

MINUTES

NORTHWEST WISCONSIN WORKFORCE INVESTMENT BOARD, INC. MEETING June 27, 2024



Attendees:	☒ Judy Aspling	☐ Dale Kelm - Excused	☐ PC Rasmussen - Excused
	☒ Andrea Chartier	☒ Kelly Klein	☐ Cindy Rouzer
	☐ Brad Gast - Excused	☒ Mary McPhetridge	☐ Jennifer Shearer
	☒ - Thomas Draghi	☒ Ashley Moore	☒ Mary (MJ) Sills
	☒ Edward Gruhl	☒ Jeff Muse	☒ Kerri Trubachik - virtual
	☒ Brent Harju	☐ Richard Nystrom- Excused	☒ Tami Follet
	☐ Alyssa Headley - Excused	☐ Elaine Ogilvie	☒ Crystal Rohde
	☒ Michelle Johnson	☒ Bambi Pattermann	☐ Dr. Russell Swagger
		☒ Kristine Porter	

Staff & Guests Present: Jay Anderson, Ryce Davis, Matthew Filipek, Mari Kay-Nabozny, Jo Nowak- Thompson, Dawn Knapp, Bella Potack-Rettler, Melissa Rabska, Layne Brackeen and Mary Lois Bolka. (instert checkbox) Charlie Glazman

☒ Thomas Michels

Call to Order - Roll Call

The meeting was called to order at 10:00 AM. Bella Potack-Rettler conducted the roll call.

Report of Public Meeting Notice

Bella Potack-Rettler reported that **the public meeting notice was published on the NWWIB social media, website, and distributed to the regional library systems and Class A newspapers within the WDA.**

Pledge of Allegiance

Kelly Klein led the NWWIB Board into the Pledge of Allegiance.

Welcome/Introduction of Guests - New Board Member Andrea Chartier

Kelly Klein led the introductions. NWWIB Board members (in-person and online) and NWWIB staff introduced one another. NWWIB Board welcomed new board member Andrea Chartier.

Approval of the March 21, 2023, Meeting Minutes

Motion to approve meeting minutes as presented: Judy Aspling
2nd: Tami Follett

Board vote is unanimous, motion carries.

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

NWWIB Executive Committee – Kelly Klein, Chair

Kelly Klein reported on the NWWIB Executive Committee meeting on June 10th. Shared the NWWIB changes in telecommunication services from Norvado to T-Mobile and NWWIB accounting services from WIPFLI to Verdonk Accounting.

There were no further questions or comments.

NWWIB Strategic Directions & Development Committee Report – Judy Aspling, Chair

Judy Aspling shared that the NWWIB Strategic Directions & Development Committee met in May 21st. Discussed the PSC Digital Navigators grant and discussed NWWIB staff teams to address cost-savings. Judy Aspling also reported on the new WIOA legislation ASWA, along with current WIOA status.

There were no further questions or comments.

NWWIB OSO Committee Report – Brad Gast, Chair

Brad Gast was excused. Mari shared that OSO met on May 21st and had a great presentation from SCEP in Taylor County and continues to work on the MOU.

There were no further questions or comments.

NWWIB Youth Committee – Mary McPhetridge, Chair

Mary McPhetridge shared that the Youth Committee met on May 21st. Shared that Olivia Dachel from CESA 12 has been doing some great work in Youth Apprenticeship. Mary expressed concerns about on-going under performance of CEP with WIOA youth contract and that Youth Committee voted to keep the Youth contract with CEP for another year and see if they can increase their enrollments and carry out the contracted outcomes. Jeff Muse stated that CEP understands that they need to do more to meet the contracted outcomes and will work with staff to accomplish this.

There were no further questions or comments.

Motion to approve Consent Agenda: Ed Gruhl
2nd: Crystal Rhode

Board vote is unanimous, motion carries.

Organizational Updates and Compliance Materials –

PY22 WIOA and Support to Communities Monitoring

The PY22 WIOA and Support to Communities Monitoring has been closed out successfully. New monitoring begins in October.

Board Member and Staffing Update

Mari Kay-Nabozny reported that Amanda Soltau had her last day on June 17th, shared that her grant was ending, and she ended up taking another position in the Rice Lake area. She also shared that Jo Nowak-Thompson will also be leaving the NWWIB full-time to go back to teaching preschool in the Ashland area in August. Mari Kay-Nabozny reported that Mary Lois Bolka is back at the NWWIB full-time to fill the void Amanda left. Mari Kay-Nabozny shared that Alyssa Headley will be resigning from the NWWIB Board.

PY24-PY27 Local Plan Approval

Mari Kay-Nabozny reported that the PY24-PY27 WIOA Local Plan was approved.

PY24 One-Stop-Operator

- i. MOU
- ii. RFP

Mari Kay-Nabozny shared that the OSO MOU if for the Superior Comprehensive Job Center. DWD has given guidance to the NWWIB to complete in three weeks. Once the draft agreement is complete, goes to each of the individual partners for signature after DWD review. For the OSO RFP the NWWIB is the OSO Operator and the four-year contract is ending. Mari has asked the state to please operate the procurement again so we can apply. DWD has agreed but the timeline will extend past the expiration of the contract so DWD has given NWWIB a written extension.

PY23 WIOA Internal Monitoring- *Melissa Rabska*

Internal monitoring is an annual process that happens every year. We mirror the state processes and utilize similar language as DWD. Few of that are highlighted from the report. Highlight a few best practices. Financial Literacy in the Youth element. Youth Salvation Event. Summary of problems is:

Best Practices that were identified were both at the program level. First is the Financial Literacy Youth Program Element being provided through various tools, such as podcasts, Career Planner designed curriculum, and Kahn Academy - online platform. Also the Youth Celebration Event held at Northwood Technical College in early June, which exposed Youth to VR - or virtual reality - devices and celebrated their accomplishments as part of the Youth Program.

There are several different Areas of Concern and Findings related to program and case management by CEP Career Planners. Most of these items are related to how data is entered into the ASSET - statewide case management system - which is used to report to the Department of Labor on WIOA performance. Because information that is entered into this system is used for federal reporting, resource planning, monitoring/evaluation, and state and local program management it is critical to data entry accuracy.

The final items are related to fiscal monitoring. One of the Areas of Concern, the Contract Activities Review, is in reference to the disconnect in the Career Academy definition and the expectations, which were included in the Youth RFP. The Career Interest Academies that took place this year were not in alignment with the definition of the Career Academies from the RFP; however, they did meet the spirit of what the Career Academies were supposed to accomplish. The other component of this Contract Activities Review is to ensure that in the

future that budgeted line items are expended to their intended purpose. The budget proposed and approved by the Youth Committee for the PY23 Youth Programs had allocated \$82,030 for Career Academy activities, but in the Quarter 3 report CEP staff stated that they did not have the funds available to support the Career Academies that were proposed in their RFP response. The Youth Committee did meet last month and discussed performance concerns, and the contract will be renewed for next program year with a thorough definition of the Career Academies included in it and programmatic deadlines.

The last Area of Concern is Contract Modification. When the time allocation sheets for WIOA funded staff were reviewed, there were several staff that were being funded by WIOA that were not initially accounted for in the WIOA program budget that was submitted as part of the program year's contract. The role these individuals played is unclear. This increase to staffing was made without informing the NWWIB or having it approved prior to implementation. In the future, all budget modifications must be submitted to the NWWIB before they can take effect.

Crystal Rhode asked how does it change from past reports? Melissa replied that it was pretty consistent, but with more fiscal concerns.

Judy Aspling moved to approval all compliance related documents and information including the Local Plan.

2nd: Ed Gruhl

Motion carries, approved.

Policy Change - Melissa Rabska

Supportive Service Policy Update

Updates to the policy were made to allow for there to be less administrative burden referring to the Pathways Home 4 grant and the Windows to Work Program. Supportive services can now include different hygiene projects and housing needs without having to do a professional discretion form.

Action Item: Supportive Service Policy Update

First: Jeff Muse

2nd: Tami Follet

Unanimously.

Financial Review- Mari Kay - Nabozny

a. Fiscal Services Update

Mari Kay-Nabozny shared that the NWWIB is moving to Verdonk Accounting and away from WIPFLI. Contract with WIPFLI ends on 6/28/24. Shared that it will be a change and will come with challenges, but will position the organization in a much better place overall. Moving from Intacct and to QuickBooks, where we can do fund based accounting with Quickbooks for a reduced cost. Will have a cost savings of 10k. Keeping bill.com and moving to Paychex software for payroll processing with the time allocation module. NWWIB is becoming more efficient. Financials might look a little different (and better!) when Board sees them in the future but please be patient during the transition.

Jeff Muse shared that NW CEP is also cutting ties with WIPFLI.

Mari shared that WIPFLI failed to file the NWWIB 2021 990 and never filed for the automatic extension resulting in a letter indicating a \$17,000 IRS penalty. Mari shared that the NWWIB has it in writing from WIPFLI that they will be covering the cost and that, and that they continue to work toward resolution. Wegner will continue doing audits for NWWIB moving forward as well as our 990.

b. Financial Statement Review

Mari reviewed the financial statement with the Board and the budget versus actual expenditures. Mari noted that WIPFLI does not always update our budgets when things change which is why some percentages are off. Judy Aspling asked about the definition of admin and how that applies to our financials

Mary McPhetridge asked about where we stand with receivables from CEP. Mari stated that the invoicing has been frustrating as NWWIB is not getting clear direction from CEP on what they would like for documentation and that we can provide it but need to know so we can get this straightened out quickly. She has emailed Jeff several times and requested meetings with them.

c. Staff budget review team outcomes

Mari Kay-Nabozny wanted to recognize the staff and their work within their internal teams to advance initiatives. There is a MyOneFlow, AI and Budget Team. Mari Kay-Nabozny shared that the Budget Team did a great job trying to find cost savings. Shared that Dawn Knapp and Bella Potack-Rettler were on the Budget Team. AI Team is made up of Jay Anderson, Jo Nowak-Thompson and Matthew Filipek. On the MyOneFlow team is Ryce Davis, Melissa Rabska, etc.

Action Item: Review and Approve Draft PY24 Budget – *Mari Kay-Nabozny*

Mari Kay-Nabozny reported that this is the NWWIB Draft Budget. NWWIB is looking at a roughly 1.2 million budget. NWWIB has several closing grants and several opening up. First section is WIOA specific funding that we will request from the CEO consortium. Mari shared what each of the other pie charts represented in the draft budget and that there are a lot of different programs that the NWWIB is leveraging..

Crystal asked how does the WIOA funding look like across the state? Mari replied that we operate a little differently than the other 10, CEP is serving as the fiscal agent, the NWWIB does not do it the same as other boards in the state, programming is down across the state. Typically, the Board cost is 10% of the allocation for admin and anything necessary for the programming to accomplish the required tasks.

Thomas Michels: Is funding tied to the unemployment rate? Mari shared that it is. DWD provides an opportunity each year to review the formula allocation spreadsheet.

First: Mary McPhetridge
2nd: Michelle Johnson

Approved and passed

Action Item: Discuss and Approve CEP Fiscal MOU – *Mari Kay-Nabozny*

Mari Kay-Nabozny reported that the MOU is what CEP is requesting as Fiscal agent that they want a list of things that the NWWIB are working on. Mari shared that these items listed are not an exhaustive list, but are a fairly accurate list of everything o that the NWWIB is working on.

Kristine Porter: 'T' needs to be added under in the document as a spelling issue.

Judy Aspling: Curious on what JCW stands for + on the fourth page of what the first bullet talks about a sunshine provision law. Mari shared that it stands for job Center Of Wisconsin And Sunshine meeting laws is the open meeting laws in Wisconsin.

Crystal Rhode asked if this was a new document CEP wants? Mari stated yes.

First: Judy Aspling

2nd: Crystal Rhode

Passes

Action Item: Discuss and Approve CEP- NWWIB Agreement- *Mari Kay-Nabozny*

Mari Kay-Nabozny reported that they are looking for another three year agreement would like to increase the fiscal fee to \$25k. WIOA requires that the fiscal agent be paid. In our region it is more a matter of getting it on the books because CEP already receives the funds.

First: Ed Gruhl

2nd: Brent Harju

Passed

Action Item: Discuss and Approve NWWIB/CEP Benefits Purchase of Service Agreement- *Mari Kay-Nabozny*

Mari Kay-Nabozny reported that CEP asked for NWWIB to prepay for benefits and then ask for a 10% surcharge. NWWIB is now moving to a different benefit structure and will hope to move by 10/1/24 to avoid paying any charge by CEP. The benefits has been shared to reduce overall administration costs in duplicate fees, but CEP is not interested in that arrangement any longer and it would cost more to do what they are proposing.

First: Crystal Rhode

2nd: Mary McPhetridge

Passed

Regional Data Review – Mari Kay-Nabozny

WIOA Dashboard- Mari Kay-Nabozny

Mari Kay-Nabozny reported on the WIOA Dashboard. Actual is the yellow bar and negotiated are the blue bar. Looking to overpass that blue bar. Ones we need to worry about is the adult skills gain. That will be captured there. Sitting at 58%. Hard one to control. Not a big denominator in a fraction, not very many people enrolled which creates a challenge. We need to do more for enrollments and performance overall and work with CEP.

Tom Draghi asked if the DVR numbers tracked? Mari said yes -At the end

EG asked about 9G and noted that there's an indemnification, do we have an insurance for that? Mari responded - Yes, through Cincinnati

WDA 7 Regional Employment & QCEW Report – Thomas Michels

NW Unemployment Rate for May- Northwest: only 3 counties in the region: price, rusk washburn that saw increase. At the regional level the State doesn't seasonally adjust employ rates. Better to look at month to month.

NW region that had a decreased in the state unemployment rates. Comparing the state with the rest of the country, tied 17th lowest in unemployment rate mid to high teens, labor force index is pretty stable, slight decrease and slight decrease in the unemployment index. Looking at all the numbers on the last page, the northwest Wisconsin labor force decreased .14% and the number of people without a job decreased 3.9%

More important to focus on the before COVID and now. May 2019 vs. May 2024, overall NW Wisconsin saw an increase of 100 more people in the labor force and a decrease of 180 people who are unemployed. Finally doing better than before COVID.

NW Age Groups: Shows why the NW labor force is so stagnant. Provides a visual that shows the decrease in the youth population for the NW Wisconsin region since 1969. 19-44 made up 45 % of age group in 1969, peak in 2005, and has decreased since then. Baby boomers are trending upwards in the last couple of years.

Mari shared that she appreciated Thomas Michels report that he created as it shows that the NW Wisconsin still has some catching up to do to the Southern part of the state.

Jeff Muse: Shared that youth in the area are getting different messages to move and others to stay. Need to get an understanding in place to get the message across that youth should be coming.

Tami Follet: Echoed Mari's statement but the nearest apprenticeship coordinator is in Eau Claire and losing kids to MN for apprenticeships because Superior should have a coordinator. Started kicking off meetings in Duluth for apprenticeships. WRTTP started working on it MK: Having meetings with WRTTP and good they are moving more north. NWWIB will reach out to them and talk with them.

Brent Harju: Recently interviewed apprentices recently. Took 36 of 50. Some Wisconsin ones. Trend is younger this year, which was interesting. MK: Did you see if there was a correlation between the Ashland trade showing? BH: It helps.

Andrea Chartier: Essentia is diving very deeply in opening up apprenticeships. MN much more open than WI, but healthcare is very interested in this.

Tom Draghi: Employment training since mid-90s, people in Madison looking to move positions and move it. Takes advocacy to get those initiatives heard. Shared story of how the state wanted to move the DVR seat to Eau Claire, and took advocacy and official advocated for Tom's seat to stay in the area.

ACTION ITEM: WIB-CEO Agreement – Mari Kay-Nabozny

Mari shared that the WIB-CEO agreement has hit an expiration date. Biggest change is that the liaison committee has always existed but there is a part that was added and requested by CEP attorney to put in regarding binding arbitration. Took existing committee and adding a step to make it binding arbitration rather than the Governor who would solve any budget dispute.

First: Tami Follet

2nd: Michelle Johnson

ACTION ITEM: Fiscal Agent MOU – Mari Kay-Nabozny

This is a new document that the CEP board would like signed with NWWIB agreeing to the activities that we submit for payment. This is not a required document in terms of the state or DOL. Discussion took place on the necessity of the document and the lack of payments that NWWIB has received. It was noted that the NWWIB is in compliance with what has been processed and policy in the past so why the change now?

First: Judy Aspling

2nd: Tami Follet

Initiatives & Project Review

Mari proposed that Board can review these documents in the packet for time's sake as the meeting is running long. The Business Services report highlights the number of businesses met with during the calendar year. Shared Winning with Wisconsin will be happening in Fall 2024.

Crystal: Shared that Northwood Tech is doing an AI event in Fall, might not want to duplicate. Mari agreed.

- *Social Media and Outreach Report – Bella Potack-Rettler*
- *Public Relations Report – Melissa Rabska*

MyOneFlow implementation timeline– Melissa Rabska

New case management system that is underway. Implementation started rolling out last week.

Grants update – Mari Kay-Nabozny

i. PSC

July 3rd the grant is going in. Digital Navigator grant for digital library and Digital Health Navigator position.

ii. TEACH

Starts on Monday. To help individuals in Superior with a 4-year getting a Early Childcare degrees.

Crystal asked what type of support? Mari replied that it is stipend, transportation, etc.

iii. NOAA
NOAA the NWWIB collaboration did not get this grant.

iv. DOL Critical Care
Writing with WECA to take what they have existing and amplifying it across the state.

State & Federal Updates - Mari Kay Nabozny

a. A Stronger Workforce for America Act update
A Stronger Workforce for America Act (ASWA) is moving fast, constant updates. The new WIOA. Coming through quickly.

Comments & Announcements

Mari was invited by Elaine Olgivie to attend a graduation for the DOT HCST program at Bad River. Mari indicated it would be great to get something similar in the region up and running in a consistent fashion (LCOOU has the program but no instructor).

a. Conflict of Interest form for PY24

Next Meeting Date & Location -September 26, 2024, or at the call of the Chair

Kelly Klien adjourned the NWWIB Board Meeting, at 12:00 pm

Location: Maybe Superior or Ashland.

Adjournment & Lunch to Follow.

The Board requests the presence of Mari Kay-Nabozny, Melissa Rabska, Dawn Knapp, Ryce Davis, Matthew Filipek, Jo Nowak-Thompson, Layne Brackeen, Jay Anderson, Bella Potack-Rettler and Mary Lois Bolka.