

Executive Committee MINUTES



Executive Committee Meeting

3/17/2025

10:00 AM – 11:30 AM

Welcome and Opening Meeting Business

Call to Order

Roll Call

Attendees:

☒ Judy Aspling

☐ Kerri Trubachik (excused)

☒ Dale Kelm

☒ Crystal Rohde

Staff:

☒ Mari Kay-Nabozny

☒ Bella Potack-Rettler (notetaker)

Judy Aspling called the meeting to attendance at 9:04 am.

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 Board website and all social media outlets.

Welcome and Introduction of Guests

Melissa Rabska was in attendance to the NWWIB Executive Committee.

Previous Meeting Minutes

Review and Approve Meeting Minutes of January 13th, 2024

First: Dale Kelm

Second: Crystal Rohde

Motion passes unanimously.

Programming / Fiscal Updates | Mari Kay-Nabozny

- a. Northland College Closure

Mari Kay-Nabozny updated the Executive Committee on the Northland College closure. The NWWIB contracted with CEP for business services. Mari Kay-Nabozny shared that Northwest CEP's business service person, Winnie Momberg, provides these services. Mari Kay-Nabozny shared that there will be a Rapid Response with four different meetings for the Northland College staff. She shared that unemployment insurance will be in attendance and in-person. Northwest CEP and NWWIB will be there too. Mari Kay-Nabozny shared that the NWWIB will be taking materials for CESA 12 on the March Rapid Response date and that CESA 12 will be in-person at the April Rapid Response meeting date. She shared the NWWIB feels this will be good to help individuals on their next steps post – Northland College closure.

Mari Kay-Nabozny updated the committee that the food service, maintenance and Northland faculty and staff contracts are ending. About 130 individuals are estimated to be impacted. Mari Kay-Nabozny shared that Barb Lundberg is the Interim President for Northland College during this time.

Crystal Rohde asked how big the college is? Mari Kay-Nabozny shared that the college can house up to 600 students, she believes.

Melissa Rabska mentioned that Northland has property on Lake Namakagon too.

There were no other comments and questions.

b. Federal Impact Update

Mari Kay-Nabozny shared that she doesn't have much additional information on the federal executive orders. Mari Kay-Nabozny shared that the NWWIB is watching DOGE and other mediums for additional information. WIOA is not reauthorized, which makes it vulnerable.

Mari Kay-Nabozny updated the committee that she's going to the NAWB Conference in Washington DC in March.

The line of credit at Northern State Bank was paid off in March. The committee discussed increasing the line of credit to \$25,000 to cover payroll should there be issues at the federal level. The committee asked Mari Kay-Nabozny to please proceed with increasing the limit with Northern State Bank if possible.

There were no other comments and questions.

c. WIPFLI Update

Mari Kay-Nabozny shared that WIPFLI sent over an agreement for the NWWIB to sign for payment from WIPFLI for unallocated wages in 2024. Mari Kay-Nabozny shared that Melissa Rabska asked about the IRS 990 penalty fee from 2022 that resulted from a WIPFLI error in filing the 990, but there was no mention of it in the agreement. Mari Kay-Nabozny shared she went back to WIPFLI and asked about the status of the IRS abatement requests, and WIPFLI sent the 3rd abatement letter to the IRS in March 2025. Mari Kay-Nabozny shared that the last IRS letter was from May

2024, at that point, the amount due there for tax fines is about \$17k. She shared that the original IRS fine was approximately \$16k.

Judy Aspling asked if that means that the NWWIB waits till they receive a response back from WIPFLI. Mari Kay-Nabozny said yes.

Judy Aspling asked if the NWWIB has reached out to the attorney about the new developments in the matter. Mari Kay-Nabozny shared that the NWWIB has not yet. Judy Aspling shared her sentiment that perhaps the NWWIB should.

Mari Kay-Nabozny noted that the NWWIB has been monitoring the audit progress, which was originally scheduled to begin in November but didn't start until January. She followed up with Wegner and received assurance that it would be completed by May for the 990 filing date. Mari Kay-Nabozny also confirmed that the State has been informed about the delay.

Mari Kay-Nabozny shared that the WWDA-AIMS sends out an Audit RFP every three years so that all the boards can use the firms that respond to it. Crystal Rohde clarified that the boards/ CEP must use the RFPs that have responded to WWDA. Mari Kay-Nabozny said 'yes'.

Mari Kay-Nabozny asked Melissa Rabska if there is an AIMS meeting coming up? Melissa Rabska there's one this afternoon. Mari Kay-Nabozny shared she will go to AIMS to pose the question about when the next RFP process is.

d. Future Funding:

a. WAI 2.0

Mari Kay-Nabozny shared that Wisconsin is putting out \$10 million for WAI 2.0. This is flexible ARPA money. NWWIB applied for approximately \$900,000. It will be awarded at the end of this month. Will be about a year and a half of grant funds and services. The State is looking at the budgets and will ask the boards to adjust accordingly. Mari Kay-Nabozny stated that the NWWIB is writing for WAI 2.0 to help with the road/ construction projects, heavy operator training, nine weeks, building science principles, energy auditor, doing that twice, six-week course. The WAI 2.0 program goal numbers is to serve 100.

b. PH6

Mari Kay-Nabozny shared that the Pathways Home 6 grant, went in on Friday, submitted by the Southwest Wisconsin Workforce Development. Pathways Home 6 will be for \$767,000 and will not only serve our region but other Board regions too. This will fund Matthew and Ana's salaries. Mari Kay-Nabozny shared that the NWWIB won't know for two or three months about this grant application.

Crystal Rohde asked if these are all state funds. Mari Kay-Nabozny shared that WAI 2.0 is state but ARPA funds are from the Federal government and that the Pathways Home 6 grant is from the Federal level too.

d. Great Lakes Grant

Mari Kay-Nabozny shared that the NWWIB has worked with EmployMKE on the Great Lakes grant. This grant will impact individuals who are environmentally disadvantaged. Mari Kay-Nabozny shared that

the Great Lakes Grant website showed what ‘environmentally disadvantaged community’ is – but, since the DEI executive order, the website has been removed from the internet. Mari Kay-Nabozny shared that despite this, the Great Lakes Grant still looks like it is happening. The NWWIB wrote for the Great Lakes Grant for lots of different pathways. One path that the NWWIB is mainly looking to follow for the grant is to pay for individuals to go through energy auditing training for the State of Wisconsin.

Dale Kelm asked how much this grant funding was for. Mari Kay-Nabozny shared that this grant is for \$250k.

Judy Aspling asked who would be providing the training? Mari Kay-Nabozny shared that the training company is called Slipstream and they are based out of Madison, Wisconsin.

There were no further questions or comments.

e. WECA partnership

Mari Kay-Nabozny shared that WECA called to see if the NWWIB would want to be partners on a grant. NWWIB said yes. Want to know if we wanted to administer a portion of their training programs.

Mari Kay-Nabozny also shared that the NWWIB did get the FORWD grant. FORWD will be for individuals affected by the opioid crisis.

Judy Aspling asked with the opioid money, how do you verify the individual is affected by opioid? Mari Kay-Nabozny shared that it is all self-attestation. Melissa Rabska also shared that this self-attestation must be self-voluntary too.

Mari Kay-Nabozny shared that the PSC grant that runs the CLICK program got picked up for a round two and the NWWIB is applying for it. Looking to expand services. The NWWIB will write for that grant and add to those individuals.

Policy Changes | *Melissa Rabska*

Melissa Rabska shared that while the packet is big, there is actually that many changes to the policy changes. She shared they were subtle tweaks to be more in compliance with the State.

Judy Aspling noted that for the ‘Special Waiver’ – three lines down, there should be an added put ‘or more’, and also in a couple of other places. Melissa Rabska shared that she will make these updates.

Action Item: Review and Approve WIOA Policy Updates

- I. #07 WIOA Adult & Dislocated Worker
- II. #08 WIOA Youth
- III. #09 WIOA Youth Program Elements

IV. IV. #16 WIOA Incumbent Worker Training

First: Crystal Rohde

Second: Dale Kelm

Unanimous.

Action Item: Fiscal Procedures Manual Updates

Melissa Rabska shared that there were minor changes and updates to the Fiscal Procedures Manual to be in compliance with the State.

I. Section 100 – Overview of Financial Procedures

II. Section 1500 – Cost Allocation Plan (CAP)

First: Dale Kelm

Second: Crystal Rohde

Unanimous.

Melissa Rabska shared that the NWWIB updated their Job Descriptions to reflect the updated staffing chart and to be in line with Federal legislation.

Action Item: NWWIB Job Descriptions Updates

I. Chief Executive Officer

II. Chief Operating Officer

III. Director of Grants

IV. Office Manager

V. Re-Entry Coach

VI. Re-Entry Coach (WDA8)

VII. Special Projects Case Manager

VIII. Digital Navigator

IX. Digital Navigator (Bayfield County)

X. Training Navigator

First: Crystal Rohde

Second: Dale Kelm

Unanimous.

Partner Updates and Comments | All

Mari Kay-Nabozny shared with the committee that Kelly Klien's seat needs to be replaced. She also updated the committee that member Kerri Trubachik left Associated Bank and moved to Chippewa Valley Bank.

Crystal Rohde asked what the process has been in the past for recommendations? Mari Kay-Nabozny shared that recommendations are typically taken to the NWWIB Board or, just through Executive Committee.

Mari Kay-Nabozny suggested perhaps Emily Edison, Chief Commissions Officer at True North Goodwill – True North Goodwill is a combination of SOAR and Goodwill as a potential. Mari Kay-Nabozny shared that she is meeting with her next week, she specifically inquired about board membership. Mari Kay-Nabozny also reminded the Executive Committee that the NWWIB Board needs a balanced number of members to equally represent both public and private sectors.

There were no further questions or comments.

Adjourn

Next Meeting date: April 22nd at 1:00 PM or at the call of the Chair.

Meeting concluded on 10:24 am

Additional Instructions:

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