



North Central Wisconsin Workforce Development Board
Executive Committee
Zoom Meeting
Thursday, May 14, 2020 • 9:00 AM

Minutes

Executive Committee Members Present: Joe Kinsella (Zoom), Ron Zimmerman (Zoom), Marcia Christiansen (phone), and Sandy Bishop (Zoom)

Executive Committee Members Absent: David Hintz and Matt Murphy

Others Present: None

WDB Staff Present: Jane Spencer, John Cokl and Nicole Rice (Zoom)

1. **Call the Meeting to Order** - Kinsella called the meeting to order at 9:00 am.
2. **Announcements, Correspondence and Communications**- Local plan will be posted Friday May 15 on the NCWWDB website. It will be posted till June 15th. PY19 MOU is completed and we can now start on PY20.
3. **Approve Agenda**- Bishop moved to approve the agenda as presented, seconded by Zimmerman. Motion carried.
4. **Review and Approve Executive Minutes from March 12, 2020**- Zimmerman moved to approve the minutes from the March 14, 2020 meeting; seconded by Bishop. Motion carried.
5. **Discussion/Update on Services During COVID-19** – Spencer updated that Job Centers and WDB are working as a result of COVID-19. She mentioned that 40% of Job Service staff have been temporarily assigned to working unemployment insurance.
6. **Discussion/Update on Grant Opportunities:** Spencer gave an update on the various grants and their status. Received an IT grant from DWD. She updated on the disaster relief grant which is less money than originally project, NCWWDB might withdraw.
7. **Discussion/Update on DWD Local Monitoring:** Spencer gave an update on the monitoring reports and expounded on some of the disallowed costs identified in the report and notified the committee of attempts to rectify.
8. **Review and Approve Treasurer’s Report** - Cokl presented and explained the March 2020 financials to the committee. He stated the cash balance is strong and that NCWWDB is 75% through the fiscal year, but only 63.5% of the budget has been spent. Zimmerman made a motion to approve the March 2020 financials as presented; seconded by Christiansen. Motion carried.

9. **Review and Update NCWWDB By-laws** – Spencer discussed the proposed bylaw changes, including modifying the registered agent and potentially allowing telephonic or video annual meetings. Bishop made a motion to remove Rene Daniels as registered agent and replace with “Executive Director” and to allow telephonic and/or video conference annual meeting, pending legal approval; seconded by Christiansen. Motion carried.
10. **Review OSO Monitoring Results and Approve Contract Renewal for PY20:** Rice gave an update regarding OSO monitoring results noting that the OSO has performed adequately and recommends renewal. Christiansen made a motion to approve the contract renewal for PY20, seconded by Zimmerman. Motion carried.
11. **Review and Approve Local Youth Policy – Needs Additional Assistance:** Rice reported that based on DWD monitoring, other WDBs and guidance provided by NCWWDB’s LPL. NCWWDB made some revisions to the Youth Needs Additional Assistance policy in order to make the policy more robust. Zimmerman made a motion to approve the Local Youth Policy, seconded by Bishop. Motion carried.
12. **Review and Adopt DWD Program Policies –**
 - **WIOA Policy** – Individual Training Accounts: Rice discussed the new ITA policy issued by DWD. Christiansen made a motion to adopt DWD program policies, seconded by Zimmerman. Motion carried.
13. **Review and Approve Program Year 2020 Budget:** Cokl presented the first draft of an unbalanced budget seeking suggestions to balance the budget. Cokl noted the WIOA Formula Funds were approximately \$1.4 million, which is a \$200,000 decrease from the previous year. This was a 14% reduction in Adult and Youth and an 8.7% decline in Dislocated Worker. Cokl and Spencer will fine tune the budget and submit it again to the Executive Committee prior to presentation to the full board or CEO’s
14. **Motion to Move into Closed Session Regarding Personnel Matters according to WI Stats 19.85 (1)(f):** Zimmerman made a motion, seconded by Bishop
15. **Motion to Resume into Open Session:** Christiansen made a motion, seconded by Zimmerman
16. **Action from Closed Session:** Discussed personnel. No action taken.
17. *Adjourn –made a motion to adjourn the meeting, seconded by Hintz. Meeting adjourned at*

The next meeting is July 9, 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.

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