



**North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, February 8, 2024**

Minutes

Executive Committee Members Present: Al Chaney (Zoom), Paul Herold (Zoom), Craig McEwen (Zoom), Matt Murphy (Zoom), Paula Erickson (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** - Chaney called the meeting to order at 9:01 a.m.
2. **Approve Agenda** – Zimmerman moved to approve the agenda; it was seconded by McEwen. Motion carried.
3. **Review and Approve the Executive Minutes from January 11, 2024** – Erickson moved to approve the minutes from January 11, 2024; it was seconded by Zimmerman. Motion carried.
4. **Review Fiscal Year (ended June 2023) Audit Results** – No report.
5. **Review and Approve Treasurer’s Report** – Herold moved to approve the treasurer’s report as presented; it was seconded by McEwen. Motion carried.
6. **Review and Approve Annual Employer Contribution to 401(k) Retirement Plan** – Erickson moved to set the funding of the contribution to 401(k) as indicated in the first sentence of the memo included in the packet; it was seconded by Herold. Motion carried.
7. **Review Mid-year Monitoring Report on Contracted Service Providers** – Kalish reported that he and Cokl completed the mid-year monitoring of Forward Service Corporation. He reviewed participant files, the grant agreements and program expectations for Adult, Youth, and Dislocated Worker. Cokl reported he found FSC to be a low risk subrecipient. The mid-year report was included in the packet.
8. **Approve Options for Program Year 2024 Contracted Service Providers** – Zimmerman moved to approve renewing the contracts with Forward Service Corporation as the service provider for Program Year 2024; it was seconded by McEwen. Motion carried.
9. **Review and Adopt DWD Policies** <https://dwd.wisconsin.gov/wioa/policy/>
Erickson moved to adopt the DWD policies listed as written, with further clarification; it was seconded by Zimmerman. Motion carried.

NCWWDB is an equal opportunity employer and service provider.

Adult Program Eligibility Revision: [8.2.1](#)

Dislocated Worker revision: [8.2.2](#)

Youth Program revisions: [10.3.2](#), [10.3.3](#)

10. **NCWWDB Updates**

- New Board Members: Jodi Gruhn, Conney Edmondson, Angela Eberhardt. Spencer updated the group of the new board members. The CEO's approved Jodi Gruhn and Conney Edmondson. Angela Eberhardt from Unemployment Insurance, her position was appointed by DWD.
- WPH4 Grant Implementation Guide – Spencer reported she doesn't have feedback at this time, a training will occur February 21st and 22nd.
- DWD Monitoring Results – Spencer and Kalish are reviewing the results. From the initial review, the results look better than the previous year.
- Worker Advancement Initiative (WAI) Monitoring – May 2024 – This grant ends in September 2024, monitoring will occur in May of this year.
- Program Performance-Blue Table Reports – DWD is changing how the data is presented, more to come on this situation.
- Annual Staff Performance Reviews – Spencer will begin staff performance reviews.

11. **Adjourn** – Zimmerman moved to adjourn the meeting; it was seconded by McEwen. The meeting was adjourned at 10:04 a.m.