



**North Central Wisconsin Workforce Development Board  
Executive Committee - Zoom Meeting  
Thursday, October 10, 2024**

**Minutes**

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

**Executive Committee Members Absent:** Angie Close

**Others Present:** Tim Roman, Roman & Roman Associates

**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. **Executive Minutes from August 8, 2024** – Murphy moved to approve the minutes from August 8, 2024; it was seconded by Erickson. Motion carried.
3. **Review of Investments and 401k Plan Design – Tim Roman** – Tim Roman reviewed the new 401K plan and referred to the pages in the packet, comparing the current plan with the new plan being proposed to the group.
4. **Treasurer’s Report** – Erickson moved to approve the Treasurer's Report; it was seconded by Murphy. Motion carried.
5. **Review and Adopt DWD Policies** <https://dwd.wisconsin.gov/wioa/policy/> - Muphy moved to adopt the DWD policies presented; it was seconded by Erickson. Motion carried.
  - i. New: Policy 2.8.1 through 2.8.3 One-Stop Delivery System and Job Center Certifications
  - ii. New: Policies 8.5.3 through 8.5.14 Training Services
  - iii. New: Policy 8.3.4 Program Design
  - iv. Update: Policy 11.8 through 11.12 Performance Accountability and Reporting
  - v. New: Policies 12.8 through 12.8.8 ASSET Service Management
  - vi. Update: 4.17.1 Expenditure Requirement for Out-of-School Youth
  - vii. Update: 4.17.3 Reporting Requirements
  - viii. Update: 7.1.3: Use in Youth Program
  - ix. Update: 8.6.5 Needs-Based Payments
  - x. Update: 10.4.2 Enrolling 18-24 Year Olds
  - xi. Update: 10.5.3 Descriptions 14 Youth Program Elements

*NCWWDB is an equal opportunity employer and service provider.*

## 6. **Review and Approve Local Policies**

- New - WPH4 Services Policy
- Update – QUEST Services Policy
  - i. Erickson moved to approve the WPH4 and QUEST Services Policies; it was second by Murphy. Motion carried.
- New – Cost Policy Statement for Financial Handbook
  - i. Murphy moved to accept the Cost Policy Statement, amend to strike all references to the 10% de minimis rate; it was seconded by Erickson. Motion carried.
- Update – NCWWDB Holidays and 401k Contributions for Personnel Handbook
  - i. Tautges moved to accept the updated NCWWDB Holiday proposal to add MLK Day and one floating holiday; it was seconded by Erickson. Motion carried.
  - ii. Murphy moved to accept the changes to have eligibility for referrals and match at three months of service and no loans; it was seconded by Erickson. Motion carried.

## 7. **NCWWDB Updates**

- DWD Monitoring in November – Spencer updated the group that DWD will be monitoring the WIOA programs and job centers. Staff are currently working on the desk survey in preparation for the annual event.

8. **Adjourn** – Murphy moved to adjourn the meeting; it was seconded by Erickson. The meeting was adjourned at 10:04am.