



North Central Wisconsin Workforce Development Board

**Executive Committee**

Northcentral Technical College • Center for Business and Industry Building • Room CBI-108

1000 W Campus Drive • Wausau, WI

**Monday, May 15, 2017 • 10:00 AM**

**Minutes**

**Executive Committee Members Present:** Marcia Christiansen (phone), Ron Zimmerman, Ed Wagner, Ron Skallerud (phone), Joe Kinsella and Matt Murphy

**Executive Committee Members Absent:** Kent Olson

**WDB Staff Present:** Rene Daniels, Jane Spencer, Nicole Rice and John Cokl

**1. Call to Order:** Zimmerman called the meeting to order. The agenda was approved by Wagner and seconded by Kinsella as presented. Motion carried.

**2. Approve minutes of April 12, 2017 –** Kinsella made a motion, seconded by Murphy to approve the minutes from April 12, 2017. Motion carried.

**3. Review and Approve Treasurer’s Report-**Cokl reviewed the March 2017 financial statements. Wagner made a motion, seconded by Kinsella. Motion carried.

**4. Review and Approve PY17 OSO Request for Proposal Recommendation-** Spencer gave a status report on the One-Stop Operator Request for Proposal evaluations. Only one organization responded to the RFP. She presented the overall scores from from the evaluation team. The recommendation was to award the contract to the North Central Wisconsin One-Stop Operator Consortium. Kinsella made a motion, seconded by Murphy. Motion carried. Christiansen abstained.

**5. Review and Approve the PY17 Draft Budget-** Cokl presented the PY17 draft budget to the committee. Daniels stated that PY 17 WIOA formula allocation levels are still not available and that the budget assumes a 5% reduction in the overall allocation. Cokl delineated the budget assumption page. Committee members agreed, in principle, to those budget assumptions. No action was taken at this time.

**6. Revised Board and Committee Structure-** Per Committee directive from the last meeting, Daniels outlined a proposed board meeting schedule which increases the number of board meetings from four to six board meetings per year and incorporates Committee meetings on those same dates. She also highlighted the current committee assignments of each Board member and those members whose terms were expiring on June 30, 2017. Christiansen noted the OSO, as a separate entity, should be removed from the Committee assignments.

**7. Update of MOU-** Rice reviewed the draft Memorandum of Understanding which was created for the 18 WIOA required partners. The MOU includes an overall agreement of roles and responsibilities and an

infrastructure funding agreement. Rice reported the Board had recently received DWD guidance on the Job Center Certification process. That process must be completed by June 30, 2017.

**8. Update on PY17 Contract Renewal**-Spencer gave a status report on PY 17 contract renewals Forward Service Corporation (Adult & Youth Programs) and LETC (Dislocated Worker Program).

**9. Other Business**- Daniels reviewed the PY16 monitoring report recently issued by DWD. The report contained one finding and several relatively minor areas of concern, primarily focused on equal opportunity access. A response will be submitted to DWD within 30 days.

**10. Adjourn**-Kinsella made a motion to adjourn, seconded by Murphy. Motion carried.

The mission of NCWWDB is to lead, support, and sustain the development and retention of a skilled, competitive workforce which meets the changing needs of regional employers and promotes economic growth in a global economy.

*NCWWDB is an equal opportunity employer and service provider.*