

Executive Committee MINUTES



Executive Committee Meeting

1/13/2025

10:00 AM – 11:30 AM

Welcome and Opening Meeting Business

Call to Order

Roll Call

Attendees:

☒ Kelly Klein

☒ Dale Kelm

☒ Judy Aspling

☒ Kerri Trubachik

☒ Crystal Rohde

Staff:

☒ Mari Kay-Nabozny

☒ Bella Potack-Rettler (notetaker)

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

Previous Meeting Minutes

Review and Approve Meeting Minutes from November 11th, 2024

First: Judy Aspling

Second: Kerri Trubachik

Motion passes unanimously.

Programming / Fiscal Updates | *Mari Kay-Nabozny*

WIFLI Update

Mari Kay-Nabozny reported that the NWWIB discovered over the holidays that WIFLI had never allocated any of Jay Anderson's hours from January – June 2024. This missed allocation resulted in 871 hours and additional associated fringe that were never charged to a specific grant. Mari Kay-Nabozny shared that it explains why the NWWIB Corporate Fund went down as much as it had. She shared that Northwest- CEP is going to let NWWIB allocate the necessary portion of it to WIOA. Mari Kay-Nabozny shared that despite this, the NWWIB will lose ~\$9,000.

Mari Kay-Nabozny shared that Mary Lois Bolka's last day was January 3rd. Mary Lois Bolka was a big reason for why the NWWIB was able to catch as many WIPFLI errors as they had, however, it took Mary Lois Bolka A LOT of time to find these mistakes and unravel them. Mari Kay-Nabozny shared that she doesn't believe it is worth staff time and capacity to go back into the grants and find all the errors. Currently, the NWWIB knows that WIPFLI did not allocate 371 hours of Amanda Soltau's time when she was with the NWWIB either. Emily Verdonk's Accounting team and Dawn Knapp has been very helpful in the unravelling of WIPFLI's errors too. Mari Kay-Nabozny reminded the Executive Committee that Emily Verdonk has been working with the NWWIB for 7 months now.

Mari Kay-Nabozny reminded the Executive Committee that the COW grant ends at the end of the month.

Crystal Rohde asked a processing question about how the NWWIB tracks finances and time. Mari Kay-Nabozny answered, sharing that up till August 1st, 2024, the NWWIB tracked everything in an Excel Sheet. These excel sheets were then uploaded to a ShareFile where WIFLI would take them and then add a macro file to it to bill out and allocate the time. Mari Kay-Nabozny shared that now, the NWWIB tracks time and finances directly into Paychex with their job costing tool.

Crystal Rohde asked when Jay Anderson was getting paid, where was he getting paid from? Mari Kay-Nabozny shared that WIPFLI would do big number draws and go back after they had allocated everything (or, didn't) and adjust the NWWIB funds. Mari Kay-Nabozny stated that this how the NWWIB got so far in arrears withdrawing money. Overdrawing turned into under draws. She shared that she has an email to them from 2023, where another workforce board shared that they checked during a subaward monitoring and found that WIPFLI was undercharging their grants. Mari Kay-Nabozny shared that at the time, WIPFLI denied the allegations. Emily Verdonk has gone years back through the NWWIB financials and shared with Mari Kay-Nabozny that with how WIPFLI was doing the draws, there was no way for the NWWIB Board to catch on to how low their corporate funds were. Crystal Rohde thanked Mari Kay-Nabozny for the historical knowledge.

Kelly Klein asked Mari Kay-Nabozny what the NWWIB's options were. Mari Kay-Nabozny shared that the NWWIB can still reach out to attorney Ed Gruhl and see if he wants to continue looking into WIPFLI to help the NWWIB pursue them legally.

Kelly Klein asked what would happen if the NWWIB did nothing? Mari Kay-Nabozny shared that the NWWIB would just eat the cost. Kelly Klein asked what the loss would be. Mari Kay-Nabozny shared that \$45k is actual loss with all the errors and time spent researching the errors and \$18k is the total loss of Jay Anderson's hours.

Mari Kay-Nabozny shared that the NWWIB continues to have a cash flow problem. She shared that it build up reserves again.

Judy Aspling asked Mari Kay-Nabozny when the NWWIB would expect another good influx of income. Mari Kay-Nabozny shared that at the close of December, Dawn Knapp will start invoicing and that the NWWIB expects to see enough cash flow to cover remaining bills that are floating out there.

Kelly Klein asked if this all works out by the end of the fiscal year? Even if the NWWIB doesn't recover anything? Mari Kay-Nabozny shared that no, the NWWIB will still have a cash flow issue.

Dale Kelm asked if the Executive Committee should have a motion to continue the conversation. Executive Committee put forth a motion to have a conversation with attorney Ed Gruhl to see how we might be able to pursue any legal action and the next steps.

First: Judy Aspling

Second: Kerri Trubachik

Motion passes unanimously.

July – November financials

Mari Kay-Nabozny shared the financials from Emily Verdonk in the Executive Committee packet. She highlighted that cash is tight. Mari Kay-Nabozny shared that Bayfield's PSC is paying right away and that the NWWIB did just submit the quarterly report on submitting invoices to PSC. She shared that Accounts Payable is super high right now with the majority of \$80k meant to be paid by PSC. Finally, Mari Kay-Nabozny reported highlighted any net losses for the program year and those expenses right now show the NWWIB is over budget – this is mainly because the budget categories have not been updated with new funding streams.

Mari Kay-Nabozny shared that the NWWIB is getting closer to resolving the financial issues that the organization has been having.

No questions or comments.

Action Item: Approve Financials

Review and Approve Meeting Minutes from November 11th, 2024

First: Judy Aspling

Second: Crystal Rohde

Motion passes unanimously.

Audit Update

Mari Kay-Nabozny shared that the NWWIB audit is still under way. She shared that she is waiting on a few things from Emily Verdonk. Mari Kay-Nabozny shared with the Executive Committee that part of the delay is because Emily Verdonk has some personal concerns being attended to.. Mari Kay-Nabozny shared that the NWWIB won't receive anything from Wegner till mid-February.

Kelly Klein asked if there is a deadline for them? Mari Kay-Nabozny shared that March is when the state requires the NWWIB to turn in the audit.

Mari Kay-Nabozny shared that she is still working with WIPFLI to rectify the missed IRS 990 and resulting penalty. She shared that it is still accruing on the fine with the IRS and not resolved.. Judy Aspling asked if

WIPFLI committed to pay that fine? Mari Kay-Nabozny shared that WIPFLI agreed to pay the fine. Crystal Rohde commented that the NWWIB should add that into question with attorney Ed Gruhl and tell him that WIPFLI has not resolved it, which keeps getting flagged and accruing payment interest.

Action Item: Review and Approve Personnel Manual changes

Review and Approve Meeting Minutes from November 11th, 2024

First: Judy Aspling

Second: Dale Kelm

Motion passes unanimously.

Mari Kay-Nabozny shared that this motion was about the personnel manual. The NWWIB did not have a relocation policy. The NWWIB now has the ICHRA and what that looks like, to reflect the new health insurance. NWWIB also updated the retirement policy, as previously the NWWIB was partnered with Northwest CEP on retirement, but now the NWWIB has moved away from Northwest CEP. Mari Kay-Nabozny shared that vacation time policy has changed too and that was updated.

Kelly Klein asked Mari Kay-Nabozny to explain the relocation policy. Mari Kay-Nabozny explained that the policy states that the NWWIB does not pay for the physical relocation of an employee of the organization.

Partner Updates and Comments | All

Mari Kay-Nabozny shared that for the first time in the last 8 months that her and Melissa Rabska feel finally caught up. Mari Kay-Nabozny shared a reminder that she will be out all next week.

Judy Aspling shared that she goes to Douglas County Board meetings because her husband is on board. County Sheriff, known for being overbudget and having difficulties, requested funding from an Opioid grant to put into his re-entry program. Judy Aspling shared with the board that NWWIB has a re-entry program that has been presented before. At this meeting, Judy Aspling discovered the individual in charge of the non-NWWIB reentry program, Angie Kunutson, wanted \$10k for 15 years, for support services that the NWWIB already offers. Judy Aspling shared that she had a discussion with the board chair about the duplication of this program and brought it to the Executive Committee because she wonders if there are more duplicates of programs and services that the NWWIB already provides to the counties the organization serves. Mari Kay-Nabozny said she would look into it but noted that the NWWIB has had very little success with their re-entry program in Douglas County.

Mari Kay-Nabozny shared that the NWWIB is still on track to move the office in March too.

Adjourn

Next Meeting date: February 10 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.