



**North Central Wisconsin Workforce Development Board  
Executive Committee - Zoom Meeting  
Thursday, January 11, 2024**

**Minutes**

**Executive Committee Members Present:** Al Chaney (Zoom), Paul Herold (Zoom), Craig McEwen (Zoom), Paula Erickson (Zoom), and Ron Zimmerman (Zoom).

**Executive Committee Members Absent:** Matt Murphy

**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** - Chaney called the meeting to order at 9:00 a.m.
2. **Approve Agenda** – Erickson moved to approve the agenda; it was seconded by McEwen. Motion carried.
3. **Review and Approve the Executive Minutes from November 9, 2023** – Zimmerman moved to approve the minutes from November 9, 2023; it was seconded by Herold. Motion carried.
4. **Review and Approve Treasurer’s Report** – Zimmerman moved to approve the treasurer’s report as presented; it was seconded by McEwen. Motion carried.
5. **Review and Adopt DWD Policies** <https://dwd.wisconsin.gov/wioa/policy/> - Kalish updated the committee on the three DWD Policies. The policies are mostly clarifying and expanding existing definitions.

[10.5.3 Descriptions of the 14 Youth Program Elements](#)

[4.17.2 Expenditure Requirements for Youth Work Experience](#)

[13.1 Trade Adjustment Assistance \(TAA\) Program](#)

**6. Local Policies for Consideration**

- WPH4 Grant Implementation Guide – Spencer reviewed the GIG she created for the sub- awardees as a guide as they are launching this program. We will also have their WIOA policies on record, integrated into the electronic document. The ultimate function of the document is to be used during mid-year monitoring. Erickson moved to approve the WPH4 GIG; it was seconded by Herold. Motion carried.
- QUEST Services Policy – Spencer explained this is a separate services policy, similar to the WAI Grant Services Policy. This policy explains the service caps for participants. McEwen moved to approve the QUEST Services Policy; it was seconded by Zimmerman. Motion carried.

7. **NCWWDB Updates**

- WIOA Local Plan – Spencer announced receiving the Local Plan Guidelines from DWD. This is the big four-year plan due this year. Staff will start working on it and will bring it to the Board and the CEO's will officially sign off. It will also be open for public comment before being submitted to DWD for approval.

8. **Adjourn** – Erickson moved to adjourn the meeting; it was seconded by Zimmerman. The meeting was adjourned at 9:39 a.m.