



North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, October 8, 2020 • 9:00 a.m.

Minutes

Executive Committee Members Present: Bishop, Sandy (Zoom), Christiansen, Marcia (Zoom), McEwen, Craig (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 9:06am.
2. **Announcements, Correspondence and Communications** – None reported.
3. **Approve Agenda-** Bishop made a motion to approve the agenda with corrected item six to edit “Committee” to “Workgroup”; seconded by Erickson. Motion carried.
4. **Review and Approve Executive Minutes from August 13, 2020-** McEwen made a motion to approve the minutes from August 13, 2020; seconded by Murphy. Motion carried.
5. **Discussion on Board/Exec Succession Planning** – Kinsella discussed the need to have a succession plan for the Chair position following future retirements. That would come from finding officers from existing slate of board members as well as recruiting additional board members from private industry.
6. **Approval to Create a Marketing ad hoc Workgroup** – Discussion on working on the title of the group, Christiansen suggested changing the word “marketing”, and it was agreed upon to go forward with “Workgroup for Community Education”. Bishop made a motion that the Executive Committee appoint a workgroup for community education; seconded by Erickson. Motion carried.
7. **Discussion on Grant Opportunities** – Spencer announced that NCWWDB was awarded the Support to Communities/Opioid Recovery Grant. The Grant Coordinator position has been posted and now awaiting applicants to begin interviews. Another grant staff is working on with five other boards is the H1B Rural Healthcare Grant that is due November 12.
8. **Review and Approve Treasurer’s Report** – Cokl reviewed the treasurer’s report that was included in the packet. Murphy made a motion to approve the treasurer’s report as presented; it was seconded by Zimmerman. Motion carried.
9. **Review and adopt DWD policies** – Rice provided a summary of the DWD policies. McEwen made a motion to approve the new policies; seconded by Christiansen. Motion carried

New Policies

- 2.5 American Job Center Network Branding: <https://dwd.wisconsin.gov/wioa/policy/02/02.5.htm>

- 2.7 One-Stop Operators: <https://dwd.wisconsin.gov/wioa/policy/02/02.7.htm>
- Chapter 12: File Documentation: <https://dwd.wisconsin.gov/wioa/policy/12/>

Revised Policies

- 1.6.3 Electronic Systems of Record: <https://dwd.wisconsin.gov/wioa/policy/01/01.6.3.htm>
- 1.6.4 Retention of Records: <https://dwd.wisconsin.gov/wioa/policy/01/01.6.4.htm>
- 8.6.4 Documentation Requirements: <https://dwd.wisconsin.gov/wioa/policy/08/08.6.4.htm>
- Selective Service Guidance: <https://dwd.wisconsin.gov/wioa/policy/08/08.2.101.htm>
- 8.3.102: Basic Skills Deficient (Adult Program and Dislocated Worker Program) Guidance: <https://dwd.wisconsin.gov/wioa/policy/08/08.3.102.htm>

10. **Adjourn** – Zimmerman made a motion to adjourn the meeting; seconded by Murphy. Meeting adjourned at 10:02 am.