



North Central Wisconsin Workforce Development Board

**Executive Committee**

Northcentral Technical College • Center for Business & Industry Building

Room CBI-108 • 1000 W Campus Drive • Wausau

**Thursday, March 12, 2020 • 9:00 AM**

**Minutes**

**Executive Committee Members Present:** Joe Kinsella, Dave Hintz (phone), Ron Zimmerman, Marcia Christiansen (phone), Sandy Bishop (phone) and Matt Murphy

**Executive Committee Members Absent:** None

**Others Present:** None

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

1. **Call the Meeting to Order** - Kinsella called the meeting to order at 9:00 am.
2. **Announcements, Correspondence and Communications**- Spencer gave an update on the COVID-19 situation and will have call tomorrow with DWD with guidance. Spencer stated that job fairs will be reported as they will be events with 250 plus people. Staff are working to finish Strategic Planning. WIOA Plan due date has been extended. DWD changed the guidelines, now due May 15<sup>th</sup>.
3. **Approve Agenda**- Bishop moved to approve the agenda as presented, seconded by Hintz. Motion carried.
4. **Review and Approve Executive Minutes from January 9, 2020**- Christiansen moved to approve the minutes from the January 9, 2020 meeting; seconded by Bishop. Motion carried.
5. **Review and Approve Treasurer's Report** - Cokl presented and explained the January 2020 financials to the committee. Christiansen made a motion to approve the January 2020 financials as presented; seconded by Bishop. Motion carried.
6. **Review and Approve MCJC Relocation and Furniture Costs** - Cokl presented a furniture purchase plan for the MCJC relocation. Cokl proposed a plan to purchase furniture with unrestricted funds which then could be rented to subcontractors. Bishop made a motion to approve the purchase of furniture at the cost of \$43,000; seconded by Hintz. Motion carried. Christiansen abstained.
7. **Approve NCWWDB's Investments Policy Administrator and Initial Investment Amount** – Cokl reported on Agenda item #7 on the handout. John suggested to invest up to \$300,000, Hintz made motion to approve the stated investment; Bishop seconded. Additional discussion on Tim Roman becoming the investment policy administrator. Christiansen moved to approve Tim Roman; Bishop seconded. Motion carried.

8. **Discussion/Update on MOU/Resource Room Costs** – Spencer updated the Executive Committee on the letter WWDA received from DWD regarding resource room cost share. Rice reported the MOU has been submitted to DWD for final review. Once it is returned, the MOU will go to the CEOs for approval. Once approved, she will send the MOU to partners for signatures. These are the final steps for PY19. Conversations regarding PY20 will start with the upcoming Managers’ meeting.
9. **Review Mid-Year Monitoring Report on Contracted Providers** – Rice referred to page 10 in the packet. The mid-year reviews took place with LETC and Forward Service Corporation in February 2020. There are no major concerns with our providers. LETC is exceeding the number of participants they proposed to serve in the Dislocated Worker Program. They are currently serving 180 participants, with an original goal of serving 125 participants. Part of the exceeded amount is due to the Retail Grant. To date, Forward Service Corporation’s Adult Program is meeting expectations with 103 of the 105 projected to serve. FSC’s Youth Program is slightly behind with serving only 126 of the projected goal of 145. FSC reported there were 12 individuals in the eligibility process. Cokl reported that Forward Service Corporation’s work experience expenditures are not meeting the required 25% expenditures. Cokl and Rice reviewed the requirement with FSC, along with the need to capture staff time setting up and monitoring work experiences.
10. **Review and Recommend Option for PY2020 WIOA Contract Renewal** – Spencer reminded the Committee of the fiscal policy that states a contract renewal is possible with good performance. Since PY19 was a competitive RFP year, it is possible to renew contracts for PY20. Bishop made a motion to accept the recommendation as proposed; seconded by Hintz. Christiansen abstained. Motion carried. The recommendation will go to the CEOs for final approval.
11. **Review and Adopt DWD Program Policies** – Rice referred to the link provided to review policies. All policies are minor revisions in language and definitions. Motion made by Hintz to adopt all policies listed on the agenda; seconded by Bishop. Motion carried.
12. **Staff Performance Incentive Fund** – Cokl reviewed the amount that was approved. Spencer informed the Committee that she has started the process. She will let Chair Kinsella know when completed.
13. **Establish Executive Director Performance Review Process** – Spencer asked the Executive Committee to arrange the Executive Director’s performance review process. The Executive Committee will review the current process and asked Spencer to send a self-evaluation. Executive Committee will review the form and revise as needed for consensus.
14. **Discussion/Update on DWD Local Monitoring** – Spencer stated that monitoring occurred in early February, there were some issues with the OSO process. ASSET errors were down this year compared to last. It is expected to have some findings with disallowed costs, but they are down. Official final report is forthcoming.
15. **Discussion/Update on Grant Opportunities** – Spencer reported we did not receive the Fast Forward Teacher Grant. We are still waiting to hear about the Opioid Grant. This was the grant where five WDBs across the state came together to submit this grant. There was another Wisconsin Fast Forward grant announced related to working in the jails. We partnered with Mid-State Technical College and provided support to NTC’s grant. We got approval for 2020 LifeWork\$ Program. The 2020 program will be smaller than last year. **The WAGE\$ grant is in the last and final year. Last**

week a cohort of students started the Welding program at Nicolet, and it was approved to be a pre-apprenticeship.

16. *Adjourn – Christiansen made a motion to adjourn the meeting, seconded by Hintz. Meeting adjourned at 10:09am*

The next meeting is May 14, 2020

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.*

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