



North Central Wisconsin Workforce Development Board

Northcentral Technical College - 1000 W Campus Drive, Wausau
Center for Business and Industry Building - Room CBI-103/110
Thursday, August 8, 2019

Minutes

WDB Members Present: Todd Bencke, Sandy Bishop (phone), Marcia Christiansen, Al Chaney (phone), Bobbi Damrow, Cindy Kiesling, Joe Kinsella, Kathy Drengler, Randy Soulier, Jolene Peet, Tim Thorsen, Ron Zimmerman, Ronald Karl, Lisa Sobczak, and Ashley Held

WDB Members Absent: Paula Erickson, Tom Felch, Matthew Murphy, Casey Nye, Wally Olson, Steve Marshall, Mark Kramer, Andy Thompson, Patty Noland, David Eckmann and Diane Sennholz

WDB Staff Present: Rob Golla, John Cokl, Derek Heikkinen, Renee Stevens, Jane Spencer, Nicole Rice, and Ray Rogers

Others Present: Kurt Gibbs, Renee O'Day, Tyler Drake and Dave Hintz (phone)

1. **Call to Order:** Kinsella called the meeting to order at 10:00 A.M.
2. **Announcement of Quorum:** There was quorum.
3. **Approval of Agenda:** Kiesling made a motion to approve the agenda as presented, it was seconded by Christiansen. Motion carried.
4. **Approval of Minutes from June 13, 2019:** Christiansen made a motion to approve the minutes, it was seconded by Drengler. Motion carried
5. **Announcements from the Chief Elected Officials:** Hintz reported that the CEO's met on August 1, 2019 and that was his first meeting. The CEO's are going through some changes of leadership. Dave Hintz is the new chair replacing Tom Rudolph.
6. **Announcement from the Chair:** Kinsella introduced two new board members Randy Soulier who represents Lac du Flambeau Business Development Corp and Bobbi Damrow who represents Mid-State Technical College.
7. **Review and Approval of Treasurer's Report:** Cokl provided the Secretary/Treasurer's report. Members were referred to pages 5-8 in the meeting packet to review the documents. Zimmerman made a motion to approve the June 2019 Secretary/Treasurer's report, seconded by Bencke. Motion carried.

8. **Workgroup/Program Summaries:** Spencer reviewed the Executive Director report with the group. The dislocated worker report was also available at the meeting.

9. **Program Presentation on “Board Governance” was presented by CliftonLarsonAllen, LLP** by Lisa Horn, CEPA, Director of Consulting & Karen Altekruise, MBA, PH.D., Director, Leadership Development and Organizational Change

10. **Discussion/Questions/Next Steps:** The first Strategic Planning session will be held on September 18, 2019 at NTC in Wausau.

11. **Adjournment:** The meeting adjourned at 11:40 am.



North Central Wisconsin Workforce Development Board

Northcentral Technical College - 1000 W Campus Drive, Wausau
Main Building - Timberwolf Conference Room
Thursday, October 10, 2019 at 10:00 A.M.–11:30 A.M.

Minutes

WDB Members Present: Todd Bencke, Sandy Bishop, Marcia Christiansen, Al Chaney, Bobbi Damrow, Cindy Kiesling, Joe Kinsella, Kathy Drenkler (phone), Jolene Peet (phone), Ron Zimmerman, Ronald Karl, Mark Kramer, Andy Thompson (phone), Paula Erickson (phone), Matthew Murphy (phone), Casey Nye, Wally Olson and Patty Noland (phone)

WDB Members Absent: Tom Felch, Steve Marshall, David Eckmann, Diane Sennholz, Lisa Sobczak, Ashley Held, Randy Soulier and Tim Thorsen

WDB Staff Present: Rob Golla, John Cokl, Derek Heikkinen, Renee Stevens and Jane Spencer

Others Present: Renee O'Day, Sara Guild and Tyler Drake

1. **Call to Order-** Kinsella called the meeting to order at 10:06 A.M.
2. **Announcement of Quorum-**There was quorum.
3. **Approval of Agenda-** Zimmerman made a motion to approve the agenda as presented, it was seconded by Kiesling. Motion carried.
4. **Program Presentation:** The 7th Annual Erhard Huettl Awards of Excellence were presented to the WIOA Program participants – Tommie, the WIOA Young Adult participant, Katrina, the WIOA Dislocated Worker participant and Justin, the WIOA Adult participant. Brickner's of Wausau and Yach's Body & Custom were both awarded the 2nd Annual Kent Olson Employer of the Year Award.
5. **Approval of Minutes from August 8, 2019-** Christiansen made a motion to approve the minutes, it was seconded by Kramer. Motion carried
6. **Announcements from the Chief Elected Officials-** Spencer reported that the CEO's met on October 3, 2019 and that they were given an overview of the programs that are administered by NCWWDB.
7. **Announcement from the Chair-** Kinsella stated that the first Strategic Planning session was held on September 18th, the second one will be held on October 16th and the final session will be held on Nov 20th. The strategic planning team is currently working on the SWOT analysis. Kinsella asked for board member input. Spencer will send out the SWOT analysis sheet to board members.
8. **Review and Approval of Treasurer's Report-** Cokl provided the Secretary/Treasurer's report. Members were referred to pages 4-7 in the meeting packet to review the documents. Bencke made a motion to approve the August 2019 Secretary/Treasurer's report, seconded by Chaney. Motion carried.

9. **Review and Approval of Faulkner University-Bachelor of Human Resource Management to be placed on the Eligible Trainer Provider List (ETPL)-** Christiansen made a motion to put this agenda item on the next Executive Committee meeting agenda, it was seconded by Kramer. Motion carried.
10. **Workgroup/Program Summaries-** Spencer shared a video with the group about the work that the Strategic Directions workgroup accomplished.
Executive Committee- Kinsella reported that the committee received Information on monitoring, adopted three DWD policies and continued the discussion on investments.
Program Updates– Spencer reviewed the PY18 annual performance report with the group. She highlighted some points from her executive director report. Kiesling went through her dislocated worker report.
11. **Partner Reports-** Heikkinen gave the CWIMMA report. He stated they had three summer programs this year. CWIMMA held their first Milestone Project with seven young adults completing the summer program. CWIMMA held their golf outing which is a major fund-raising event. CWIMMA also had their Heavy Metal Tour event on October 2nd. Members viewed a video on the Heavy Metal Tour event. Stevens gave the CWITA report. The 3rd annual IT Conference will be held on October 12th at MSTC in Stevens Point. CWITA's mentorship program is in progress with 12 matches thus far. Sara Guild, the new Executive Director for WATEA, introduced herself to the group. WATEA is in a period of transition as she gets settled into her new role. The Wheels to Work program is going very well. WATEA's Commute to Careers program is in its first phase. Kiesling, the Interim Chair, provided the One-Stop-Operator (OSO) report. OSO held the 2019 all staff trainings. The relocation of the Marathon Co Job Center is moving forward with an anticipated move date in the spring of 2020. The Marshfield Job Center's future is in the hands of the Marshfield City Council.
12. **Adjournment-** Nye made a motion to adjourn, it was seconded by Damrow. Motion carried. The next meeting board meeting is on December 12, 2019 at NTC in Wausau.



North Central Wisconsin Workforce Development Board

Northcentral Technical College - 1000 W Campus Drive, Wausau
Center for Business and Industry Building - Room CBI-103/110
Thursday, February 13, 2020 at 10:00 A.M.–11:30 A.M.

Minutes

WDB Members Present: Marcia Christiansen, Al Chaney (phone), Bobbi Damrow (phone), Cindy Kiesling, Joe Kinsella, Kathy Drengler (phone), Jolene Peet (phone), Ron Zimmerman, Ronald Karl, Mark Kramer, Andy Thompson (phone), Paula Erickson, Matthew Murphy, Paul Herold, Patty Noland, Tyler Drake (phone) Diane Sennholz (phone), Tim Thorsen and Tom Felch

WDB Members Absent: David Eckmann, Lisa Sobczak, Casey Nye, Todd Bencke and Sandy Bishop

WDB Staff Present: CJ Tangedal, Rob Golla, Ray Rogers, John Cokl, Nicole Rice, Derek Heikkinen, and Jane Spencer

Others Present: Sara Guild, Mitchell Rupp (phone), Renee O'Day (phone), Dave Hintz (phone), Jay Verhulst (phone) and Kathy Schmitz

1. **Call to Order-** Kinsella called the meeting to order at 10:06 A.M.
2. **Announcement of Quorum-** There was quorum.
3. **Approval of Agenda-** Murphy made a motion to approve the agenda as presented; it was seconded by Zimmerman. Motion carried.
4. **Approval of Minutes from October 10, 2019-** Kiesling made a motion to approve the minutes; it was seconded by Felch. Motion carried
5. **Announcements from the Chief Elected Officials-** Hintz reported that the CEO's are in a time of the transition. The elections are going to be held in April. Another role of the CEO's is to recruit new board members. There are currently three vacancies. There are two in the private sector and one in the public sector.
6. **Announcements from the Chair-**Kinsella asked Paul Herold from Great Lakes Cheese and Tyler Drake from Job Service/DET/DWD to introduce them to the group. They are both new board members.
7. **Approval of the Strategic Themes for 2020 to 2024-** Spencer reviewed the three strategic themes with the group. There was discussion on changing the word "collaborate" to "coordinate". The group agreed to keep it as is. Christiansen made a motion to approve the strategic themes as presented; it was seconded by Murphy. Motion carried.
8. **Approval of setting Board meetings to Quarterly-**Felch made a motion to approve going back to quarterly meetings; it was seconded by Erickson. Motion carried. For the transition, there will be a meeting in April. After April, the meetings will be held on the second Thursday of June, September and December, 2020.

9. **Review and Approval of Treasurer's Report-** Cokl provided the Secretary/Treasurer's report. Members were referred to pages 12-15 in the meeting packet to review the documents. Murphy made a motion to approve the December 2019 Secretary/Treasurer's report; seconded by Christiansen. Motion carried. Cokl gave an overview of the audit to the group. The audit presentation was included in the packet.

10. **Workgroup/Program Summaries-**Zimmerman reported that the Executive Committee met on January 9, 2020. The committee approved the audit, the investment policy and the treasurer's report. NCWWDB is in the 5th year of the WAGE\$ grant. The Wisconsin Fast Forward - Teacher Recruitment and Training Grant will be announced on February 14th. Rice gave an update on the Windows to Work program. Rice gave an update on the Title 1 programs. Kiesling reviewed the Dislocated Worker report which was a separate handout.

11. **WIOA Local Plan-**Spencer stated that staff is currently working on the WIOA local plan. It will then be submitted for 30 day review and comment. CEO's will need to approve the plan at their March meeting.

12. **Partner Reports-**No report for OSO. Erickson reported CWITA held its strategic planning in December 2019. CWITA will expand its IT Summer Camps with UWSP from three to six for the summer of 2020. CWITA will also refocus on its K-12 outreach in the region. CWITA will partner with the Central Wisconsin Developers Group to hold its 4th annual Central Wisconsin IT Conference in Stevens Point in early October. The IT Conference will be held at the Mid-State Technical College – Stevens Point campus. The call for speakers will be released on March 2nd. Felch reported CWIMMA began its 2020 welding contest with 17 schools participating this year. CWIMMA is planning for its 2nd annual machine tool contest that will begin in April with seven schools participating this year. CWIMMA launched an early bird registration for the 2020 Heavy Metal Tour. Thirty-six businesses took advantage of the early registration so far. CWIMMA continues to work with its post-secondary partners on career pathway objectives and the successful summer programs. Guild reported on WATEA. The annual career night at Brickner's in Wausau was recently held. They handed out applications for Youth Apprenticeship at this event. DC Everest held a ribbon cutting for their new CTE facility. Guild also noted a registered apprenticeship is in development for the transportation industry. The Wheels to Work program is still going strong. Commute to Careers is still going on too. March 3rd is WATEA's annual meeting and it is WATEA's 20th anniversary.

13. **Adjournment-** Murphy made a motion to adjourn; it was seconded by Zimmerman. Motion carried. The meeting adjourned at 11:10 am. The next board meeting is on April 9, 2020 at NTC in Wausau.



North Central Wisconsin Workforce Development Board

Zoom Meeting
Thursday, June 11, 2020 at 10:00 A.M.–11:30 A.M.

Minutes

WDB Members Present: Todd Bencke, Sandy Bishop, Al Chaney, Marcia Christiansen, Bobbi Damrow, Kathy Drengler, David Eckmann, Paula Erickson, Cindy Kiesling, Joe Kinsella, Matthew Murphy, Patty Noland, Diane Sennholz, Lisa Sobczak, Andy Thompson, Tim Thorsen, and Ron Zimmerman

WDB Members Absent: Tyler Drake, Tom Felch, Paul Herold, Ronald Karl, Mark Kramer, Casey Nye, and Jolene Peet

WDB Staff Present: CJ Tangedal, Rob Golla, Ray Rogers, John Cokl, Nicole Rice, Derek Heikkinen, and Jane Spencer

Others Present: Renee O’Day (phone), Dave Hintz (phone), Ed Wagner, Mitchell Rupp, and Cindy Gretzinger

1. **Call to Order-** Kinsella called the Zoom meeting to order at 10:08 A.M.
2. **Announcement of Quorum-** There was quorum.
3. **Approval of Agenda** – Chaney made a motion to approve the agenda; it was seconded by Thompson. Motion carried.
4. **Approval of Minutes from February 10, 2019** – No Action due to error of date of the minutes from February.
5. **Announcements from the Chief Elected Officials** - Spencer has reached CEO’s, except for two counties. The make-up of the committee is still in progress.
6. **Announcements from the Chair-** Kinsella stated that this is Tim Thorsen’s last meeting and wished him well. It is also Bobbi Damrow’s last meeting as ex officio. Kinsella announced the new CEO’s on the call.
7. **Review and Approval of Treasurer’s Report** – Cokl provided the Treasurer’s report. Members were referred to pages 4-7 in the meeting packet to review the documents. Bishop made a motion to approve the treasurer’s report as presented, it was seconded by Chaney. Motion carried.
8. **Review and Approval of Program Year 2020 Budget** – Cokl referred to the PY20 Assumptions page that was shared on the Zoom screen. Cokl noted the projections of a \$250,000 decline from last year, which is a 10.7% reduction year over year. Murphy made a motion to approve the Program Year 2020 budget; it was seconded by Drengler. Motion carried.

9. **Election and Approval of Board Officers for Chair, Vice-Chair and Secretary/Treasurer** – Kinsella stated the current names on the agenda and opened for recommendations. Hearing none, Christiansen made a motion to approve the slate of officers as presented. The motion was seconded by Bishop. Motion carried.
- Chairman – Joe Kinsella
 - Vice-Chair - Ron Zimmerman
 - Secretary/Treasurer – Matt Murphy
10. **Review and Approval of NCWWDB’s By-Law Revision** – Kinsella reported that the changes being proposed are to change the contact persons named “Rene Daniels” to “Executive Director” on page two of the by-laws. The second proposed change on page eight of the by-laws was making it permissible to have the annual meeting to be conducted virtually given light of the current situation. Spencer stated that the Executive Committee recommended that in-person meetings are preferred, but the option to have virtual meetings at any time be added to the wording. Zimmerman made a motion to approve the NCWWDB’s by-law revision as presented; it was seconded by Erickson. Motion carried.
11. **WIOA Local Plan** – Spencer reviewed the details of the WIOA Local Plan and stated that it is open for review and comment until June 15th. The CEO’s will give it final approval and would like approval from the board as well. Hintz made a motion to approve the WIOA Local Plan; it was seconded by Eckmann. Motion carried.
12. **Contract Renewal for One-Stop Operator – North Central Wisconsin One-Stop Operator Consortium** – Rice reported that the performance of the OSO is evaluated on an annual basis to determine if they are meeting activities and expectations that were in the agreement. Based on the evaluation, the OSO Consortium is meeting the expectations for program year 2019. The Executive Committee recommended approval of renewing the contract for PY20. Murphy made a motion to approve the contract renewal for the one-stop operator; it was seconded by Thompson. Christiansen abstained. Motion carried.
13. **Program Presentation**
- Labor Market Information – Mitchell Rupp presented the unemployment rates reflected by effects from COVID-19.

- Ready. Set. Let's Grow! – Dave Eckmann presented the website, Ready. Let's Grow. The website was built in anticipation of re-opening the economy after the Safer at Home guidelines were lifted. The website will also have resources for businesses in various industry sectors. There are also resources so that consumers will know what to expect when conducting businesses in the future.

14. **Workgroup/Program Summaries -**

- Executive Committee – Kinsella reported that the committee completed the Director's evaluation, and that they will add a member to the Executive Committee. Spencer will identify a person for that.
- Program Updates – Rice reported that the PY20 grant agreements and program expectations are being drafted. Staff is finalizing responses to the DWD monitoring. Rice reviewed the Q3 WIOA performance reports. Kiesling reported on the recent dislocation events. The reports did not include the COVID-related layoffs, although contact was made as they are potentially temporary layoffs. The Eastbay dislocation at the Wausau location is not COVID related. It is a merge with other companies. Kiesling stated that they continue to work on ways to deliver virtual meetings, as necessary. LETC will offer in-person meetings when there is space available to follow social distancing guidelines. Kiesling reported that Verso announced its intent to idle the Wisconsin Rapids paper mill. The definition to "idle" the mill is unclear at this moment.

15. **Partner Reports –**

- OSO – Kiesling reported that OSO met last week to look at the PY20 contract and decided to continue to operate in the consortium model. The chair position will rotate every quarter as to not be a huge burden to one person. The job centers are still closed except for Adams and Marshfield. Both centers are open by appointment only. It is going relatively well. It is a priority to open the Wisconsin Rapids Job Center due to the Verso situation. The larger centers are hoping to open sometime in July. The Marathon County Job Center relocation is still scheduled to take place in August. Acquiring protective equipment and the availability of staff are the biggest issues to settle in getting job centers opened.
- CWITA – Erickson reported that the major focus continues to be the fall conference and education. The conference is scheduled for Oct 3rd as a virtual conference, with registration starting soon. The summer programs with UWSP will continue, but will be virtual formats as well.
- CWIMMA – Heikkinen reported that they had to postpone or cancel a lot of the events for the spring. The scholarship was still able to move ahead. Three students will receive \$4,500 and will attend Mid-State Technical College in the fall. The Heavy Metal Tour is cancelled. The August golf outing is also cancelled. The three summer classes were able to start at NTC and Mid-State.
- WATEA – no report.

16. **Director's Report** – Spencer reported on a couple highlights from the report that was in the packet. The Windows to Work program in Wood and Adams is still active despite the jails being closed to programming due to COVID-19. Golla is keeping the incarcerated participants engaged by sending and receiving curriculum materials through USPS. NCWWDB did collaborate with other workforce boards through WWDA to apply for another reentry grant that would replicate the Windows to Work program into two northern counties. There has been no word on the Opioid Grant. Spencer highlighted the newly created dashboard that was in the packet. Spencer noted that the dashboard is currently a draft, and that it will be used to report the progress on the strategic initiatives. Spencer also noted that the Board meetings are now on a quarterly schedule.

17. **Adjournment** – Hintz made a motion to adjourn the meeting; it was seconded by Chaney. The meeting adjourned at 11:38am.

18. **Next Meeting** – The next meeting will be held September 10th, 2020