



North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, August 10th, 2023

Minutes

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

Executive Committee Members Absent: Paula Erickson and Craig McEwen

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 9:02 a.m.
2. **Approve Agenda** – Zimmerman moved to approve the agenda; it was seconded by Herold. Motion carried.
3. **Review and Approve the Executive Minutes from June 13, 2023** – Herold moved to approve the minutes from June 13, 2023; it was seconded by Zimmerman. Motion carried.
4. **Review and Approve Treasurer’s Report** – Chaney moved to approve the treasurer’s report as presented; it was seconded by Herold. Motion carried.
5. Review and Adopt DWD Policies <https://dwd.wisconsin.gov/wioa/policy/>
 - Target Populations – Zimmerman moved to adopt the DWD Policy above; it was seconded by Murphy. Motion carried.
6. Local Policies for Consideration
 - Rapid Response Policy Revision
 - ITA Policy RevisionChaney moved to approve the two local policies presented; it was seconded by Murphy. Motion carried.
7. NCWWDB Updates
 - QUEST Grant – Spencer explained the DOL grant awarded to DWD, then portions went out to all the boards. This grant focuses on building the child care workforce, similar to the work done under the WAI grant.
 - Wisconsin Pathways Home 4 Grant – NCWWDB received the \$4 million grant as the lead grant recipient directly from the DOL. NC will be sub-awarding parts of the Pathways Home to four other workforce boards. This grant is similar to the Windows to Work program working with state facilities and county jails to reach those individuals prior to their release.
8. **Adjourn** – Murphy moved to adjourn the meeting; it was seconded by Chaney. The meeting was adjourned at 9:39 a.m.



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

Minutes

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

Executive Committee Members Absent: Paula Erickson and Craig McEwen

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** – Herold moved to approve the agenda; it was seconded by Zimmerman. Motion carried.
3. **Review and Approve the Executive Minutes from August 10, 2023** – Zimmerman moved to approve the minutes from August 10, 2023; it was seconded by Chaney. Motion carried.
4. **Review and Approve Treasurer’s Report** – Chaney moved to approve the treasurer’s report as presented; it was seconded by Zimmerman. Motion carried.
5. **NCWWDB By-Laws** – Spencer brought the changes highlighted in the packet to the group for a review. It will also go to the CEO’s next week. It will be on the agenda for approval at the next full Board meeting.
6. **Strategic Planning** – Spencer updated the group on the upcoming expiring strategic plan. At a recent staff meeting, staff reviewed the current strategic plan, and it was suggested to hire someone to help polish the current plan focusing on better measurement tools.
7. **Succession Planning** – Spencer announced there was a board resignation, she will work with the CEOs to get the position refilled. The CEOs were interested in a healthcare representative on the Board.
8. **NCWWDB Updates**
 - **QUEST Grant** – Spencer explained this grant is to help increase the workforce in the childcare industry. Spencer mentioned having a Services Policy similar to that of the WAI Grant; however, DWD is working to update the Project Implementation Plan that will include a Needs Related Payment policy. Spencer may come back to the Executive Committee in November, pending the updated PIP.
 - **Wisconsin Pathways Home 4 Grant** – NCWWDB received the \$4 million grant as the lead recipient directly from the DOL. NCWWDB will be sub-awarding parts of the Pathways Home to four other workforce boards. Spencer is looking to develop an overall grant implementation guide with each board having their own policies. Spencer will bring the guide back to Executive Committee, if ready by the November meeting.

9. **Adjourn** – Zimmerman moved to adjourn the meeting; it was seconded by Herold. The meeting was adjourned at 9:36 a.m.

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**North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, November 9, 2023**

Minutes

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

Executive Committee Members Absent: Paula Erickson

Others Present: Tim Roman

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 McEwen. Motion carried.
3. **Review and Approve the Executive Minutes from October 12, 2023** – Chaney moved to approve the minutes from October 12, 2023; it was seconded by Herold. Motion carried.
4. **Review NCWWDB Advisory Money Management – Tim Roman** – Tim reviewed the \$300,000 investment the board made. The executive committee agreed to move forward with the current plan.
5. **Review and Approve Treasurer’s Report** – Zimmerman moved to approve the treasurer’s report as presented; it was seconded by McEwen. Motion carried.
6. **Succession Planning** – Board Chair Joe Kinsella announced his retirement at the end of the calendar year, 2023. Spencer is continuing to work on filling open board spots.
7. **Discussion on Election of Officers** – Spencer will have this on the agenda for the December board meeting.
8. **NCWWDB Updates**
 - **QUEST Grant** – Spencer hired a part-time Grant Coordinator. We are working with all three technical colleges and Child Caring, Inc. to create entry-level Early Childhood Education training options for this grant with the purpose of building the childcare workforce. The grant is due to end September 2024.
 - **Wisconsin Pathways Home 4 Grant** – This is the direct Department of Labor Reentry Grant that will be sub-awarded out to four other workforce boards. DOL just announced that the conditions to proceed were satisfied. NCWWDB received one signed MOU from Marathon County Jail and currently in the works of getting MOUs signed from Adams and Portage County Jails.

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- DWD/WIOA On-site Monitoring – Spencer let the group know that DWD monitoring will be taking place on December 5th and 6th.

9. **Adjourn – Zimmerman moved to adjourn the meeting; it was seconded by Chaney. Meeting adjourned at 9:56am**

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**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.



**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.

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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.



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

Minutes

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

Executive Committee Members Absent: Craig McEwen

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. **Agenda** – Zimmerman moved to approve the agenda; it was seconded by Herold. Motion carried.
3. **Executive Minutes from February 8, 2024** – Erickson moved to approve the minutes from February 8, 2024; it was seconded by Zimmerman. Motion carried.
4. **Review and Approve Treasurer’s Report** – Herold moved to approve the treasurer’s report as presented; it was seconded by Erickson. Motion carried.
5. **[IRS Form 990 \(due May 15, 2024\)](#)** - Cokl reviewed the IRS Form 990 he has completed. The group reviewed the document, Cokl will submit through “e-file”.
6. **PY23 One-Stop Operator Contract Review** – Spencer reviewed the annual evaluation of the OSO through as assessment. There are a few things still on-going.
7. **PY24 One-Stop Operator Contract Renewal Option** – Spencer reminded the group that year is not a competitive year. She recommends renewing the OSO contract based on the evaluation that is nearly completed. Zimmerman moved to approve the PY24 One-Stop Operator contract renewal; it was seconded by Erickson. Motion carried.
8. **Workforce Innovation & Opportunity Act– [Local Plan](#)** - Spencer reported that the WIOA Local Plan is in draft form, and after today will be available on the website. In addition, an email will be sent to all the board members, stakeholders, and CEO’s. NCWWDB staff will be available to take comments for 30 days, and then it will be sent to DWD for approval.
9. **NCWWDB Updates**
 - **Dislocations** – Spencer reported ND Paper has made some temporary cuts, keeping an eye on the situation to see if the cuts become permanent. Marshfield Clinic announced furloughs, many

have taken other positions within the clinic. Staff is watching to see what may become permanent.

- Strategic Planning – Spencer reported the initial outreach was unsuccessful. She reached out to more people and posted a request for services on the website.
- Winning With Wisconsin's Workforce – Spencer is again working with DWD to host another event similar to the three events last year. This second round will be planned around the annual Participant Awards of Excellence in September. More information forthcoming.

10. **Motion to Move into Closed Session Regarding Personnel Matters according to WI Stats 19.85 (1)(f)** – Zimmerman moved to go into closed session; it was seconded by Erickson. Motion carried.
11. **Motion to Resume into Open Session** – Zimmerman moved to resume open session; it was seconded by Herold. Motion carried.
12. **Action from Closed Session** - Discussed the Executive Director's performance evaluation process. No action was taken.
13. **Adjourn** – Erickson moved to adjourn the meeting; it was seconded by Herold. Motion carried.



**North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, May 9, 2024**

Minutes

Executive Committee Members Present: Al Chaney (Zoom), Paul Herold (Zoom), Matt Murphy (Zoom), and Paula Erickson (Zoom).

Executive Committee Members Absent: Ron Zimmerman (Zoom)

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 9:04 a.m.
2. **Agenda** – Erickson moved to approve the agenda; it was seconded by Herold. Motion carried.
3. **Executive Minutes from April 11, 2024** – Murphy moved to approve the minutes from April 11, 2024; it was seconded by Erickson. Motion carried.
4. **Review and Approve Treasurer’s Report** – Herold moved to approve the treasurer’s report as presented; it was seconded by Erickson. Motion carried.
5. **Pooled 401k proposal** – Cokl presented the concept of a pooled 401k with other WWDA members. There is no specific timeline at this time.
6. **Program Year 2024 Proposed Budget** – Murphy moved to accept the Program Year 2024 Proposed Budget with the addition of a surplus line added to reflect potential returned grant money; it was seconded by Herold. Motion carried.
7. **NCWWDB Updates**
 - Strategic Planning – Spencer reported the search for an individual continues, will accept any contact suggestions.
 - Succession Planning – Spencer reported that she has a nomination for a new board member to present to the CEOs on May 16, 2024. She will begin working on board term renewals.
 - June Board Meeting Items – Spencer canvassed the group for program ideas for the June board meeting.
8. **Adjourn** – Herold moved to adjourn the meeting; it was seconded by Erickson. Motion carried; meeting adjourned at 10:02 p.m.