



North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday August 11th, 2022

Minutes

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

Executive Committee Members Absent: Sandy Bishop and 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 9:01 a.m.
2. **Approve Agenda** – Zimmerman made a motion to approve the agenda; it was seconded by Murphy. Motion carried.
3. **Review and Approve the Executive Minutes from June 3, 2022** – McEwen made a motion to approve the minutes from June 3, 2022; it was seconded by Murphy. Motion carried.
4. **Review and Approve Treasurer’s Report** – John reviewed the pages in the packet. Murphy made a motion to approve the treasurer’s report as presented; it was seconded by Christiansen. Motion carried.
5. **Discussion on Incumbent Worker Training** – Spencer reviewed that the board decided to not pursue an incumbent worker training policy. The group discussed the possibility of revisiting the topic. The group decided to continue the discussion during upcoming meetings after the NCWWDB teams conducts more research.
6. **Review and Adopt DWD Policies** <https://dwd.wisconsin.gov/wioa/policy/>
Rice updated the executive committee on the updated and new DWD policies. Christiansen made a motion to approve and adopt the DWD policies; it was seconded by McEwen. Motion carried.
 - Updated [1.2.3 DWD-DET Coordinated Monitoring](#), effective July 1, 2022
 - Updated [8.2.2 Dislocated Worker Program](#), effective July 2, 2022
 - Updated [12.2.8 Signature Requirements](#), effective July 1, 2022
 - Updated [11.23 Data Validation](#), effective June 26, 2022
 - New [9.1.1 Rapid Response Introduction and Overview](#), effective July 1, 2022
 - New [9.2 Rapid Response Program Funding](#), effective July 1, 2022
 - New [9.2.1 Rapid Response Program Funding Federal to State](#), effective July 1, 2022
 - New [9.2.2 State to Local WDB’s Rapid Response Grants](#), effective July 1, 2022
 - New [9.2.3 Rapid Response Annual Allotment Grant](#), effective July 1, 2022

7. **Updates on Grant Activities** – Spencer updates to the Executive Committee on the grant activities. The WAI is serving 73 individuals, we foresee going over the planned amount of 100. The Support to Communities grant has served 67 individuals of the slated 55.
8. **Succession Planning** – Spencer updated the group on the recent board resignations and plans to fill those positions. Spencer announced Al Chaney was selected as the newest Executive Committee member.
9. **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 Zimmerman. Motion carried.
10. **Motion to Resume into Open Session** – McEwen made a motion to resume open session; it was seconded by Christiansen. Motion carried.
11. **Action from Closed Session** – Discussed the Executive Director’s performance incentive. Zimmerman made a motion to approve the incentive award; seconded by Chaney. Motion carried.
12. **Adjourn** – Motion to adjourn was made by Murphy; it was seconded by Christiansen. Meeting adjourned at 9:39 a.m.



North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday October 13th, 2022

Minutes

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

Executive Committee Members Absent: None

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

1. **Call the Meeting to Order** - Kinsella called the meeting to order at 9:02 a.m.
2. **Approve Agenda** - Christiansen made a motion to approve the agenda; it was seconded by McEwen. Motion carried.
3. **Review and Approve the Executive Minutes from August 11, 2022** – Zimmerman made a motion to approve the minutes from August 11, 2022; it was seconded by Murphy. Motion carried.
4. **Review and Approve Treasurer’s Report** – Cokl reviewed the pages in the packet. Erickson made a motion to approve the Treasurer’s Report as presented; it was seconded by Christiansen. Motion carried.
5. **Review and Approve no Modifications to [Workforce Innovation & Opportunity Act Local Plan](#)** – Spencer reviewed the Local Plan and suggested no modifications at this time. Chaney made the motion to approve no modifications to the Local Plan; it was seconded by Murphy. Motion carried.
6. **Further Discussion on Incumbent Worker Training** – Spencer updated the Committee on resources available to employers and asked about their interest in having the three Technical Colleges provide a presentation regarding resources they provide to employers. Committee discussed and determined they would like to have this presentation at the December Board meeting.
7. **Review and Adopt DWD Policies <https://dwd.wisconsin.gov/wioa/policy/>** - Rice updated the Committee on the new DWD policy. Zimmerman made the motion to approve and adopt the DWD policy; it was seconded by Erickson. Motion carried.
 - **New: [12.2.4 Automated System Support for Employment and Training \(ASSET\)](#), effective September 1, 2022**
8. ***Review and Approve Revisions to Worker Advancement Initiative Services Policy** – Spencer reviewed the suggested revisions to the incentive payment portion of the Worker Advancement Initiative Services policy highlighted in the packet. Christiansen made the motion to approve the revisions; it was seconded by Bishop. Motion carried
9. **PY21 Annual Performance** – Rice presented the WIOA annual performance blue table reports.

10. **Winning Wisconsin** – Spencer informed the Committee on DWD’s planned initiative to host employer events from each of the WDAs. DWD would provide \$20,000 to partner with each Board for these events. This would highlight work that the NCWWDB is already providing. Spencer is interested in collaborating with DWD for these events. It was noted that NCWWDB would like their own logo added to the marketing materials.
11. **Succession Planning** – Bishop announced her planned retirement from Nicolet on December 31, 2022. She will be stepping down from her positions on the Board and Executive Committees. Spencer is still in search of a Health Care representative for the Board. She has a good lead from the Wood County CEO.
12. **Updates on Board Office** – Spencer informed the Committee on the further delay to the office relocation. Ginger Keymer will assume office management duties during CJ Tangedal’s three-month leave.
13. **Adjourn** – Christiansen made the motion to adjourn; it was seconded by Erickson. The meeting was adjourned at 9:55 a.m.



North Central Wisconsin Workforce Development Board
Executive Committee
November 10, 2022 • 9:00 a.m.
Zoom

Minutes APPROVED

Executive Committee Members Present: Joe Kinsella, Sandy Bishop, Al Chaney, Marcia Christiansen, Matt Murphy, and Ron Zimmerman

Executive Committee Members Absent: Paula Erickson and Craig McEwen

Others Present: Tim Roman

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

1. **Call the Meeting to Order** – Kinsella called the meeting to order at 9:06 a.m.
2. **Approve Agenda** – Bishop made a motion to approve the agenda; it was seconded by Christiansen. Motion carried.
3. **Review and Approve the Executive Minutes from October 13, 2022** – Zimmerman made a motion to approve the minutes from October 13, 2022; it was seconded by Murphy. Motion carried.
4. **Annual Review of Investments with Tim Roman** – Roman provided a presentation which included market history for the past 30-45 years, emphasizing the importance of a long-term perspective and long-range goals. Investments are down around 18% which is consistent with the market overall. Roman included year to date valuations as well as from inception and noted there have been nine different recessions since 1970. Roman stressed that recessions hurt those that need to sell the most.
5. **Review and Approve Treasurer’s Report** – Cokl presented the Treasurer’s report and reviewed the pages in the packet, explaining that the report includes audit expenses that will temporarily raise administrator expenses which are currently around 8% of overall expenses. Christiansen made a motion to approve the Treasurer’s report as presented; it was seconded by Chaney. Motion carried.
6. **Review and Adopt DWD Policies** <https://dwd.wisconsin.gov/wioa/policy/> - Rice presented an overview of the following revised and new policies. No questions or concerns arose from the Executive Committee. Bishop made the motion to approve and adopt the new and revised policies; it was seconded by Chaney. Motion carried.
 - Revised: [12.2.2 Verbal Verification](#), effective October 11, 2022
 - New: [4.15 35% Direct Cost Services Expenditure Goal for Program Year Formula Allocations](#), effective January 1, 2023
 - New: [13.2 Serving People with Refugee/Humanitarian Parolee/Asylee Status](#), effective October 1, 2022

7. **Update on Winning Wisconsin** - Spencer provided the update on Winning Wisconsin. DWD wants to take more time and not rush. They are looking to start in 2023. The first opportunity for NCWWDB to partner on an event would be in January of next year.
8. **Succession Planning** – No updates or changes.
9. **Updates on Board Office** – Spencer noted that the NCWWDB Office relocated to the new Non-Profit Center office suite on Wednesday, November 9th. Unfortunately, the Non-Profit Center’s common space will not be available in time for the December 8th Board meeting. There will be an Open House of the new Non-Profit Center at a future date and the December 8th Board Meeting will be held in Wausau. Spencer provided an overview of the \$15 million Quest Grant for childcare. \$6.3 million will be disbursed to all WDB across the state. Spencer foresees a continuation of the childcare work the board has pursued under the Worker Advancement Initiative. But there will be more to come on this and additional childcare funds to the NCWWDB.
10. **Adjourn** – Murphy made a motion to adjourn the meeting; it was seconded by Chaney. The meeting was adjourned at 9:39 a.m.

Full Board Meeting – December 8, 2022 in Wausau

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.

NCWWDB is an equal opportunity employer and service provider.

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North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, January 12, 2023

Minutes

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

Executive Committee Members Absent: None

Others Present: John Hemming, Wipfli, LLP

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

1. **Call the Meeting to Order** - Kinsella called the meeting to order at 9:02 a.m.
2. **Approve Agenda** - Zimmerman made a motion to approve the agenda; it was seconded by Christiansen. Motion carried.
3. **Review of the Fiscal Year (ending June 2022) Audit Results.** John Hemming, Partner with Wipfli, LLP provided a presentation of NCWWDB's audit results for fiscal year ending June 2022. NCWWDB received an "Unmodified" or "Clean Opinion." Hemming outlined parts of the audit, including internal control and compliance. NCWWDB has "no deficiencies" and "no non-compliance" findings. The audit tested both the WIOA grant from the Department of Labor and the Windows to Workforce grant from the Wisconsin Department of Corrections. The threshold to audit is \$750,000. Overall Wipfli audited or tested 66% of the federal dollars NCWWDB receives. NCWWDB earned a "low risk auditee" status. In terms of general observations, Hemming noted NCWWDB's Current Ratio is 5.14 for 2022 (benchmark is 1.0 or better); Net Assets are 33.2% (target 5% or better), and Management/General as % of Total Expenses is 9.5% for 2022 (target is 10% or below). Hemming thanked Cokl and staff for their efforts and great work.
4. **Review and Approve the Executive Minutes from November 10, 2022** – McEwen made a motion to approve the minutes from November 10, 2022; it was seconded by Chaney. Motion carried.
5. **Review and Approve Treasurer's Report** – Cokl reviewed the pages in the packet, explaining that the cost of the audit will temporarily raise administrator expenses, currently around 8%, to 10% or slightly more of overall expenses. Committee members recognized and expressed appreciation for Cokl's solid work and stellar fiscal performance. Erickson made a motion to approve the Treasurer's Report as presented; it was seconded by Christiansen. Motion carried.
6. **Review and Approve Annual Employer Contribution to 401(k) Retirement Plan** – Cokl provided a summary of the Annual Employer Contributions to the 401(k) Plan. There is high level of participation by NCWWDB staff members and high contribution rates to the 401(k) program. NCWWDB had budgeted \$29,934 for employer contributions. The estimated cost is \$23,996. Chaney made a motion to approve a \$1.15 match for every \$1.00 contributed by employees (up to a maximum of 5% of calendar year earnings) and a 1% non-elective contribution; it was seconded by Zimmerman. Motion carried.

7. **Review and Adopt DWD Policies** <https://dwd.wisconsin.gov/wioa/policy/> - Rice updated the Committee on the new DWD Exit Policy. No questions or concerns arose from the Executive Committee. Christiansen made the motion to approve and adopt the DWD policy; it was seconded by Erickson. Motion carried.
 - **New: [8.7.1-8.7.6 Program Exit](#), effective January 1, 2023**
8. **Review and Update Local Policies** – Rice presented an overview of modifications and revisions to the following local policies as well as the rescindment of the local Exit Policy which is now superseded by the State’s new policy. Zimmerman made the motion to approve changes to the local policies; it was seconded by McEwen. Motion carried.
 - **Rescind the local Exit Policy**
 - **Update: Local Priority of Service Policy**
 - **Update: WIOA Title 1-B Support Services Policy**
 - **Update: Individual Training Account (ITA) Policy**
 - **Update: WAI Services Policy**
9. **Update on Winning Wisconsin Workforce** – Spencer informed the Committee on NCWWDB’s intention to partner with WATEA on a Winning Wisconsin event in early 2023. However, WATEA has determined this type of event will not meet their needs. Spencer is interested in collaborating with DWD. She and Kalish are exploring the possibility of partnering with the three local tech colleges (MSTC, Nicolet, and NTC) on an event. NCWWDB is still waiting for a Statement of Work to be cleared by the State’s legal offices before they can proceed.
10. **Succession Planning** – With Bishop’s planned retirement on December 31, 2022, there is an open seat on the Executive Committee. Spencer announced that Paul Herold will fill the opening beginning in February 2023. Herold is excited by the opportunity to join the Executive Committee.

After seven and half years with NCWWDB, Rice announced her resignation. She has accepted a position as a Federal Officer with the U.S. Department of Labor. Her last day with NCWWDB will be February 2, 2023. Spencer and Committee members commended Rice on her exemplary work and years of great service to the region.

11. **Adjourn** – Christiansen made the motion to adjourn; it was seconded by McEwen. The meeting was adjourned at 9:47 a.m.



North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, February 09, 2023

Minutes

Executive Committee Members Present: Joe Kinsella (Zoom), Al Chaney (Zoom), Marcia Christiansen (Zoom), Paula Erickson (Zoom), Paul Herold (Zoom), Matt Murphy (Zoom), and Ron Zimmerman (Zoom)

Executive Committee Members Absent: Craig McEwen

Others Present: None

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

1. **Call the Meeting to Order** - Kinsella called the meeting to order at 9:06 a.m.
2. **Formally Welcome Paul Herold to Executive Committee**
3. **Approve Agenda** - Erickson made a motion to approve the agenda; it was seconded by Zimmerman. Motion carried.
4. **Review and Approve the Executive Minutes from January 12, 2023** – Zimmerman made a motion to approve the minutes from January 12, 2023; it was seconded by Chaney. Motion carried.
5. **Review and Approve Treasurer’s Report** – Cokl reviewed the pages in the packet. Erickson made a motion to approve the Treasurer’s Report as presented; it was seconded by Chaney. Motion carried.
6. **Corporate Funds** – Spencer is asking the group for guidance on an amount or threshold she would bring to the committee to cover a disallowed cost before tapping into corporate funds. Anything over \$5,000 is the suggestion, the committee agreed. Spencer will add it as an action item for approval at the next meeting.
7. **IRS Form 990 (due February 15, 2023)** – Cokl referred to the forms that were sent out via email, as a requirement of the form, the document needed to be available to the committee before submission.
8. **Review Mid-year Monitoring Report on Contracted Service Providers** – Spencer reviewed the mid-year monitoring of the providers. The summary in the packet is a result from reviewing the grant agreements, program expectations, participants proposed to serve, and the performance. Cokl had a concern for FSC’s low expenditures on work experience activities. The current year’s grant agreement requires 30% of youth expenditures to be work experience expenses.
9. **Approve Options for Program Year 2023 Contracted Service Providers** – Spencer recommended to renew the contracts for the Adult and Youth for PY23 based on the information from the mid-year review. For the Dislocated Worker program, LETC is ending their services effective June 30th, therefore a competitive RFP is required. Erickson made a motion to approve Forward Service Corporation as the Adult and Youth providers and to go out for a competitive RFP for the dislocated worker provider; it was seconded by Herold. Motion carried.

10. Updates on DWD Monitoring (WIOA and WAI)

- May 2022 – Spencer mentioned the response has been submitted to DWD, now waiting on the letter for the close out.
- December 2022 – Already working on errors related to entries in ASSET. Expecting the initial report in the next two weeks.

11. NCWWDB Updates

- Staff – Spencer reported that Brian Kalish will take the Workforce Services Director position. She is working on the job description for the Business Services position and looking to reorganize/restructure as a Coordinator position.
- Performance Reviews – Spencer will begin the process this month with staff.
- Winning with Wisconsin's Workforce – Spencer updated the group on the first event taking place at MSTC on February 24th.

12. Establish Executive Director Performance Review Process – Zimmerman offered to take the lead and use the process from years past. Paula made a motion to use the previous years review process for the executive director; it was seconded by Chaney. Motion carried.

13. Adjourn – Herold made a motion to adjourn the meeting; it was seconded by Zimmerman. Meeting adjourned at 9:45 a.m.



North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, April 13, 2023

Minutes

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

Executive Committee Members Absent: None

Others Present: None

WDB Staff Present: Jane Spencer (Zoom), John Cokl (Zoom), Brian Kalish (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** - Erickson moved to approve the agenda; it was seconded by Christiansen. Motion carried.
3. **Review and Approve the Executive Minutes from February 09, 2023** – Zimmerman moved to approve the minutes from February 09, 2023; it was seconded by Herold. Motion carried.
4. **Review and Approve Treasurer’s Report** – Cokl reviewed the pages in the packet. Christiansen moved to approve the Treasurer’s Report as presented; it was seconded by McEwen. Motion carried.
5. **Use Corporate Funds** – Erickson moved to approve use of corporate funds up to \$5,000.00 before seeking approval by the executive committee; it was seconded by Christiansen. Motion carried.
6. **Review and Approve Recommendations for the WIOA Dislocated Worker Provider for Program Year 2023** – Chaney provided an overview of his involvement in the evaluation of the response received resulting from the competitive RFP for the Dislocated Worker program. Herold added his comments. Chaney moved to approve Forward Service Corporation as the WIOA Dislocated Worker Provider for PY23; it was seconded by Zimmerman. Motion carried. Christiansen abstained.
7. **Review the One Stop Operator Monitoring Results** – Spencer reviewed the Program Year 2022 annual monitoring results of the One Stop Operator contract completed in March 2023. The results were included in the packet.
8. **Review the One Stop Operator Contract Renewal Option for Program Year 2023** – Spencer recommended a renewal of the One Stop Operator contract for Program Year 2023. Zimmerman moved to renew the contract of the One Stop Operator for Program Year 2023; it was seconded by McEwen. Motion carried. Christensen abstained.
9. **Review and Adopt DWD Policies** – <https://dw.wisconsin.gov/wioa/policy/>
Update: [7.1.2 Use in the Adult Program and Dislocated Worker Program](#)
Update: [10.3.6 Guidance on Eligibility Barriers](#)
Update: [8.3.3 Adult Program Enrollment Benchmark](#)

Kalish and Spencer provided an overview of DWD policies 7.1.2 and Policy 10.3.6. Policy 7.1.2 will require the development of a local policy in which she and Kalish are seeking technical assistance from DWD. Spencer reported policy 8.3.3 is currently in draft and will be adopted once finalized by DWD. Chaney moved to adopt the updated policies 7.1.2 and 10.3.6; it was seconded by Murphy. Motion carried.

10. **Review and Approve Local Policies** – Zimmerman moved to approve the local Follow-Up policy; it was seconded by Murphy. Friendly amendment proposed by Herold to amend “two quarters” to read “two full quarters (180 days)”. Zimmerman and Murphy approved friendly amendment; main motion carried.

11. **NCWWDB Updates**

- Staff – Spencer reported Elsa Duranceau, WAI Coordinator, is no longer with the organization. Spencer hired a limited term Career Planner to ensure continued services for the current Child Care Project participants. No new enrollments are planned currently.
- Spencer reported on the new hire of Peter Gelhar as the new Business and Community Engagement Coordinator. Gelhar will start May 1st.
- Performance Reviews – Spencer completed staff performance reviews.
- DWD Monitoring – Spencer reported the DWD monitoring from May 2022 has been closed out. The DWD conducted WIOA monitoring again in December 2022; those responses are due April 20th. There was a significant amount of questionable costs in the report. Spencer believes most everything was addressed. Spencer and Kalish are working with the service providers to fix the additional ASSET errors included in the report.

12. **Adjourn** – Zimmerman moved to adjourn the meeting; it was seconded by Murphy. The meeting adjourned at 9:43 a.m.



North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, May 11, 2023

Minutes

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

Executive Committee Members Absent: Al Chaney

Others Present: None

WDB Staff Present: Jane Spencer (Zoom), John Cokl (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. **Approve Agenda** - Zimmerman moved to approve the agenda; it was seconded by Murphy. Motion carried.
3. **Review and Approve the Executive Minutes from April 13, 2023** – McEwen moved to approve the minutes from April 13th, 2023; it was seconded by Erickson. Motion carried.
4. **Review and Approve Treasurer’s Report** – Cokl reviewed the pages in the packet. Christiansen moved to approve the Treasurer’s Report as presented; it was seconded by Zimmerman. Motion carried.
5. **Review and Approve PY23 draft Budget** – Cokl reviewed the assumptions and expense breakdown pages. He notified the group that approval of the budget with a 5% variance of the final numbers is recommended, which should be received by June. Herold moved to approve the PY23 budget as presented with a 5% variance; it was seconded by McEwen. Motion carried.
6. **NCWWDB Updates**
 - Staff – Spencer mentioned that she hired a new Business and Community Engagement Coordinator, Peter Gelhar, who started on May 1st.
 - DWD Policy – Reminder of the DWD policy the group adopted with the use of the ETPL and reasonable costs. The plan was to come back with a local policy but will wait for clarification on the policy before moving forward.
 - Quest Grant – Hoping to get more information soon, the grant will end in September of 2024
 - Pathways Home 4 Grant – Expanding the work that we already do with the DOC, partnered with other boards and hope to hear soon if the grant is awarded.
 - June 8th Board meeting – There is an opportunity to host the meeting in the atrium of the new Commons building. Encourage people to come in person, but a call-in option will be available.
7. **Succession Planning** – Spencer added that she is working on board member replacements.
8. **Motion to Move into Closed Session Regarding Personnel Matters according to WI Stats 19.85 (1)(f)** – Christiansen made a motion to table item until the next meeting; it was seconded by McEwen. Motion carried.

9. **Adjourn** – McEwen moved to adjourn the meeting; it was seconded by Murphy. Meeting adjourned at 9:40am.



North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Tuesday, June 13th, 2023

Minutes

Executive Committee Members Present: Joe Kinsella (Zoom), Marcia Christiansen (Zoom), Paula Erickson (Zoom), Paul Herold (Zoom), and Craig McEwen (Zoom)

Executive Committee Members Absent: Al Chaney, Matt Murphy, and Ron Zimmerman

Others Present: None

WDB Staff Present: Jane Spencer (Zoom)

1. **Call the Meeting to Order** - Kinsella called the meeting to order at 3:32 p.m.
2. **Approve Agenda** - McEwen moved to approve the agenda; it was seconded by Erickson. Motion carried.
3. **Review and Approve the Executive Minutes from May 11, 2023** – Herold moved to approve the minutes from May 11th, 2023; it was seconded by Erickson. Motion carried.
4. **July 13, 2023 Meeting** – Erickson moved to cancel the July 13th meeting; it was seconded by McEwen. Motion carried.
5. **CWITA Funds – \$7,836.04** – Spencer reported to the group that there are funds in the CWITA account. The group discussed possible options for use of funds. It will be discussed at future meetings.
6. **Motion to Move into Closed Session Regarding Personnel Matters according to WI Stats 19.85(1)(f)**
Christiansen moved to move into closed session; it was seconded by Erickson. Motion carried.
7. **Motion to Resume into Open Session** – Christiansen moved to resume open session; it was seconded by Herold. Motion carried.
8. **Action from Closed Session** – Discussed the Executive Director’s performance evaluation and incentive award. Christiansen moved to approve the Executive Director’s incentive award; it was seconded by Herold. Motion carried.
9. **Adjourn** – Christiansen moved to adjourn the meeting; it was seconded by McEwen. Meeting adjourned at 4:13 p.m.