



North Central Wisconsin Workforce Development Board

CEO Meeting

CEO Zoom/Telephone Meeting

June 15, 2020 • 1:00 p.m.

<https://zoom.us/j/5865860558>

To call into the meeting, dial 1-312-626-6799 Meeting ID: 586 586 0558

Minutes

CEO Members Present: Craig McEwen (Marathon), Dave Hintz (Oneida), Alan Haga (Portage), Rick Pease (Adams), Ben Pierce (Langlade), Cindy Gretzinger (Forest), and Ed Wagner (Wood)

CEO Members Absent: Kevin Koth (Lincoln), and Jay Verhulst (Vilas)

Others Present: None

Staff Present: John Cokl (phone), Nicole Rice (Phone) and Jane Spencer (Phone)

1. **Call the Meeting to Order** – Hintz called the meeting to order at 1:02pm. There was quorum.
2. **Announcements, Correspondence and Communications** – Hintz thanked Spencer for arranging the meeting.
3. **Approval of Agenda**- Pease made a motion to approve the agenda as presented, it was seconded by Pierce. Motion approved by unanimous voice vote.
4. **Approval of CEO Minutes from April 17, 2020**- Pease made a motion to approve the minutes as presented, it was seconded by Pierce. Motion approved by unanimous voice vote.
5. **Overview of CEO Roles and Responsibilities** – Spencer stated that she held an orientation prior to this meeting. The main roles of CEO's is to help appoint members to our board when we have vacancies, and to execute and agreement with the board, operation functions of the board. That agreement needs to be updated so that will be sent out via DocuSign. CEO's also approve our four-year local plan, budget and selecting our One-Stop Operator.
6. **Accept Treasurer's Report** – Cokl reviewed page 22 and 23 on the PDF. Spencer added that when we have a large dislocation, we can apply for funding streams to deal with those dislocations, due to the additional work we didn't budget for to cover the upfront work. Hintz made a motion to accept the treasurer's report as presented, it was seconded by Wagner. Motion approved by unanimous voice vote.
7. **Review and Approval of Program Year 2020 Budget**– Cokl reviewed page 24 that has the budget assumptions page. Cokl reported we will project decline revenue of \$250,000 or 10.7% from last year. We had to permanently layoff two part time employees and required all remaining staff to take a two-week furlough. We continued the process of 3% of salaries into performance of excellence award for next year. We budgeted for a 25% increase in health insurance costs. Retained the 401K match. Pierce made a motion to approve the budget for Program Year 2020, it was seconded by Wagner. Motion approved by unanimous voice vote.

8. **Review and Approve WIOA One Stop Operator Contract Renewal for Program Year 2020** – Spencer references the page with the title WDA 6 One-Stop Operator Assessment, this is a contract that we do with WIOA to run an oversight of the Job Center System. This has been approved by the Executive Committee. Gretzinger made a motion to approve the WIOA One-Stop Operator Contract Renewal for Program year 2020 as presented, it was seconded by McEwen. Motion approved by unanimous voice vote.

9. **Approve WIOA Local Plan** – Spencer reviewed that every four years the Department of Workforce Development required the workforce boards to submit a four-year plan, called the local plan. It has been posted to the public, newspapers and our website. Pease made a motion to approve the WIOA Local Plan as presented, it was seconded by Gretzinger. Motion approved by unanimous voice vote.

10. **Discussion on upcoming WIOA Activities involving CEOs**

- CEO Consortium Agreement – Spencer stated that CJ will send that out to county chair for their signatures.
- Upcoming Election of CEO Consortium Officers – Spencer stated this will take place at the next CEO meeting.
- Performance Negotiations for PY20 and PY21 – This will take place in August; the negotiations are good for two years.
- Review 2019-20 DWD Monitoring Report – We received our monitoring report and we have 45 days to respond to that, possibly argue any findings June 19th that is due. We will report that response to you.

11. **Discussion on Workforce Issues in Each County** – Hintz reported on Oneida County, 35-40% of county employees are working from home, and people are continued to be furloughed. Pease from Adams county courthouse has been open, but employees have the option to work from home. Gretzinger of Forest County, courthouse is fully open, and all staff has returned. McEwen from Marathon reported DOMTAR layoffs and the courthouse is open with limited hours and employees are working from home. Wood County Wagner reported Verso closing effecting 900 people. The courthouse has strict rules, masks are required. Marshfield Clinic furloughed employees, they haven't yet been called back and has been slow to open. Alan from Portage County reported county courthouse has been open since Monday, masks are required. Have been doing a lot of online as much as they can, very little or no court hearings.

12. **Adjourn**-The meeting adjourned at 2:00 pm.

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