



North Central Wisconsin Workforce Development Board

Executive Committee

Northcentral Technical College • Center for Business and Industry Building • Room CBI-107
1000 W Campus Drive • Wausau, WI

Wednesday, March 15, 2017 • 9:00 AM

Minutes

Executive Committee Members Present: Kent Olson, Marcia Christiansen, Ron Zimmerman (phone), Ed Wagner and Ron Skallerud (phone) and Joe Kinsella

Executive Committee Members Absent: Matt Murphy

WDB Staff Present: Rene Daniels, John Cokl and Jane Spencer (phone)

- 1. Call to Order:** Olson called the meeting to order. The agenda was approved by Christiansen and seconded by Kinsella as presented. Motion carried.
- 2. Approve minutes of December 14, 2016** – Wagner made a motion, it was seconded by Kinsella to approve the minutes from December 14, 2016. Motion carried.
- 3. Review and Approve Treasurer’s Report**-Cokl reviewed the January 2017 financial statements. Kinsella made a motion, it was seconded by Zimmerman. Motion carried. We also received an additional \$150,000 from DWD. It came in as Rapid Response Transition grant money. Cokl stated that DWD just completed the monitoring at our WDB office. Overall it went well. Cokl will be attending an EEO conference in Michigan in early April.
- 4. Review Mid-Year Monitoring Report on Contracted Providers**-Spencer reviewed the mid-year monitoring report, which assessed grant compliance and progress towards goals of the contracted providers for the Youth, Adult, and Dislocated Worker programs. All providers were achieving satisfactory progress and performance and going very well. Cokl reviewed the fiscal portion and they were doing very well also.
- 5. Review and Approve Option for PY 17 WIOA Contract Renewal**-Daniels stated that this year is non-competitive. Based on last year’s current provider performance we would like to just renew the contracts for PY17 with our current providers based on their overall good performance. Wagner made a motion to support this renewal process with the current providers for PY17 it was seconded by Kinsella. Motion carried. Christiansen abstained.
- 6. Establish PY 16 Staff Performance Incentive Fund**-Daniels stated that we have a budgeted amount of \$12,578 for PY 16 staff performance bonuses. Wagner made a motion to authorize this disbursement, it was seconded by Christiansen. Motion carried.
- 7. Establish Executive Director Performance Review Process**- Committee members agreed to conduct the Executive Director’s performance review in the same manner as two years ago. Daniels will submit a

narrative summary of progress toward established goals and expectations and a copy of her job description. Daniels will send all completed documents to Zimmerman prior the April meeting. Zimmerman will ask committee members to complete an evaluation form and return it to him for compilation. The timeline will also be sent out to all members.

8. Review and Approve PY17 OSO Request for Proposal-Daniels reported that under WIOA we are required to issue a competitive OSO Request for Proposal with no funding in it. Daniels sent the draft OSO RFP to DWD and they approved it. The Request for Proposal will be sent out to our RFP interested parties list and it will be posted as a legal ad notice in our newspapers in our nine county area. Skallerud made a motion, it was seconded by Kinsella to approve the PY17 OSO Request for Proposal. Motion carried. Christiansen abstained.

9. Review and Approve a “Request for Information” Process for the Marathon County Job Center- Wagner made a motion to authorize DWD to proceed with the Request for Information process for the Marathon County Job Center relocation, it was seconded by Kinsella. Motion carried.

10. Other Business-None

11. Move into Closed Session to Discuss Personnel issue According to Wi Stats 19.85 (1)(f)-Wagner made a motion, it was seconded by Christiansen to move into closed session. Motion carried. Roll call vote was taken.

12. Resume into Open Session-Wagner made a motion, it was seconded by Christiansen to move into open session. Motion carried.

13. Action from Closed Session-An update was given on an ongoing personnel issue. No action was taken.

14. Adjourn-Kinsella made a motion to adjourn, it was seconded by Wagner. 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.