



North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, June 11, 2020 • 8:00 a.m.

Minutes

Executive Committee Members Present: Joe Kinsella (Zoom), Ron Zimmerman (Zoom), Marcia Christiansen (Zoom), Dave Hintz (Zoom), Sandy Bishop (Zoom) and Matt Murphy (telephone)

Others Present: None

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

1. **Call the Meeting to Order** - Kinsella called the meeting to order at 8:06 a.m.
2. **Announcements, Correspondence and Communications-** None
3. **Approve Agenda-** Hintz moved to approve the agenda as presented; seconded by Christiansen. Motion carried.
4. **Review and Approve Executive Minutes from May 14, 2020-** Zimmerman moved to approve the minutes from the May 14th, 2020 meeting; seconded by Christiansen. Motion carried.
5. **Motion to Move into Closed Session Regarding Personnel Matters according to WI Stats 19.85 (1)(f)-**Bishop moved to approve the closed session; seconded by Hintz. Motion carried. Roll call taken.
6. **Motion to Resume into Open Session:** Motion carried. Roll call taken.
7. **Action from Closed Session:** The Executive Director's previous year performance bonus of \$5,000 allocated from the Program Year 2019 budget was approved. Executive Director's request to increase earned PTO to 11.08 hours per pay period was also approved. General criteria of bonus awards for all staff will be discussed at an upcoming meeting. Due to decrease in allocated funds, two half-time positions will be eliminated and remainder of staff will take two week furloughs in order to balance the budget for Program Year 2020.
8. **Review and Approve Program Year 2020 Budget-**Christiansen moved to approve the budget as presented; seconded by Murphy. Motion carried.
9. **Discussion on Executive Committee Membership** – All agreed that Spencer should move forward with searching for another Exec member.
10. **Discussion on July Meeting** – All agreed to cancel the July meeting. The next meeting will be held on Thursday, August 13.
11. **Adjourn**



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

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North Central Wisconsin Workforce Development Board

Executive Committee

Northcentral Technical College • Center for Business & Industry Building

Room CBI-108 • 1000 W Campus Drive • Wausau

Thursday, March 12, 2020 • 9:00 AM

Minutes

Executive Committee Members Present: Joe Kinsella, Dave Hintz (phone), Ron Zimmerman, Marcia Christiansen (phone), Sandy Bishop (phone) and Matt Murphy

Executive Committee Members Absent: None

Others Present: None

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

1. **Call the Meeting to Order** - Kinsella called the meeting to order at 9:00 am.
2. **Announcements, Correspondence and Communications-** Spencer gave an update on the COVID-19 situation and will have call tomorrow with DWD with guidance. Spencer stated that job fairs will be reported as they will be events with 250 plus people. Staff are working to finish Strategic Planning. WIOA Plan due date has been extended. DWD changed the guidelines, now due May 15th.
3. **Approve Agenda-** Bishop moved to approve the agenda as presented, seconded by Hintz. Motion carried.
4. **Review and Approve Executive Minutes from January 9, 2020-** Christiansen moved to approve the minutes from the January 9, 2020 meeting; seconded by Bishop. Motion carried.
5. **Review and Approve Treasurer's Report** - Cokl presented and explained the January 2020 financials to the committee. Christiansen made a motion to approve the January 2020 financials as presented; seconded by Bishop. Motion carried.
6. **Review and Approve MCJC Relocation and Furniture Costs** - Cokl presented a furniture purchase plan for the MCJC relocation. Cokl proposed a plan to purchase furniture with unrestricted funds which then could be rented to subcontractors. Bishop made a motion to approve the purchase of furniture at the cost of \$43,000; seconded by Hintz. Motion carried. Christiansen abstained.
7. **Approve NCWWDB's Investments Policy Administrator and Initial Investment Amount** – Cokl reported on Agenda item #7 on the handout. John suggested to invest up to \$300,000, Hintz made motion to approve the stated investment; Bishop seconded. Additional discussion on Tim Roman becoming the investment policy administrator. Christiansen moved to approve Tim Roman; Bishop seconded. Motion carried.

8. **Discussion/Update on MOU/Resource Room Costs** – Spencer updated the Executive Committee on the letter WWDA received from DWD regarding resource room cost share. Rice reported the MOU has been submitted to DWD for final review. Once it is returned, the MOU will go to the CEOs for approval. Once approved, she will send the MOU to partners for signatures. These are the final steps for PY19. Conversations regarding PY20 will start with the upcoming Managers’ meeting.
9. **Review Mid-Year Monitoring Report on Contracted Providers** – Rice referred to page 10 in the packet. The mid-year reviews took place with LETC and Forward Service Corporation in February 2020. There are no major concerns with our providers. LETC is exceeding the number of participants they proposed to serve in the Dislocated Worker Program. They are currently serving 180 participants, with an original goal of serving 125 participants. Part of the exceeded amount is due to the Retail Grant. To date, Forward Service Corporation’s Adult Program is meeting expectations with 103 of the 105 projected to serve. FSC’s Youth Program is slightly behind with serving only 126 of the projected goal of 145. FSC reported there were 12 individuals in the eligibility process. Cokl reported that Forward Service Corporation’s work experience expenditures are not meeting the required 25% expenditures. Cokl and Rice reviewed the requirement with FSC, along with the need to capture staff time setting up and monitoring work experiences.
10. **Review and Recommend Option for PY2020 WIOA Contract Renewal** – Spencer reminded the Committee of the fiscal policy that states a contract renewal is possible with good performance. Since PY19 was a competitive RFP year, it is possible to renew contracts for PY20. Bishop made a motion to accept the recommendation as proposed; seconded by Hintz. Christiansen abstained. Motion carried. The recommendation will go to the CEOs for final approval.
11. **Review and Adopt DWD Program Policies** – Rice referred to the link provided to review policies. All policies are minor revisions in language and definitions. Motion made by Hintz to adopt all policies listed on the agenda; seconded by Bishop. Motion carried.
12. **Staff Performance Incentive Fund** – Cokl reviewed the amount that was approved. Spencer informed the Committee that she has started the process. She will let Chair Kinsella know when completed.
13. **Establish Executive Director Performance Review Process** – Spencer asked the Executive Committee to arrange the Executive Director’s performance review process. The Executive Committee will review the current process and asked Spencer to send a self-evaluation. Executive Committee will review the form and revise as needed for consensus.
14. **Discussion/Update on DWD Local Monitoring** – Spencer stated that monitoring occurred in early February, there were some issues with the OSO process. ASSET errors were down this year compared to last. It is expected to have some findings with disallowed costs, but they are down. Official final report is forthcoming.
15. **Discussion/Update on Grant Opportunities** – Spencer reported we did not receive the Fast Forward Teacher Grant. We are still waiting to hear about the Opioid Grant. This was the grant where five WDBs across the state came together to submit this grant. There was another Wisconsin Fast Forward grant announced related to working in the jails. We partnered with Mid-State Technical College and provided support to NTC’s grant. We got approval for 2020 LifeWork\$ Program. The 2020 program will be smaller than last year. **The WAGE\$ grant is in the last and final year. Last**

week a cohort of students started the Welding program at Nicolet, and it was approved to be a pre-apprenticeship.

16. *Adjourn – Christiansen made a motion to adjourn the meeting, seconded by Hintz. Meeting adjourned at 10:09am*

The next meeting is May 14, 2020

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North Central Wisconsin Workforce Development Board

Executive Committee

Northcentral Technical College • Center for Business & Industry Building

Room CBI-108 • 1000 W Campus Drive • Wausau

Thursday, January 9, 2020 • 9:00 AM

Minutes

Executive Committee Members Present: Joe Kinsella, Dave Hintz (phone), Ron Zimmerman, Marcia Christiansen, Sandy Bishop (phone) and Matt Murphy

Executive Committee Members Absent: None

Others Present: John Hemming (phone)

WDB Staff Present: Jane Spencer and John Cokl

1. **Call the Meeting to Order** - Kinsella called the meeting to order at 9:00 am.
2. **Announcements, Correspondence and Communications**-Spencer mentioned that DWD has extended the board certification deadline to January 31, 2020. Spencer also stated that staff reviews will begin in February.
3. **Approve Agenda**- Murphy made a motion, seconded by Zimmerman to approve the agenda as presented. Motion carried.
4. **Review and Approve Executive Minutes from November 14, 2019**- Zimmerman made a motion, seconded by Murphy to approve the minutes from November 14, 2019. Motion carried.
5. **Review and Approve WIPFLi Audit**- John Hemming from Wipfli presented a brief power point presentation on the audit. Murphy made a motion to approve the PY18 audit. It was seconded by Christiansen. Motion carried.
6. **Review and Approve NCWWDB's Investment Policy**-Zimmerman made a motion, seconded by Christiansen to approve NCWWDB's Investment Policy with the suggested changes as discussed. Motion carried.
7. **Review and Approve 401(k) Expanded Hardship Distribution Options Amendment**-Murphy made a motion, seconded by Christiansen to approve the 401(k) Expanded Hardship Distribution Options amendment. Motion carried.
8. **Review and Approve Treasurer's Report**- Cokl presented and explained the November 2019 financials for the committee. Murphy made a motion, seconded by Zimmerman to approve the November 2019 financials as presented. Motion carried.
9. **Review and Approve Annual Employer Contribution to the 401(k) Retirement Plan**- Cokl reviewed the 401(k) memo. Murphy made a motion to adopt a 2019 401(k) employer contribution (match) of \$1.15 for every \$1.00 contributed up to 5% of annual salary and a non-elective contribution of 1% of salary regardless of employee contribution for all eligible employees. It was seconded by Zimmerman. Motion carried.
10. **Discussion/Update on DWD Local Monitoring**-Spencer stated that the DWD monitoring is scheduled for February 10-12th.

11. **Discussion on Strategic Planning**-Christiansen mentioned that we mainly focus on WIOA but we also are a 501(c)(3) entity. Zimmerman mentioned that we also are a 501(c)(3) and we can utilize the unrestricted funds going forward with the strategic plan.
12. **Discussion/Update on Grant Opportunities** - NCWWDB received the 5th year of WAGE\$ grant money. Staff is working on a pre-apprenticeship training in welding with Nicolet Area Technical College with a plan to start in March. Staff also submitted a portion of the Opioid Grant with DWD. Staff will submit a Fast Forward Grant application for teacher recruitment and training. The Fast Forward Grant in Auto Collision is wrapping up. Four individuals will finish in May; three already have jobs. Spencer shared that SEMCO in Merrill closed affecting 141 workers. A Community Response Team meeting was held on January 7th and the Rapid Response Team provided a worker meeting and job fair on the 8th. The Lifework\$ proposal has been submitted to DVR for summer 2020.
13. **Adjourn**-Murphy made a motion, seconded by Christiansen. Motion carried. The meeting adjourned at 10:30 am.

The next meeting is March 12, 2020

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North Central Wisconsin Workforce Development Board

Executive Committee

Northcentral Technical College • Center for Business & Industry Building

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Thursday, November 14, 2019 • 9:00 AM

Minutes

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

Executive Committee Members Absent: Dave Hintz

Others Present: Tim Roman (phone)

WDB Staff Present: Jane Spencer and John Cokl

1. **Call the Meeting to Order-** Zimmerman called the meeting to order at 9:02 am.
2. **Announcements, Correspondence and Communications-**Spencer shared a letter that was received from Secretary Frostman regarding the future of brick and mortar Job Centers across the state. There are no immediate plans to close job centers; however, a committee has been formed to look at the viability of job centers within the current funding constraints. Spencer also informed members that Ashley Held and Wally Olson have both resigned from the board. Spencer will be working with the CEOs for replacements.
3. **Approval of Agenda-**Murphy made a motion, seconded by Bishop to approve the agenda as presented. Motion carried.
4. **Approval of Executive Minutes from September 12, 2019-** Murphy made a motion, seconded by Christiansen to approve the minutes from September 12, 2019. Motion carried.
5. **Discussion on Investment Options with Tim Roman-**Roman led the discussion about different investment options that are possible for NCWWDB. He referred to the Vanguard handout and referenced page 32 as a summary page of the document. Cokl will put together a preliminary draft investment policy for the committee to review. A special Executive Committee meeting will be held on December 12th prior to the full Board meeting at 9:00am to discuss this further.
6. **Approval of Treasurer's Report-** Cokl presented and explained the September 2019 financials with the committee. Murphy made a motion, seconded by Kinsella to approve the September 2019 financials as presented. Motion carried.
7. **Discussion on Marshfield and Marathon County Job Centers-**Spencer explained that the Budget Committee of the Marshfield City Council approved the request of \$12,500 to keep the Marshfield Job Center open for one more year. There are plans being made to host an event to invite the City Council to see the Job Center in action. It would possibly be an employer hiring event. Spencer noted that the move into the new location for the Marathon County Job Center is targeted for April of 2020. Cokl brought up some concerns at how the partners will be paying for the furniture.
8. **Discussion/Update on Strategic Planning-**Christiansen and Zimmerman recapped a discussion that started during the second strategic planning session. NCWWDB is a 501(c3) organization that has traditionally been

organized around the WIOA regulations. There is capacity for this organization to be broader in scope. Further discussion on the topic will likely occur in future meetings as the new strategic plan is developed and finalized.

9. **Review and Adopt DWD's Revised Program Policies**-Murphy made a motion it was seconded by Kinsella to approve WIOA Policy 7.4.7 Eligible Training Provider List (ETPL) and WIOA Policy 11.23.7 Data Validation. Motion carried.
10. **Review and Approve NCWWDB's revised Individual Training Account Policy**-Murphy made a motion it was seconded by Kinsella to approve the NCWWDB revised Individual Training Account Policy as presented. Motion carried.
11. **Approval of Faulkner University's Human Resources Management as an Eligible Training Provider/Program**-Christiansen made a motion it was seconded by Kinsella to approve the Faulkner University Human Resources Management Program as presented. Motion carried.
12. **Update on DWD Local Monitoring**-Spencer stated that the final closeout of the PY17 DWD monitoring was received. Now staff will begin to prepare for the PY18 monitoring that will take place in February of 2020. The monitoring of the ILH grant is also closed out without any findings.
13. **Discussion on NCWWDB Office Lease**-The current lease ends on June 30, 2020. The committee suggested we get through strategic planning first and just stay at the current location for at least another year due to the outcomes of the strategic planning.
14. **2020 Meeting Calendar**-Spencer noted that the draft 2020 meeting calendar is on page 28 in the packet. There could be changes to the workgroups pending final approval of strategic planning.
15. **Adjourn**-The meeting adjourned at 10:30 am.



North Central Wisconsin Workforce Development Board

Executive Committee

Northcentral Technical College • Center for Business & Industry Building

Room CBI-108 • 1000 W Campus Drive • Wausau

Thursday, September 12, 2019 • 9:00 AM

Minutes

Executive Committee Members Present: Joe Kinsella, Ron Zimmerman, Marcia Christiansen, Sandy Bishop, Matt Murphy (phone) and Dave Hintz

Executive Committee Members Absent: None

WDB Staff Present: Jane Spencer and John Cokl

1. **Call the Meeting to Order:** Kinsella called the meeting to order at 9:02 am.
2. **Announcements, Correspondence and Communications:** Spencer reminded everyone that the Oct 10th board meeting is the Annual Awards Ceremony and the Employer of the Year Award.
3. **Approval of Agenda:** Hintz made a motion to approve the agenda as presented, seconded by Bishop. Motion carried.
4. **Approval of Executive Minutes from July 11, 2019:** Christiansen made a motion to approve the minutes from July 11, 2019, seconded by Zimmerman. Motion carried.
5. **Approval of Treasurer's Report:** Cokl went through the July 2019 financials with the group. Bishop made a motion to approve the July 2019 financials as presented, seconded by Zimmerman. Motion carried.
6. **Discussion on NCWWDB Investment Options:** There was a general discussion by the Executive Committee of investment options for the purpose of NCWWDB's unrestricted funds. Cokl reported that a portion of the funds are used to start the summer Lifework\$ program. NCWWDB also endowed money to each of its three technical colleges last November for industry scholarships related to the annual employer award. NCWWDB received Portage County's investment policy/plan in January 2019 to review. The Executive Committee hopes to explore its own investment policy/plan in the future. It was suggested that Spencer and Cokl follow-up with Tim Roman, who currently administers the organization's 401k benefits, to explore investment options and to set up an informational presentation at a future meeting.
7. **Review State-Wide Monitoring Report:** Spencer highlighted the best practices from our area in the report.
8. **Update on Local Monitoring Report:** Spencer reported that the current monitoring process is not yet closed. A second response has been sent to DWD regarding the concerns and findings in the monitoring report. Spencer is waiting for DWD's response.
9. **Review and Adopt DWD's Revised Program Policies:** Spencer summarized three revised DWD policies - WIOA Policy 10.3: Youth Program Eligibility, WIOA Policy 8.2: Adult Program Eligibility and WIOA Policy 8.2: Dislocated Worker Program Eligibility. Christiansen made a motion, seconded by Hintz to adopt the three revised DWD policies. Motion carried.
10. **Approval of Faulkner University-Psychology as an Eligible Training Provider:** Spencer stated that the training provider did not submit the application for review.

11. **Update on Strategic Planning:** Spencer stated that the first session is scheduled for September 18th. The second session has not yet been confirmed.
12. **Adjourn:** Christiansen made a motion to adjourn the meeting, it was seconded by Hintz. Motion carried. The meeting adjourned at 9:45 am.

The next meeting is November 14, 2019

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North Central Wisconsin Workforce Development Board
Executive Committee
Conference Call
Thursday, July 11, 2019 • 9:00 AM

Minutes

Executive Committee Members Present by phone: Joe Kinsella, Ron Zimmerman, Marcia Christiansen, Sandy Bishop and Dave Hintz

Executive Committee Members Absent: Matt Murphy

WDB Staff Present by phone: Jane Spencer

1. **Call to Order:** Kinsella called the meeting to order.
2. **Approve Minutes** –Bishop made a motion, seconded by Zimmerman to approve the minutes from May 9, 2019. Motion carried.
3. **Review and Adopt WIOA Policy Update:** Spencer summarized two new DWD policies. Christiansen made a motion, seconded by Hintz to adopt the two DWD policies. Motion carried.
4. **Board Governance and Strategic Planning** - Hintz made a motion, seconded by Christiansen for the Executive Director to secure a facilitator. Motion carried.
5. **Motion to Move into Closed Session Regarding Personnel Matters according to WI Stats 19.85 (1) (f)**
Christiansen made a motion to move into closed session, seconded by Bishop. Roll call vote was taken. Motion carried.
6. **Motion to Resume into Open Session** - Christiansen made a motion to resume into open session, seconded by Bishop. Roll call vote was taken. Motion carried.
7. **Action from Closed Session** – Executive Committee determined the Executive Director salary.
8. **Other Business** – The Committee discussed the use of “Other Business” on the agenda. It was determined that it is not appropriate.
9. **Adjourn** - Hintz made a motion; it was seconded by Zimmerman to adjourn. Motion carried.

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