



North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, August 13, 2020 • 9:00 a.m.

Minutes

Executive Committee Members Present: Bishop, Sandy (Zoom), Christiansen, Marcia (Zoom), Hintz, David (Zoom), Kinsella, Joe (Zoom), Muphy, Matt (Zoom), Zimmerman, Ron (Zoom), Erickson, Paula (Zoom)

Others Present: None

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

1. **Call the Meeting to Order** – Kinsella called the meeting to order at 9:01am.
2. **Announcements, Correspondence and Communications-** Spencer reported that staff successfully completed their furloughs in July.
3. **Approve Agenda-** Hintz made a motion to approve the agenda as presented; seconded by Muphy. Motion carried.
4. **Review and Approve Executive Minutes from June 11, 2020-** Zimmerman made a motion to approve the minutes from July 11, 2020; seconded by Christiansen. Motion carried.
5. **Executive Committee Membership** – Kinsella welcomed Palua Erickson to the Executive Committee.
6. **Review and Approve Treasurer’s Report** – Cokl referred to page four of the packet and noted a small surplus compared to years prior due to the cancellation of LifeWork\$. On page five it is reported that office expenses reflect the technology refresh of eight year old equipment. On page seven Cokl reviewed the grant financial details. Murphy made a motion to approve the treasurer’s report; seconded by Zimmerman. Motion carried.
7. **Review and Approve Local Policy Revision** – Rice reported necessary changes to local policies:
 - ITA Policy – Changes in language updating to be in line with DWD policies. Some updates are due to Covid-19 online classes. Bishop made a motion to approve the revised ITA Policy; seconded by Murphy. Motion carried.
 - File Protocol & Retention – Change in file retention from seven years to three years. Zimmerman made a motion to approve Policy Revision; Erickson seconded. Motion carried.
 - Supportive Services – Revision of Youth from Adult and Dislocated Worker policy that supportive services must be made available to all youth participants who are enrolled in WIOA. Christiansen made a motion to accept the policy with the amendments; seconded by Bishop. Motion carried.
8. **Review and Adopt DWD Policies** – Rice reported that these policies are currently in effect. Zimmerman made a motion to formally adopt the DWD policies; seconded by Murphy. Motion carried.
9. **Adjourn** – Murphy made a motion to adjourn the meeting; seconded by Hintz. Meeting adjourned at 9:37am.