



North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, June 10, 2021 • 9:00 a.m.
Minutes

Executive Committee Members Present: Christiansen, Marcia (Zoom), Kinsella, Joe (Zoom), McEwen, Craig (Zoom), Zimmerman, Ron (Zoom), and Bishop Sandy (Zoom)

Executive Committee Members Absent: Erickson, Paula and Murphy Matt

Others Present: None

WDB Staff Present: Jane Spencer (Zoom)

1. **Call the Meeting to Order** – Kinsella called the meeting to order at 9:03 a.m.
2. **Approve Agenda**- Bishop made a motion to approve the agenda as presented; it was seconded by Zimmerman. Motion carried.
3. **Review and Approve Executive Minutes from May 13, 2021** – Christiansen made a motion to approve the Executive Committee minutes from May 13, 2021; it was seconded by Bishop. Motion carried.
4. **Discussion on Revising Bylaws/Board Membership** – The group discussed reviewing the current bylaws and giving consideration to a reduction in the number of board members. Spencer informed the group that there are currently 26 members, with 54% representing business and 31% representing workforce. If the decision was to reduce membership to 25, there would be 52% business and 32% workforce. There was a suggestion to set a minimum amount of members or a minimum range. The topic will be discussed again at the next scheduled meeting.
5. **July Meeting** – Bishop made a motion to cancel the July 8, 2021 meeting; it was seconded by Christiansen. Motion carried. The next scheduled meeting will be August 12, 2021.
6. **Motion to Move into Closed Session Regarding Personnel Matters according to WI Stats 19.85 (1)(f)** – Zimmerman made a motion to move into closed session; it was seconded by Bishop. Motion carried.
7. **Motion to Resume into Open Session** – McEwen made a motion to resume open session; it was seconded by Zimmerman. Motion carried.
8. **Action from Closed Session** – Zimmerman made a motion to approve the personnel matter discussed; it was seconded by McEwen. Motion carried.
9. **Adjourn** – Zimmerman made a motion to adjourn the meeting; it was seconded by Bishop. Meeting was adjourned.



North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, May 13, 2021 • 9:00 a.m.

Minutes

Executive Committee Members Present: Christiansen, Marcia (Zoom), Erickson, Paula (Zoom), Kinsella, Joe (Zoom), McEwen, Craig (Zoom), Zimmerman, Ron (Zoom), Bishop Sandy (Zoom), and Murphy Matt (Zoom)

Executive Committee Members Absent: None

Others Present: Al Chaney (Zoom)

WDB Staff Present: Jane Spencer (Zoom), John Cokl (Zoom), Nicole Rice (Zoom), Brian Kalish (Zoom), and CJ Tangedal (Zoom)

1. **Call the Meeting to Order** – Kinsella called the meeting to order at 9:01 a.m.
2. **Announcements, Correspondence and Communications** – Spencer informed the group that the meeting is being recorded by Zoom. She then introduced NCWWDB’s new Business Services Director, Brian Kalish.
3. **Approve Agenda**- Zimmerman made a motion to approve the agenda; it was seconded by Erickson. Motion carried.
4. **Review and Approve Executive Minutes from April 8, 2021** – McEwen made a motion to approve the Executive Committee minutes from April 8, 2021; it was seconded by Bishop. Motion carried.
5. **Review of Draft Communication Piece** – Spencer introduced Al Chaney, a NCWWDB board member, who presented a draft of the information flyer that highlights what NCWWDB is and what the board does. There was discussion on different types of paper used to print based on who is receiving the flyer.
6. **Review and Approve Treasurer’s Report** – Cokl reviewed the treasurer’s report that was included in the packet. Erickson made a motion to approve the treasurer’s report as presented; it was seconded by Christiansen. Motion carried.
7. **Program Year 2021 Draft Budget** – Cokl reviewed the PY21 budget assumptions page that included the projected budget for Program Year 2021. Zimmerman made a motion to approve the PY21 budget as presented; it was seconded by Christiansen. Motion carried.
8. **Approval to Search/Relocate the NCWWDB Administration Office** – Spencer addressed the group to get approval to begin the search for a new NCWWDB Administrative Office as the current office has more space than what is currently needed. Bishop made a motion to approve the search and relocation of the NCWWDB Administrative office; it was seconded by Erickson. Motion carried.

9. **Review and Adopt DWD Policies** <https://dwd.wisconsin.gov/wioa/policy/> - Rice presented the list of DWD policies to the executive committee. Christiansen made a motion to adopt the DWD Policies presented; it was seconded by Murphy. Motion carried.
- 3.6 Program Waitlist, <https://dwd.wisconsin.gov/wioa/policy/03/03.6.htm>. Effective May 13, 2021.
 - 8.3.1 Order of Services, <https://dwd.wisconsin.gov/wioa/policy/08/08.3.1.htm>. Effective May 20, 2021
 - 2.2.3 What is a Job Center? <https://www.dwd.wisconsin.gov/wioa/policy/02/02.2.3.htm>. Effective May 3, 2021.
 - Federal Poverty Level and Lower Living Standard Income Level have been updated, <https://dwd.wisconsin.gov/wioa/lslil-fpl.htm>.
10. **Succession Planning** – Kinsella reviewed this item to keep the group involved in recommending potential new board members when there is a vacancy.
11. **Future NCWWDB Meetings** – Spencer discussed the topic of moving back to in-person meetings. Job Center resource rooms are slated to open on June 1st. The discussion involved keeping some meetings virtual via Zoom and always having a Zoom/virtual option available for in-person meetings. The September board meeting is potentially scheduled as an in-person meeting at NTC.
12. **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; it was seconded by Murphy. Motion carried and roll call was conducted.
13. **Motion to Resume into Open Session** – Bishop made a motion to resume into open session; it was seconded by Christiansen. Motion carried.
14. **Action from Closed Session** – None
15. **Adjourn** – McEwen made a motion to adjourn the meeting; it was seconded by Erickson. Meeting adjourned at 10:27 a.m.



North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, April 8, 2021 • 9:00 a.m.
Minutes Approved

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

Executive Committee Members Absent: Erickson, Paula (Zoom)

Others Present: Tim Roman (Zoom)

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

1. **Call the Meeting to Order** – Kinsella called the meeting to order at 9:02 a.m.
2. **Announcements, Correspondence and Communications** – Spencer informed the committee of a pilot project that CWI (Council of Workforce Investment) is hoping to implement for workers from the hospitality sectors that lost the most jobs during the pandemic. CWI would like to provide training for those workers to become remote workers. Spencer will share more information with the board when it is available. Spencer also mentioned that she is watching infrastructure proposals at the federal level and what that could mean for workforce development. She is also paying attention to the Governor’s proposed budget that includes \$8 million for the workforce boards.
3. **Approve Agenda**- Zimmerman made a motion to approve the agenda; it was seconded by Christiansen. Motion carried.
4. **Review and Approve Executive Minutes from March 2, 2021** – Murphy made a motion to approve the Executive Committee minutes from March 2, 2021; it was seconded by McEwen. Motion carried.
5. **NCWWDB Investment** – Tim Roman provided an overview of NCWWDB investments and responsibilities, as well as the first quarter statement.
6. **Review and Approve Treasurer’s Report** – Cokl reviewed the treasurer’s report that was included in the packet. McEwen made a motion to approve the treasurer’s report as presented; it was seconded by Murphy. Motion carried.
7. **Financial Procedures Update** – Cokl reviewed the proposed updates to the NCWWDB Financial Procedures Manual. Zimmerman made the motion to accept the updates to the financial procedures; it was seconded by Christiansen. Motion carried.
8. **Review OSO Monitoring Results** – Rice reported on the results from the OSO monitoring she conducted. The report reflects the expectations of OSO and how they performed in the last year.
9. **OSO Contract Renewal for PY21** – Based on the results of the OSO annual evaluation, Spencer is recommending a contract renewal for PY21. Bishop made a motion to renew the OSO contract for PY21; it was seconded by Murphy. Christiansen abstained. Motion carried.

10. **Review and Adopt DWD Policies** <https://dwd.wisconsin.gov/wioa/policy/>

- Chapter 13.1.1 TAA Program, Required Co-Enrollment with the Dislocated Worker Program: <https://dwd.wisconsin.gov/wioa/policy/13/13.1.1.htm>. Effective April 19, 2021
- Chapter 13.1.2 TAA Program, Funding and File Coordination for Co-Enrolled Participants: <https://dwd.wisconsin.gov/wioa/policy/13/13.1.2.htm>. Effective April 19, 2021
- Participation-Causing Service Guidance: <https://dwd.wisconsin.gov/wioa/policy/08/08.3.1.101.htm>. Effective March 16, 2021
- Updated: Chapter 5.2 Designation of Local Level Equal Opportunity Officer: <https://dwd.wisconsin.gov/wioa/policy/05/05.2.htm>
- Updated: Chapter 5.7 Collection and Maintenance of Medical and Disability-Related Information: <https://dwd.wisconsin.gov/wioa/policy/05/05.7.htm>

11. **DWD Annual Monitoring Update** – Spencer reported that DWD virtually executed the WIOA annual monitoring the week of March 22nd. The written report will be ready at the end of May. Spencer provided an overview of DWD’s comments that were discussed at the soft exit meeting on March 25th. Rice requested details of the files where Findings were indicated in order to start addressing the changes to be made.

12. **Adjourn** – Christiansen made a motion to adjourn the meeting; it was seconded by Murphy. Meeting adjourned at 10:03 a.m.



North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Tuesday, March 2, 2021 • 11:30 a.m.
Minutes

Executive Committee Members Present: Christiansen, Marcia (Zoom), Kinsella, Joe (Zoom), McEwen, Craig (Zoom), Erickson, Paula (Zoom), Zimmerman, Ron (Zoom)

Executive Committee Members Absent: Bishop Sandy and Murphy, Matt

Others Present:

WDB Staff Present: Jane Spencer(Zoom)

1. **Call the Meeting to Order** – Kinsella called the meeting to order at 11:32 a.m.
2. **Announcements, Correspondence and Communications** – None
3. **Approve Agenda-** Zimmerman made a motion to approve the agenda; it was seconded by Christiansen. Motion carried.
4. **Review and Approve Executive Minutes from February 11, 2021** – McEwen made a motion to approve the Executive Committee minutes from February 11, 2021; it was seconded by Erickson. Motion carried.
5. **CWIMA Contract** – Zimmerman made a motion to give CWIMA a thirty day notice to terminate the contract; it was seconded by Christiansen. Motion carried.
6. **Adjourn** – Erickson made a motion to adjourn the meeting; it was seconded by CHristansen. Meeting adjourned at 11:45am



North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, February 11, 2021 • 9:00 a.m.
Minutes

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

Executive Committee Members Absent: McEwen, Craig

Others Present: Bill Clendenning (Wood County Board)

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

1. **Call the Meeting to Order** – Kinsella called the meeting to order at 9:02 a.m.
2. **Announcements, Correspondence and Communications** – Kinsella asked the committee if they were okay if he calls for anyone not willing to approve an agenda item due to the nature of using Zoom. All were in agreement.
3. **Approve Agenda-** Christiansen made a motion to approve the agenda; it was seconded by Murphy. Motion carried.
4. **Review and Approve Executive Minutes from January 14, 2021** – Murphy made a motion to approve the Executive Committee minutes from January 14, 2021; with the spelling correction on item 11, it was seconded by Erickson. Motion carried.
5. **Review and Approve Treasurer’s Report** – Cokl reviewed the treasurer’s report that was included in the packet. Zimmerman made a motion to approve the treasurer’s report as presented; it was seconded by Murphy. Motion carried.
6. **Review and Approve IRS Form 990 (due February 15, 2021)** – Cokl referred to the form included in the packet. Christiansen made a motion to approve IRS Form 990 as presented; it was seconded by Zimmerman. Motion carried.
7. **Approve Action of NCWWDB Investment** – Spencer referred to the Investment Policy included in the packet. Cokl reviewed that the intent is to put \$300,000 into the market with a monthly laddered approach. Christiansen suggested that a phrase to include new language in the introduction that will include the committee’s fiduciary responsibilities, Cokl will reach out to Tim Roman for guidance on this. Christiansen made a motion to allow Cokl to make a contribution to the investment of \$100,000 per month over the next three months; it was seconded by Zimmerman. Motion carried.
8. **WIOA Youth Waivers** – Spencer explained to the committee that the directors across the state worked with the Department of Workforce Development to request a waiver regarding the youth program expenditures. The Department of Labor granted the waiver. There were two waivers included - in-school youth can access to the Individual Training Accounts and expenditures on out

of-school youth can be reduced from 75% to 50%. The waivers allow providers to serve more in-school youth.

9. **Review Mid-Year Monitoring Report on Contracted Providers** – Rice reviewed the mid year contract reviews that were conducted. A written report was included in the meeting packet.
10. **Recommend Option for PY2021 WIOA Contracts** – Spencer gave a background overview on the procurement policy. She reported that PY19 was competitive year, and PY20 was a contract renewal year. Spencer recommended a contract renewal again for PY21 with the current providers. Bishop made a motion to approve Spencer’s recommendation to renew PY2021 WIOA contracts; it was seconded by Erickson. Christiansen abstained. Motion carried.
11. **Review and Approve Local Incumbent Worker Training Policy for Special Grants** – Spencer informed the committee that NCWWDB does not have a policy to provide incumbent worker training services. Spencer also noted that two of the new workforce development grants, Support to Communities and H-1B Rural Healthcare Grant, include incumbent worker training services. Christiansen made a motion to approve the Local Incumbent Worker Training Policy for Special Grants; it was seconded by Bishop. Motion carried.
12. **Continued Discussion on CWIMA Contract** – The current contract with CWIMA ends on April 30, 2021. It was discussed to end the contract and provide a timeline to CWIMA.
13. **Motion to Move into Closed Session Regarding Personnel matter according to WI Stats 19.85 (1)(f)** – Zimmerman made a motion to move into closed session to further discuss personnel matters regarding the CWIMA contract; it was seconded by Erickson. Motion carried.
14. **Motion to Resume into Open Session** – Bishop made a motion to resume to open session; it was seconded by Murphy. Motion carried.
15. **Action from Closed Session** – Christainsen made a motion to end the contract with CWIMA on June 30, 2021; it was seconded by Erickson. Motion carried.
16. **Staff Performance Incentive Fund** – Spencer informed the committee that she wil begin conducting performance evaluations in March.
17. **Establish Executive Director Performance Review Process** – Kinsella reviewed the process of conducting the performance review process for the Exeutive Director. Christiansen made a motion to establish the process as discussed for the Exeutive Director evaluation; it was seconded by Murphy. Motion carried.
18. **Discussion/Updates on Grant Opportunities and Outreach** – Spencer informed the committee that the H1-B Rural Healthcare Grant was awarded. The Department of Workforce Development did not receive the H1-B Advanced Technology Grant. Spencer has been working with Al Chaney and his team on the Board outreach flyer. She hopes to have a draft flyer to present at the Board meeting in March.

19. **Adjourn** – Zimmerman made a motion to adjourn the meeting, it was seconded by Christiansen.
Meeting adjourned at 10:30am.

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North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, January 14, 2021 • 9:00 a.m.

Minutes

Executive Committee Members Present: Bishop, Sandy (Zoom), Christiansen, Marcia (Zoom), McEwen, Craig (Zoom), Kinsella, Joe (Zoom), Muphy, Matt (Zoom), Erickson, Paula (Zoom)

Executive Committee Members Absent: Ron Zimmerman

Others Present: Tim Roman (Zoom) and Michelle Knutson (Zoom)

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

1. **Call the Meeting to Order** – Kinsella called the meeting to order at 9:03 a.m.
2. **Announcements, Correspondence and Communications** – Kinsella asked the committee if they were okay if he calls for anyone not willing to approve an agenda item due to the nature of using Zoom. All were in agreement.
3. **Approve Agenda**- McEwen made a motion to approve the agenda; it was seconded by Erickson. Motion carried.
4. **Review and Approve Executive Minutes from November 12, 2020** – Bishop made a motion to approve the Executive Committee minutes from November 12, 2020; it was seconded by McEwen. Motion carried.
5. **Action on NCWWDB Investment** – Tim Roman reviewed the investment proposal with the group. Christiansen made a motion to table the approval of the investment proposal for the next meeting to allow for the committee to review the proposal document. It was seconded by McEwen. Motion carried.
6. **Review and Approve Treasurer’s Report** – Cokl reviewed the treasurer’s report that was included in the packet. Erickson made a motion to approve the treasurer’s report with the edit to the ideal percentage spent on page seven from 33% to 42% per Cokl’s verbal report; it was seconded by Bishop. Motion carried.
7. **Review and Approve Annual Employer Contribution to the 401(k) Retirement Plan** – Cokl reviewed the memo included in the packet referring to the 401(k) retirement plan. Christiansen made a motion to approve the Annual Employer Contribution to the 401(k) Retirement Plan with the date at the top amended to “January 7, 2021”; it was seconded by Murphy. Motion carried.
8. **Review and Approve Wipfli Audit** – Michelle Knutson reviewed the audit results with a presentation. McEwen made a motion to approve the Wipfli Audit as presented; it was seconded by Murphy. Motion carried.

9. **Discussion on CWIMA Contract** – Spencer began the discussion on the CWIMA contract, which is set to renew on May 1st of this year. Many committee members suggested some ideas, it will be discussed at future meetings.
10. **Discussion on Mid-Year Review of Contracted Providers** – Rice reviewed the process and timeline for the mid-year monitoring of the contracted providers. Rice will report the mid-year monitoring results in February. The Executive Committee will determine if PY21 will be a contract renewal or competitive requests for proposal.
11. **Continued Discussion on Incumbent Worker Training** – Spencer provided an update on the Support to Communities Grant funding details that was discussed in the November 2020 meeting. Spencer will provide more information on a local policy in February.
12. **Review and Approve Local Policy Revisions** – Rice reviewed the local policy revisions. Murphy made a motion to approve the local policy revisions; it was seconded by Bishop. Motion carried.
 - File Protocol & Retention – added language about ASSET document upload features requiring electronic documents for data element validation
 - Out of Area Job Search/Relocation Assistance – page 2 number 4, revised to make the policy clearer
 - Supplemental Employment Data – Rice added in DWD data collection policy 11.21
 - ITA Policy
 - Local Priority of Service – revised to reflect the language of the ETPL
 - All local policies were updated to include the required “Proud Partner of the American Job Center Network” language
13. **Review and Adopt DWD Policies** <https://dwd.wisconsin.gov/wioa/policy/> - Christiansen made a motion to adopt the DWD policies; it was seconded by Murphy. Motion carried.
 - Chapter 8.3.1 Order of Services
<https://dwd.wisconsin.gov/wioa/policy/08/08.3.1.htm>
 - Chapter 8.5.1 Eligibility for Training Services
<https://dwd.wisconsin.gov/wioa/policy/08/08.5.1.htm>
 - Chapter 8.5.2 Purpose and Types of Training Services
<https://dwd.wisconsin.gov/wioa/policy/08/08.5.2.htm>
 - Chapter 4.6. Program Income <https://dwd.wisconsin.gov/wioa/policy/04/04.6.htm>
 - Chapter 4.15 Leveraged Resources
<https://dwd.wisconsin.gov/wioa/policy/04/04.15.htm>
14. **Discussion on NCWWDB Administrative Office** – Spencer informed the committee that the NCWWDB office lease runs until the end of 2021. Currently there are four empty work spaces. Spencer believes that downsizing the office space would be ideal to reduce cost. Further discussion will be sought later in the year.

15. **Discussion/Updates on Grant Opportunities** – Spencer informed the committee that we received a federal Dislocated Worker Employment Recovery Grant from the Department of Workforce Development. Currently staff and the contracted provider are providing outreach. Spencer reported that she is still waiting to hear on two H1B Grants – Rural Healthcare and Advanced Technology.
16. **Adjourn** – McEwen made a motion to adjourn the meeting; it seconded by Christiansen. Meeting adjourned at 10:32 a.m.



North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, November 12, 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, CJ Tangedal, and John Cokl (Zoom)

1. **Call the Meeting to Order** – Kinsella called the meeting to order at 9:01 a.m.
2. **Announcements, Correspondence and Communications** – Kinsella asked the committee if they were okay if he calls for anyone not willing to approve an agenda item due to the nature of using Zoom. All were in agreement.
3. **Approve Agenda**- Zimmerman made a motion to approve the agenda as presented; it was seconded by Bishop. Motion carried.
4. **Review and Approve Executive Minutes from October 8, 2020** – Christiansen made a motion to approve the Executive Committee minutes from October 8, 2020; it was seconded by Murphy. Motion carried.
5. **Review and Approve Treasurer’s Report** – Cokl reviewed the treasurer’s report that was included in the packet. McEwen made a motion to approve the treasurer’s report as presented; it was seconded by Christiansen. Motion carried.
6. **Review and approve Revision to Employee Handbook** – Cokl reviewed the revisions that were included in the packet. Erickson made a motion to remove the payout at separation on page 20 and the employment termination on page 28, with the modification related to adding part-time on the holidays; it was seconded by Zimmerman. Bishop made a motion to approve the remaining changes as presented; it was seconded by Erickson. Motion carried.
7. **Update on Grant Opportunities** – Spencer updated the group on the various grant opportunities. Spencer stated that she is in the process of hiring a Grant Coordinator for the Opioid Recovery Grant. Spencer also reported she is working with five other Workforce Boards in submitting a H1B grant for Rural Healthcare, as well as a H1B grant for Advanced Technology grant with DWD that will include manufacturing, IT, and transportation. All eleven Workforce Boards worked with DWD to submit an Employment Recovery Grant for dislocated workers affected by the pandemic.

8. **Discussion on Incumbent Worker Training** – Spencer began the discussion noting that both of the H1B grants are non- WIOA and have incumbent worker training included. Spencer would like to revisit this form of training as a formal policy. Spencer will research this further and will discuss again in January 2021.
9. **Continue Discussion on Board/Exec Succssion Planning** – Kinsella asked the group to keep succession planning in mind, and possibly have a list of names that would be a good fit for the Board when there is a vacancy. Spencer reported that the CEO’s approved two new board members and there are still two vacancies.
10. **Communication/Outreach Materials** – Spencer followed up on the discussion about a one page document for outreach and communication. Spencer will be working with Al Chaney from the board on outreach materials.
11. **Board Agenda for December** – Spencer asked the committee if they had any thoughts/ideas for the December meeting agenda. Spencer suggested a presentation on labor market information and the economy under COVID.
12. **Adjourn** – McEwen made a motion to adjourn the meeting; it seconded by Christiansen. Meeting adjourned at 10:03am.



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.



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.