



North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, August 12, 2021 • 9:00 a.m.
Minutes

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

Executive Committee Members Absent: Paula Erickson and Matt Murphy

Others Present: None

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 9:01 a.m.
2. **Approve Agenda** – Zimmerman made a motion to approve the agenda as presented; it was seconded by Bishop. Motion carried.
3. **Review and Approve Executive Minutes from June 10, 2021** – Zimmerman made a motion to approve the Executive Committee Minutes from June 10th, 2021; it was seconded by McEwen. Motion carried.
4. **Review and Approve Treasurer’s Report** – Bishop made a motion to approve the treasurer’s report as presented; it was seconded by Christiansen. Motion carried.
5. **Review and Approve Revising Bylaws/Board Membership** – After review and discussion, Bishop made a motion to change the bylaws to state, “the NCWWDB membership shall consist of a range 23 to 27 members, with a target membership number of 25 to ensure appropriate representation; it was seconded by Zimmerman. Motion carried.
6. **Review and Approve Windows to Work Fraternization Policy** – Christiansen made a motion to approve the Windows to Work Fraternization Policy; it was seconded by Zimmerman. Motion carried.
7. **Review and Adopt DWD Policies** – Rice reviewed three policies. Bishop made a motion to adopt the three policies presented; it was seconded by Christiansen. Motion carried.
 - [1.4.3 Functions of the Local WDB](#), effective 6/1/21
 - [2.7.4 OSOs Serving Multiple Roles](#), effective 6/1/21
 - [Fiscal Agent Guidance](#), effective 6/1/21
8. **Staffing Updates** – Spencer updated the Executive Committee that Jennifer Krzmarcik resigned from her Support to Communities Grant Coordinator position at NCWWDB. Spencer worked with DWD to partner with the Southwest Board and the current WIOA providers to handle the administrative and participant services, respectively. The grant is going well, 30 people are enrolled in the grant with a goal of 55.
9. **Succession Planning** – Spencer mentioned to the group that a board member expressed interest in joining the Executive Committee.

10. **Discussion on Governor's ARPA Announcement** – Spencer announced that there is \$130 million dollars available through WEDC. NCWWDB will apply for the Worker Advancement Initiative portion of the funds. NCWWDB is planning at least five different short term training projects; at least one with each of the technical colleges. The grant will also increase the amount of support we can provide to individuals. All the programs must be related to the impact of COVID. NCWWDB is proposing to serve 100 people over the two years with the request for \$1 million.

11. **Adjourn** – McEwen made a motion to adjourn the meeting; it was seconded by Bishop. Meeting adjourned at 9:49am.



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

Minutes

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

Executive Committee Members Absent: Paula Erickson, Marcia Christiansen, and Ron Zimmerman

Others Present: None

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 9:04 a.m.
2. **Introduction of New Meeting Technology** – Spencer demonstrated the new Meeting Owl camera and microphone device the WDB invested in for meetings. It will help with the hybrid meeting set up for those who join virtually.
3. **Approve Agenda** – Bishop made a motion to approve the agenda as presented; it was seconded by Murphy. Motion carried.
4. **Review and Approve Executive Minutes from August 12, 2021** – Murphy made a motion to approve the minutes from the August 12, 2021, meeting; it was seconded by McEwen. Motion carried.
5. **Review and Approve Treasure’s Report** – Cokl reviewed the financial report included in the packet. Bishop made a motion to approve the treasure’s report; it was seconded by McEwen. Motion carried.
6. **Review and Adopt DWD Policies** <https://dwd.wisconsin.gov/wioa/policy/>
 - Revised Policy - [10.6.3 Activities that Local WDBs Cannot Incentivize](#)

Rice reviewed that the revision reflects recent guidance that DWD-DET received from US DOL regarding the use of incentives in the WIOA Title I-B Youth Program. DOL has advised that completing driver's education for a regular (non-commercial) driver's license or earning a regular (non-commercial) driver's license may not be incentivized with WIOA funds. Murphy made a motion to adopt the DWD Policy; it was seconded by Bishop. Motion carried.
7. **Update on NCWWDB Administrative Office and Activities** – Spencer updated the group that the staff had their first in-person staff meeting/retreat. During the meeting, staff reviewed the current strategic plan. Staff discussed the initiative for increasing the amount of people employed in the region. The current goal was lofty, but there are more grants coming in so work will continue to get people into the workforce. Staff is moving forward with moving the administration office. Inclusa offered temporary space at their Church Street location while construction at the Non-Profit Center is being completed.

8. **Update on Worker Advancement Initiative (Governor's ARPA Announcement)** – Spencer informed the Committee the grant award is pending. A letter of intent was issued by DWD. Staff is moving forward and having discussions with the regional technical colleges.
9. **Update on DWD Monitoring** – Spencer informed the Committee that she sent DWD a second letter regarding the monitoring response. There is hope that the monitoring will get closed out soon.
10. **Program Year 2020 Annual Performance Report** – Rice reviewed the WIOA Annual Performance reports in the packet. Rice explained that there was a slight change in the Measurable Skills Gain from the Q4 performance results presented at the last Board meeting.
11. **Adjourn** – McEwen made a motion to adjourn the meeting; it was seconded by Murphy. Meeting adjourned at 9:29am

The mission of NCWWDB is to lead, support, and sustain the development and retention of a skilled, competitive workforce which meets the changing needs of regional employers and promotes economic growth in a global economy.

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

Minutes

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

Executive Committee Members Absent: Sandy Bishop

Others Present: Ed Wagner (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 9:03 a.m.
2. **Approve Agenda** – Zimmerman made a motion to approve the agenda; it was seconded by Erickson. Motion carried.
3. **Review and Approve Executive Minutes from October 14, 2021** – McEwen made a motion to approve the minutes from the October 14, 2021 meeting; it was seconded by Murphy. Motion carried.
4. **Review and Approve Treasurer’s Report** – Cokl reviewed the report that was included in the packet. Christiansen made a motion to approve the treasurer’s report; it was seconded by Zimmerman. Motion carried.
5. **Review and Adopt DWD Policies** <https://dwd.wisconsin.gov/wioa/policy/>
 - Revised Policies [8.6.3 Providing Supportive Services | 8.6 Supportive Services | Chapter 8\) Adult and Dislocated Worker Programs \(wisconsin.gov\)](#)
 - Revised Policies [12.3.1 Adult Program File Documentation](#) and [12.4.1 Dislocated Worker Program File Documentation](#)Rice reviewed the policies linked. The first policy revision allows WIOA to provide support services for training that is not on the ETPL for Adult and Dislocated Worker participants. The second policy revision had a minor change that allows additional documents if someone was not registered with selective service. Murphy made a motion to approve both policies; it was seconded by Christiansen. Motion carried.
6. **Update on Worker Advancement Initiative (WAI)** – Spencer updated the group that the official WAI grant agreement arrived with a request to wait on making a formal announcement at this time as directed by DWD. The plan is to work with current contracted providers and all three of the technical colleges. Spencer is planning to hire a part-time Coordinator for the oversight of the grant.
7. **Review and Approve Local WAI Policies** – Rice reviewed two policies for WAI using language from DWD’s Project Implementation Plan. Zimmerman made a motion to approve the local WAI Policies listed below; it was seconded by Erickson. Motion carried.

- **Services Policy**
- **On-the-Job Training (OJT) Policy**

8. **Update on NCWWDB Administrative Office** – Spencer updated the committee of the status of the office move. There are some construction setbacks which has rescheduled the permanent move to May 2022. Inlusa offered a temporary office and conference room for storage at their Church Street location. Staff have a plan for the operations in the interim.
9. **Adjourn** – Christiansen made a motion to adjourn the meeting; it was seconded by McEwen. Meeting adjourned at 9:22am.

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North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, January 13, 2022 • 9:00 a.m.

Minutes

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

Executive Committee Members Absent: Sandy Bishop

Others Present: None

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 9:03 a.m.
2. **Approve Agenda** – McEwen made a motion to approve the agenda; it was seconded by Christiansen. Motion carried.
3. **Review and Approve Executive Minutes from November 11, 2021** – Zimmerman made a motion to approve the minutes from the November 11, 2021 meeting; it was seconded by Murphy. Motion carried.
4. **Review and Approve Treasurer’s Report** – Cokl reviewed the report that was included in the packet. Zimmerman made a motion to approve the treasurer’s report; it was seconded by Erickson. Motion carried.
5. **Review and Approve Annual Employer Contribution to the 401(k) Retirement Plan** – Christiansen made a motion to approve the Annual Employer Contribution to the 401(k) Retirement plan with the formula in the first paragraph with the addition of the limit of 5%; it was seconded by McEwen. Motion carried.
6. **Update on Worker Announcement Initiative (WAI)** – Spencer updated the group on this latest grant activity. The first participant was enrolled in construction trades training at MSTC. Provider contracts are in place with LETC and Forward Service Corporation. Elsa Duranceau was hired as the part-time Coordinator. There are two cohort training contracts in place with Nicolet College - Heavy Equipment Operator in March and pre-Apprenticeship Welding in May. Staff is also collaborating with NTC on a Construction/Trades for English Language Learners. There is a possible collaborative project with the South Central Board to increase Certified Nursing Assistants. Lastly, there is a large project about to launch to get more individuals into providing childcare. This is a collaboration with the two Childcaring organizations in the region.
7. **Update on NCWWDB Administrative Office** – Spencer informed the group that the move to the temporary office took place in mid-December. Recently, Inclusa announced another delay in

the construction of the new facility. The temporary office will remain at Inclusa with the move likely to be in August.

8. **Review and Approve Program Year 2021 Youth Contract Amendment to Utilize Youth Waiver**
Spencer informed the committee about the two youth waivers awarded to the Department of Workforce Development (DWD). Previously, NCWWDB did not pursue either waiver based on discussion with the contracted provider. More recently, Forward Service Corporation has been receiving an increase of in-school-youth referrals from the school districts. Discussion followed on the importance of maintaining the relationships with the school districts and engaging high school students into workforce participation. Spencer requested to amend the Program Year 2021 youth contract to allow utilization of the waiver to lower the required 75% expenditure for out-of-school youth to 50%. Murphy made a motion to approve the Youth contract amendment to utilize the youth waiver; it was seconded by Zimmerman. Christiansen abstained. Motion carried.

9. **Review and Adopt DWD Policies** <https://dwd.wisconsin.gov/wioa/policy/>
- New [8.4.1 Overview](#)
 - New [8.4.2 Basic Career Services](#)
 - Revised [Participation-Causing Service Guidance](#)
 - Revised [Income Guidance](#)
 - Revised [11.16 Credential Policy](#)

Rice presented and reviewed the five new and three revised policies from DWD. Christiansen made a motion to adopt the DWD policies; it was seconded by Erickson. Motion carried.

10. **Review and Approve Local WIOA and WAI Policies**
- **WIOA Support Services Policy**
 - **WAI Services Policy**

Rice referenced the policies included in the packet that included revisions to the WIOA and WAI Services policies. Rice modified the language regarding exceptions for specific supportive services utilizing the two-tiered review process. Language was revised for clarity and consistency on how the two-tiered review process is administered. Also included in the revised policies was an increase in childcare assistance from \$2.50 per hour per child to \$3.50 per hour. Erickson made a motion to approve the local WIOA and WAI policies; it was seconded by McEwen. Motion carried.

11. **Update on Mid-year Monitoring of Current Service Providers-** Rice reviewed the process for formally monitoring the current service providers. A formal report will be provided to the Executive Committee in February. The One-Stop-Operator consortium will also be reviewed in the coming months and reported at a future meeting.

12. Review and Approve Program Year 2022 – Competitive Requests for Proposals (WIOA and OSO) Processes

- **Draft Timelines**
- **Assign Evaluation Teams (WIOA & OSO)**

Per NCWWDB policy, it will be necessary to plan competitive requests for proposals (WIOA and OSO) for Program Year 2022. The general process was discussed, and a draft timeline was presented. The Executive Committee will assign the evaluation team at the February meeting. Zimmerman made a motion to approve the Program Year 2022 competitive requests for proposals (WIOA and OSO) processes as presented; it was seconded by Murphy. Motion carried.

13. Adjourn – Christiansen made a motion to adjourn the meeting; it was seconded by McEwen. Meeting adjourned at 9:41am.

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North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, February 10, 2022 • 9:00 a.m.

Minutes

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

Executive Committee Members Absent: Craig McEwen

Others Present: John Hemming (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 9:03 a.m.
2. **Approve Agenda** – Erickson made a motion to approve the agenda; it was seconded by Christiansen. Motion carried.
3. **Review Audit results presented by John Hemming, Partner, Wipfli LLP.** – John Hemming presented a PowerPoint presentation to review the audit results. Zimmerman made a motion to approve the audit results; it was seconded by Christiansen. Motion carried.
4. **Review and Approve Executive Minutes from January 13, 2022** – Zimmerman made a motion to approve the minutes from the January 13, 2022 meeting; it was seconded by Erickson. Motion carried.
5. **Review and Approve Treasurer’s Report** – Cokl reviewed the report that was included in the packet. Murphy made a motion to approve the treasurer’s report; it was seconded by Bishop. Motion carried. Cokl reported to the group that there has been fraud involved with the bank account. Zimmerman made a motion to implement an ACH filter for \$15 per month and the positive pay for \$65 per month; it was seconded by Erickson. Motion carried.
6. **Review and Approve IRS Form 990 (due February 15, 2022)** – Cokl reviewed the documents for the Form 990 that were included in the email sent to committee members. Murphy made a motion to approve IRS Form 990; it was seconded by Christiansen. Motion carried.
7. **Staff Performance Reviews** – Spencer updated the committee that she will begin staff performance reviews during the end of February, beginning of March.
8. **Establish Executive Director Performance Review Process** – Christiansen made a motion to approve the same process from previous years for the Executive Director Performance Review; it was seconded by Bishop. Motion carried.

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

- New [7.1.8 Funding a Segment of a Program](#)

Rice reviewed the policy, describing the new policy offering some flexibility to students perusing different degrees. Erickson made a motion to adopt the DWD policy; it was seconded by Zimmerman. Motion carried.

10. **Review and Approve Local Policy**

- **WAI Services Policy**

Spencer reviewed the edits made to the WAI Services Policy reflected in the document included in the packet. The childcare project under the WAI Grant needs flexibility with incentive payments. Participants in that specific project may utilize incentive payments based on benchmarks rather than daily payments. Murphy made a motion to approve the revisions to this local policy; it was seconded by Christiansen. Motion carried.

11. **Review Mid-year Monitoring Report on Current Service Providers** – Rice presented the outcomes of the mid-year monitoring of the service providers. The team reviewed performance results, file reviews and fiscal documents. No major concerns to report. The summary of the review is included in the packet.

12. **Appoint RFP Evaluation Teams (WIOA and OSO)** – Spencer asked the Executive Committee to appoint two members to review the competitive WIOA proposals. The OSO RFP is also competitive this year. To review the OSO proposals, Spencer recommended Tait Strand. Bishop made a motion to appoint Ron Zimmerman and Paula Erickson from the Executive Committee to the WIOA RFP Evaluation team, and Spencer will speak to Tait Strand for the OSO evaluation team; Zimmerman seconded. Christiansen abstained. Motion carried.

13. **Discussion/Updates on Grants and Outreach Activities** – Spencer updated the committee on the WAI project. The program is going strong with nine participants enrolled in the Construction Trades course at Mid-State. A separate Construction Trade course will start with NTC in March. With Nicolet there is a Heavy Equipment Operator training scheduled to start in March and a pre-Apprenticeship in Welding in May. Elsa Duranceau is also working on the childcare project. This project is designed to assist individuals to become certified and/or licensed as home daycares to increase the childcare options within the region. The Support to Communities and COW Grants are both moving along. Kinsella asked Rice to comment on the roundtable event held in Stevens Point where she represented the NCWWDB. Discussion followed.

14. **Adjourn** – Zimmerman made a motion to adjourn the meeting; it was seconded by Christiansen. Meeting adjourned at 10:06am.



North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, April 14, 2022 • 9:00 a.m.

Minutes

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

Executive Committee Members Absent: Ron Zimmerman

Others Present: Al Chaney (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 9:00am.
2. **Approve Agenda** – Christiansen made a motion to approve the agenda; it was seconded by McEwen. Motion carried.
3. **Review and Approve Executive Minutes from February 10, 2022** – Murphy made a motion to approve the minutes from February 10, 2022; it was seconded by Erickson. Motion carried.
4. **Review and Approve Treasure’s Report** – Erickson made a motion to approve the report as presented; it was seconded by McEwen. Motion carried.
5. **Other Fiscal Discussions** – Cokl discussed the following topics.
 - Fraud Protection Update – Cokl is glad the Executive Committee decided to implement the top level of the fraud protections.
 - Program Year 2022 Budget Planning-COLA & Inflation – Cokl asked for guidance for the cost-of-living increase for this upcoming budget. The committee made a few suggestions. It will be further discussed at the May meeting.
6. **Review and Approve 401(k) Restatement**
 - Mandatory cash-out for non-employees – Erickson made a motion to approve the mandatory cash out for non-employees; it was seconded by Christiansen. Motion carried.
 - Add Jane Spencer as 401(k) Plan Trustee – Bishop made a motion to approve Jane Spencer as the 401(k) Plan Trustee; it was seconded by Murphy. Motion carried.
7. **Review and Adopt DWD Policies** <https://dwd.wisconsin.gov/wioa/policy/> Rice reviewed the policies with the group. Murphy made a motion to approve and adopt the listed policies; it was seconded by Bishop. Motion carried.
 - New [4.2 Standards for Financial Management System](#), effective March 1, 2022
 - New [4.18 Travel Policy](#), effective March 1, 2022
 - New [4.19 WIOA Event Hosting](#), effective March 1, 2022
 - New [1.7 Ensuring Continuity of Participant Services](#), effective February 16, 2022
 - New [7.0.2 2022 ETPL Transition Guidance](#), effective March 16, 2022

- New [7.4.9 "Incomplete" Application Status](#), effective March 16, 2022
- Updated [7.3.1 Eligible Institution Types](#)
- Updated [7.3.2 Eligible Program Types](#)
- Updated [7.4.4 Wisconsin's Initial Eligibility Procedure](#)
- Updated [7.4.5 Wisconsin's Continued Eligibility Procedure](#)
- Updated [7.4.6 Institution Minimum Requirements](#)
- Updated [7.4.7 Standard vs. Alternate Eligibility Criteria](#)
- Updated [7.8.2 Wisconsin's Procedures](#)
- Updated [8.6.3 Providing Support Services](#), effective October 22, 2021
- Updated [11.8 Incentives, Sanctions and Administrative Actions \(wisconsin.gov\)](#)
- Updated [11.10 Determining Successful Local Area Performance \(wisconsin.gov\)](#)
- Updated [11.11 Determining and Addressing At-risk Performance \(wisconsin.gov\)](#)

- 8. Review and Approve Local Policy** – Rice reviewed the local policies included in the packet. There were some edits to the language, creating a policy for something that has been conducted the past years, and added one sentence to the listed policies respectively. Christiansen made a motion to approve the local policies; it was seconded by McEwen. Motion carried.

 - Communication Policy
 - One-Stop Operators’ Monitoring Policy
 - File Protocol & Retention Policy
- 9. Requests for Proposals Timeline Update** – Rice updated the group on the state of the timeline of RFP proposal as they are due Friday. Next week they will get proposal packets out to the evaluation team.
- 10. Report on PY21 OSO Mid-Year Monitoring** – Rice reviewed the monitoring document included in the packet. Rice has no concerns about the OSO as they have been holding regular meetings and meeting their benchmarks. This year is a competitive year for OSO.
- 11. Discussion/Updates on Grants and Outreach Activities** – Spencer discussed with the group on the three other special grants. The COW Rural Healthcare Grant has low enrollments but continuing to do outreach. The Support to Communities Grant is doing very well. The Worker Advancement Initiative is going strong 13 people working on their childcare certification. The Heavy Equipment Operator training with Nicolet is nearly complete; the hiring event is Friday. The Construction/Trades class is preparing for their hiring event on April 28th. There are some additional projects with WAI - the pre-Apprenticeship in Welding at Nicolet, a Customer Service Professional and Stainless Steel Welding with Mid-State. We continue to look at training options with NTC.
- 12. Updates on the NCWWDB Administration Office** – Spencer received a draft lease for the Non-profit Center. The move-in date has been moved to October due to supply chain delays.
- 13. Succession Planning** – Kinsella would like the committee to continue to be thinking about Board members as folks leave. Jane introduced member, Al Chaney, as a guest. Chaney has indicated interest in joining the Executive Committee.
- 14. Adjourn** – Erickson made a motion to adjourn the meeting, it was seconded by McEwen. Meeting adjourned at 9:40am.

North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, May 12, 2022 • 9:00 a.m.

Minutes

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

Executive Committee Members Absent: Paula Erickson

Others Present: Al Chaney (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 9:00 a.m.
2. **Approve Agenda** – Zimmerman made a motion to approve the agenda; it was seconded by McEwen. Motion carried.
3. **Review and Approve Executive Minutes from April 14, 2022** – McEwen made a motion to approve the minutes from April 14, 2022; it was seconded by Christiansen. Motion carried.
4. **Review and Approve Treasure’s Report** – Zimmerman made a motion to approve the report as presented; it was seconded by Christiansen. Motion carried.
5. **Review and Approve PY22 Draft Budget** – Christiansen made a motion to approve the PY22 draft budget as presented; it was seconded by Zimmerman. Motion carried.
6. **Review and Approve Recommendation for PY22 WIOA Youth, Adult & Dislocated Worker Contract Awards** – Rice reviewed the recommendations. McEwen made a motion to approve the recommendations; it was seconded by Bishop. Motion carried. Christiansen abstained.
7. **Review and Approve Recommendation PY22 OSO Contract Award** – Rice reviewed the recommendations. Zimmerman made a motion to approve the PY22 OSO contract award; it was seconded by Bishop. Motion carried. Christiansen abstained.
8. **NCWWDB Administration Office Update** – Spencer updated the committee on the July move out date for the temporary office space on Church Street. Inclusa is looking into providing us with storage space until the new office space is available in mid-October.
9. **SNAP Employment & Training** – Spencer discussed the program called FSET in Wisconsin. There is an opportunity to join a cohort training and to learn better ways to align it with WIOA. There was consensus for Spencer to join the cohort.

10. **July 2022 Meeting** – Murphy made a motion to cancel the July 2022 meeting; it was seconded by McEwen. Motion carried.

11. * **Motion to Move into Closed Session Regarding Personnel Matters according to WI Stats 19.85 (1)(f)** – Bishop made a motion to move into closed session; it was seconded by McEwen. Motion carried.

12. * **Motion to Resume into Open Session** – McEwen made a motion to move out of closed session; it was seconded by Murphy. Motion carried.

13. * **Action from Closed Session** – No action was taken.

14. **Adjourn** – Meeting adjourned at 10:00 a.m.

North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Friday, June 3, 2022 • 9:00 a.m.

Minutes

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

Executive Committee Members Absent: Paula Erickson and Marcia Christiansen

Others Present: Al Chaney (Zoom)

WDB Staff Present: None

1. **Call the Meeting to Order** – Kinsella called the meeting to order at 9:27am
2. **Approve Agenda** – Zimmerman made a motion to approve the agenda; it was seconded by Bishop. Motion carried.
3. **Review and Approve the Executive Minutes from May 12, 2022** – McEwen made a motion to approve the minutes from May 12, 2022; it was seconded by Zimmerman. Motion carried.
4. **Motion to Move into Closed Session Regarding Personnel Matters according to WI Stats 19.85 (1)(f)** – Bishop made a motion to enter closed session; it was seconded by McEwen. Motion carried.
5. **Motion to Resume into Open Session** – Bishop made a motion to resume open session; it was seconded by McEwen. Motion carried.
6. **Action from Closed Session** – Bishop made the motion to approve the Executive Director evaluation; it was seconded by McEwen. Motion carried.
7. **Adjourn** – Zimmerman made a motion to adjourn the meeting; it was seconded by Bishop. Meeting adjourned at 9:36am.