401k plan will be with TransAmerica.

Fundraising | *Mari Kay-Nabozny*

Mari Kay-Nabozny shared that she and Bella Potack-Rettler attended a fundraising event about three to four weeks ago. Following the event, Bella Potack-Rettler was tasked with creating a corporate sponsorship flyer. Mari Kay-Nabozny noted that Enbridge has already committed \$5,000, and the Chamber has pledged \$1,000. The sponsorship packet outlines various funding levels. Mari also mentioned that Michelle Johnson volunteered to reach out to other partners of Enbridge to inform them of Enbridge's support for NWWIB, hoping this might encourage additional funding.

Kelly Klein asked if these efforts would help reduce some of NWWIB's costs, to which Mari Kay-Nabozny confirmed they would. Kerri Trubachik mentioned having a partner that aligns well with NWWIB's services and offered to make an introduction. Judy Aspling inquired if NBC (National Bank of Commerce) was on the sponsorship list, and Mari Kay-Nabozny said it was not but would be added. Kelly Klein asked about the status of Walmart grants, and Bella Potack-Rettler responded that all applications for the Local Spark Good Grants were rejected.

Mari Kay-Nabozny also proposed a new fundraising idea involving Hudson Square Coffee, where NWWIB could collaborate on a fundraising effort. The idea would be to run a coffee sale where a portion of the profits would go to support NWWIB's initiative.

Dick Nystom suggested inviting Cenovus to present at the next NWWIB Board Meeting and inquired if the meeting would be held at Lakewoods. Mari Kay-Nabozny replied that the meeting might be at Frasier, and she could arrange for a presentation.

Mari Kay-Nabozny also announced that NWWIB has scheduled a "Winning with Wisconsin" event for November 13th in Superior. This event will be a three to four-hour seminar for businesses, starting at a basic level and progressing to more advanced topics. Israel Squires will be the speaker, and Mari Kay-Nabozny emphasized that this training would be valuable for people in the region who have not previously experienced it.

Kelly Klein mentioned that a similar event is being organized by the Planning Commission in November in Rice Lake. Mari Kay-Nabozny acknowledged this but noted that it would attract a different audience from different counties.

Grant Updates

TEACH | Mari Kay-Nabozny

Mari Kay-Nabozny shared that NWWIB received the TEACH grant. She shared that 30k grant is what is floating the NWWIB costs.

WiCARE | Mari Kay-Nabozny

Mari Kay-Nabozny shared that she is hopeful for this grant. It was put in with DOL. Just under 3 million dollars and all over the state. NWWIB and WECA would be the grant recipients.

Mari Kay-Nabozny shared that WiCARE and PSC grants will be in by the end of the month. Tammy Baldwin's grants begins January 1st with a total of 3 million dollars. Mari Kay-Nabozny believes the NWWIB will receive \$250,000 - \$500,000 of this grant.

Mari Kay-Nabozny concluded her update sharing that the NWWIB is taking on WD8 Pathways grant, the NWWIB will hire another staff member in the WD8 area to run it.

Staffing Update | Mari Kay-Nabozny

Mari Kay-Nabozny shared that Dawn Knapp is currently doing all of the fiscal for the NWWIB. Mari Kay-Nabozny is proposing to give her \$62,000 salary, this would be a \$7,000 raise. This title would include a job description as "Director of Grants". Mari Kay-Nabozny shared that Dawn Knapp is putting in 50-60 hr/week and needs a boost up.

First: Judy Aspling

Second: Dale Kelm

Motion carries unanimously.

Partner Updates and Comments | All

Mari Kay-Nabozny noted that the public standing of NWWIB is positive, referencing a previous comment made by Judy Aspling. However, she mentioned that NWWIB has not issued a public comment on the concerns about the news articles related to CEP's financial crisis.

She reminded everyone to mark their calendars for November 13th for an event at Northwood Technical College in Superior.

Dick Nystrom complimented a well-written article about Birchwood Haven Assisted Living. He also requested a copy of the meeting minutes from when Jeff Muse announced his resignation.

Mari Kay-Nabozny added that if an agreement is not reached by the 21st from CEP, that the matter would proceed to binding arbitration.

Adjourn

Next Meeting date: September 9th at 10:00 am or at the call of the Chair.

Adjourned at 11:31 AM

Additional Instructions:

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