



North Central Wisconsin Workforce Development Board

CEO Meeting

Northcentral Technical College • Center for Business and Industry Building • Room CBI 108
1000 W Campus Drive • Wausau, WI

Thursday, August 1, 2019 • 9:30 AM

CEO Members Present: Tom Tallier (Forest), Dave Hintz (Oneida), Kurt Gibbs (Marathon), Bob Lee (Lincoln), and Rick Pease (by phone) (Adams)

CEO Members Absent: David Solin (Langlade), Jay Verhulst (Vilas) Joseph Zurfluh (Wood), and Chris Holman (Portage)

Others Present: Doug Machon (Wood)

Staff Present: John Cokl and Jane Spencer

Minutes

1. **Call the Meeting to Order**-Hintz called the meeting to order at 9:31 am. There was a quorum.
2. **Approval of Agenda**-Gibbs made a motion to approve the agenda as presented, it was seconded by Tallier. Motion approved by unanimous voice vote.
3. **Approval of CEO Minutes from June 6, 2019**-Gibbs made a motion to approve the minutes as presented, it was seconded by Tallier. Motion approved by unanimous voice vote.
4. **Approval of Treasurer's Report**- Lee made a motion to approve the preliminary June 2019 financials, it was seconded by Gibbs. Motion approved by unanimous voice vote.
5. **Approval of Randy Soulier from Lac du Flambeau Tribe as a new Board member**- Gibbs made a motion to approve to approve Randy Soulier to the Board, it was seconded by Lee. Motion approved by unanimous voice vote.
6. **CEO member to serve on Executive Committee**-Hintz will remain as the CEO member to serve on the Executive committee at this time. There was discussion of having the CEO and Executive Committee meetings so they meet on the same day in the future.
7. **Discussion on Congressional Letters regarding Blackwell Job Corps**- Spencer reviewed the thank you letters that were sent to Congressman Duffy's and Senator Baldwin's office for keeping the Blackwell Job Corps open. The letter was included in the packet.
8. **Discussion on the future of the Marshfield Job Center**-Spencer mentioned that NCWWDB received notice from the Marshfield Economic Development Committee of the Marshfield City Council that they will no longer continue funding the Marshfield Job Center. Spencer sent a letter to Steve Barg, City Administrator, to request that general funding be used. Spencer will present to the Marshfield City Council on August 29th about the requested funds to keep the center open. The amount requested is \$12,500 per year.

9. **Discussion on Labor Market Information and Trends-** Spencer distributed the labor market handout for each county to the group.
10. **Discussion of “Other Business” on agendas-**Hintz suggested eliminating “Other Business” as an agenda item. He said it doesn’t give the public any idea of what is being discussed. Hintz suggested we put Announcements and Future Agenda Items at the beginning of the agendas.
11. **Adjourn-**The meeting adjourned at 10:35 am.

Minutes transcribed and respectfully submitted by Peggy Bortz

Next CEO meeting is October 3, 2019

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North Central Wisconsin Workforce Development Board

CEO Meeting

Northcentral Technical College • Center for Business and Industry Building • Room CBI 108

1000 W Campus Drive • Wausau, WI

Thursday, October 3, 2019 • 9:30 AM

Minutes

CEO Members Present: Tom Tallier (Forest), Dave Hintz (Oneida), Kurt Gibbs (Marathon), Rick Pease (Adams), David Solin (Langlade) and Joseph Zurfluh (Wood)

CEO Members Absent: Jay Verhulst (Vilas) Bob Lee (Lincoln) and Chris Holman (Portage)

Others Present: Mindy McCord (Portage)

Staff Present: John Cokl (by phone) and Jane Spencer

1. **Call the Meeting to Order-** Hintz called the meeting to order at 9:45 am. There was quorum.
2. **Announcements, Correspondence and Communications-** Spencer mentioned that the October 10th Board meeting will include the awards for the participants and employers.
3. **Approval of Agenda-** Zurfluh made a motion to approve the agenda as presented, it was seconded by Tallier. Motion approved by unanimous voice vote.
4. **Approval of CEO Minutes from August 1, 2019-** Pease made a motion to approve the minutes as presented, it was seconded by Tallier. Motion approved by unanimous voice vote.
5. **Presentation on NCWWDB's Current Programs-** Spencer presented a PowerPoint to the group on the current programs that NCWWDB administers. CEOs would like a follow up presentation on the role of the CEO's.
6. **Approval of Treasurer's Report-** Gibbs made a motion to approve the August 2019 financials, it was seconded by Pease. Motion approved by unanimous voice vote.
7. **Report on NCWWDB Strategic Planning-** Spencer mentioned that three strategic planning sessions are September 18th, October 16th and November 20th. The group is currently working on a SWOT analysis. They also have set a goal to increase the placement by 30% during the next three years.
8. **Update on the future of the Marshfield Job Center-** Spencer informed the group that she presented on August 29th to the Marshfield City Council. They are requesting more information about how many people that came to the Marshfield Job Center who actually got a job.
9. **Report from each County on Workforce Issues and Trends-** Each member gave updates on what is happening in their respective counties.
10. **Adjourn-** The meeting adjourned at 11:30 am.

Minutes transcribed and respectfully submitted by Peggy Bortz

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North Central Wisconsin Workforce Development Board Office
CEO Telephone Meeting
January 16, 2020 • 4:00 pm

Minutes

CEO Members Present: Dave Hintz (Oneida), Rick Pease (Adams) (phone), Joseph Zurfluh (Wood) (phone), Jay Verhulst (Vilas) (phone) and Chris Holman (Portage) (phone)

CEO Members Absent: Tom Tallier (Forest), Bob Lee (Lincoln), Kurt Gibbs (Marathon) and David Solin (Langlade)

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

1. **Call the Meeting to Order--** Hintz called the meeting to order at 4:10 pm. There was a quorum.
2. **Announcements, Correspondence and Communications-**Hintz thanked everyone for attending by phone today.
3. **Approval of Agenda-** Verhulst made a motion to approve the agenda as presented, it was seconded by Zurfluh. Motion approved by unanimous voice vote.
4. **Approval of CEO Minutes from October 3, 2019-** Pease made a motion to approve the minutes as presented, it was seconded by Hintz. Motion approved by unanimous voice vote.
5. **Approval of Paul Herold from Great Lakes Cheese as a new board member-** Verhulst made a motion to approve Paul Herold as a new board member, it was seconded by Zurfluh. Motion approved by unanimous voice vote.
6. **Approval of industry sectors for other board vacancy(s)-**Spencer stated that Wally Olson has resigned from the board. He represented the transportation industry. Steve Marshall has not been in attendance for over a year. He represented the forestry sector. Verhulst would like to see more representation from the Northwoods. Possibly someone from Cornerstone Building. Holman asked if there is any other areas that we would like to see represented. Spencer mentioned the finance industry. Verhulst mentioned Marshfield Clinic. Hintz mentioned Ascension. Spencer mentioned what about someone from the transportation industry. They agreed to pursue someone from the transportation and healthcare industry. Zurfluh mentioned Erco Worldwide in Nekoosa to fill a manufacturing seat in the future.
7. **Update on the Job Center Memorandum of Understanding & Budget-**Rice gave the update on this item. This is WIOA required to have a Memorandum of Understanding. We also have a budget for each of our Job Center locations. These two documents were sent to DWD for review in July of 2019. These documents came back to us on December 12, 2019. DWD added \$32,900 of additional costs to the budget. The partners are not in agreement on how to allocate these costs. They set a deadline of January 17, 2020 to get this back to them. We asked for an extension. They gave us until January 31, 2020 to get the document back to them.
8. **2020 Calendar future dates and times-**Hintz mentioned that the full Board may possibly move to a quarterly basis. Verhulst suggested moving the CEO meetings to a Monday. Pease

mentioned it would be easier to meet the last two weeks of the month. Hintz suggested Spencer send out a poll to capture member preferences. The February 6th meeting has been changed to February 7th at 9:30 am.

9. **Adjourn**- The meeting adjourned at 4:30 pm.

Minutes transcribed and respectfully submitted by Peggy Bortz

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North Central Wisconsin Workforce Development Board

CEO Meeting

Northcentral Technical College • Center for Business and Industry Building • Room CBI 103

1000 W Campus Drive • Wausau, WI

Friday, February 7, 2020 • 9:30 AM

Minutes

CEO Members Present: Tom Tallier (Forest), Dave Hintz (Oneida), Rick Pease (Adams), Joseph Zurfluh (Wood), Jay Verhulst (Vilas) and Sara Guild for Kurt Gibbs (Marathon)

CEO Members Absent: Chris Holman (Portage), Bob Lee (Lincoln), and David Solin (Langlade)

Others Present: Mindy McCord

Staff Present: John Cokl (phone) and Jane Spencer

1. **Call the Meeting to Order** - Hintz called the meeting to order at 9:30 am. There was a quorum.
2. **Announcements, Correspondence and Communications**- There were a discussion about a proxy not being able to vote per current bylaws. They would like to see clarification so there are not quorum issues in the future. Hintz asked for everyone to go around the room and introduce themselves.
3. **Approval of Agenda**- Verhulst made a motion to approve the agenda as presented, it was seconded by Pease. Motion approved by unanimous voice vote.
4. **Approval of CEO Minutes from January 16, 2020**- Verhulst made a motion to approve the minutes as presented, it was seconded by Pease. Motion approved by unanimous voice vote.
5. **Review of CEO's Role per WIOA Section 107(c)**-Spencer went through the statement in the by-laws that is regarding the role of the CEO's. She went through the handout regarding the CEO's role per WIOA Section 107(c). Spencer will plan to review the roles again after April.
6. **Accept Treasurer's Report and Review Audit Results**- Pease made a motion to accept the treasurer's report as presented, it was seconded by Verhulst. Motion approved by unanimous voice vote. Cokl reviewed the audit results with the group.
7. **Update on Progress of Filling Board Vacancies**-Spencer went through the current vacancies on the board. There has been another vacancy since the last meeting. There are a total of three vacancies - two in private sector business and one for a workforce representative from the Lac du Flambeau Tribe.
8. **Update on the Job Center Memorandum of Understanding & Budget**-Spencer gave an update on the MOU. The deadline was January 31, 2020. DWD added nearly \$33,000 of resource room costs to be shared. The job center partners agreed to share the costs according to customer counts. Spencer sent a letter to DWD by the deadline date with details of the customer count. WWDA also submitted a letter to DWD. The MOU will come back to the CEO's for approval once reviewed by DWD.

9. **2020 Calendar future dates and times-** The March meeting of the CEOs will be by telephone. Future dates and times will be established after the elections in April as there will be new CEOs.

10. **Adjourn-**The meeting adjourned at 10:45 am.

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North Central Wisconsin Workforce Development Board
CEO Meeting

Northcentral Technical College • Center for Business and Industry Building • Room CBI 103
1000 W Campus Drive • Wausau, WI
Friday, April 17, 2020 • 10:00 AM

Minutes

CEO Members Present: Tom Tallier (Forest), Dave Hintz (Oneida), Rick Pease (Adams), Joseph Zurfluh (Wood), Jay Verhulst (Vilas), and Kurt Gibbs (Marathon)

CEO Members Absent: Chris Holman (Portage), Bob Lee (Lincoln), and David Solin (Langlade)

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 10:15 am. There was a quorum.
2. **Announcements, Correspondence and Communications**- Thank Workforce Development for their effort to keep up Blackboard Job Corps in Forest County.
3. **Approval of Agenda**- Verhulst made a motion to approve the agenda as presented, it was seconded by Gibbs. Motion approved by unanimous voice vote.
4. **Approval of CEO Minutes from February 7, 2020**- Pease made a motion to approve the minutes as presented, it was seconded by Verhulst. Motion approved by unanimous voice vote.
5. **Accept Treasurer's Report** – Verhulst made a motion to accept the treasurer's report as presented, it was seconded by Zurfluh. Motion approved by unanimous voice vote.
6. **Review and Approve WIOA Provider Contracts for Program Year 2020** – Rice reviewed the WIOA Provider Contracts for Program Year 2020, LETC enrolled 180 participants which exceeded their goal of 125 program participants due to the retail grant. Adult at the time of the review has 103 participants out of 105 proposed. Youth at the time of review had 126, with a goal of 145; they had 12 individuals in the eligibility process and continue recruitment efforts. COVID-19 has not impacted since educations moved online at this time, but effecting on-the-job-training. Zurfluh made a motion to approve the WIOA Provider Contracts for Program Year 2020, it was seconded by Verhulst. Motion approved by unanimous voice vote.
7. **Review and Approve the Job Center MOUs and Budgets for PY19** – Will operate the same as previous years. Gibbs made a motion to approve the Job Center MOU's and Budget for PY19, it was seconded by Verhulst. Motion approved by unanimous voice vote.
8. **Discussion on upcoming WIOA Activities involving CEOs**
 - CEO-NCWWDB Orientation (*after April 7*) Spencer would like to meet with the individual in person if possible to give background on programs.
 - Local Plan (*before 5/15*) Spencer stated the deadline has been extended out to June 15th.

- One Stop Operator Contract (*after 5/14*) Spencer reviewed there will be an evaluation done before the Executive Committee on May 14th, after the CEO's will provide approval of.
- Performance Negotiations for PY20 and PY21 (*May or June*) Spencer stated there have been no recent dates on this, will need another CEO meeting between May and June 15th.

9. **Adjourn**-The meeting adjourned at 11:00 am.

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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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