



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

Minutes

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

Executive Committee Members Absent: Matt Murphy

Others Present: Tim Smith, Invoke Marketing

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** – Herold moved to approve the amended agenda, noting that for item #7, the “Update” should be edited to “New”; it was seconded by Close. Motion carried.
3. **Welcome New Executive Members** - Chaney welcomed Angie Close and Michael Tautges
4. **Executive Minutes from May 9, 2024** – Close moved to approve the minutes from May 9, 2024; it was seconded by Erickson. Motion carried.
5. **Strategic Planning Presentation – Tim Smith, Invoke Marketing** – Tim presented the draft Strategic Plan, including the new mission and vision statements and the newly revised action plans the staff has worked on the past few weeks. The scorecard containing the tactics is still being developed. The plan is to complete the plan and scorecard before the September 12th Board meeting.

***Paul Herold and Angie Close left the meeting. Meeting adjourned at 10:03am.**



**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/> - Murphy 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

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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.



**North Central Wisconsin Workforce Development Board
Executive Committee - Zoom Meeting
Thursday, November 14, 2024**

Minutes Approved

Executive Committee Members Present: Al Chaney (Zoom), Paul Herold (Zoom), Matt Murphy (Zoom), Michael Tautges (Zoom), Paula Erickson (Zoom), Angela Close (Zoom), and Jodi Gruhn (Zoom).

Executive Committee Members Absent: None

Others Present: Lance Pliml (Wood County Board Chair, via Zoom)

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

1. **Call the Meeting to Order** - Murphy called the meeting to order at 9:01 a.m.
2. **Agenda**
3. **Executive Minutes from October 10, 2024** – Herold moved to approve the minutes from October 10, 2024; it was seconded by Erickson. Motion carried.
4. **Treasurer's Report** – Close moved to approve the Treasurer's Report; it was seconded by Herold. Motion carried.
5. **Review and Adopt DWD Policies** <https://dwd.wisconsin.gov/wioa/policy/> - Erickson moved to adopt the DWD policy update presented; it was seconded by Chaney. Motion carried.
 - Update - 3.3.1 Transfer of Funds
6. **NCWWDB Updates**
 - Introduced the new Executive Committee Member – Spencer welcomed Jodi Gruhn to the Executive Committee.
 - Will introduce the new Board Members on 12/12/24 – Spencer reported the CEO's approved Amy Yessa and Dan Kinsella as new board members. December 12th will be their first meeting.
 - Moving away from Zoom to Microsoft Teams by January 2025 – Spencer updated the group on the switch to Teams. NCWWDB already uses Teams regularly and it has many features to streamline meeting processes.

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Minutes Approved by Executive Committee on January 9, 2025

7. **Motion to Move into Closed Session Regarding Personnel Matters according to WI Stats 19.85 (1)(f)** – Erickson moved to move into closed session; it was seconded by Chaney. Motion carried. Roll call was conducted. No action was taken during the closed session. Close moved to end the closed session; it was seconded by Herold. Motion carried.
8. **Adjourn** – Close moved to adjourn the meeting; it was seconded by Chaney. The meeting was adjourned at 9:43 a.m.

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Minutes Approved by Executive Committee on January 9, 2025



**North Central Wisconsin Workforce Development Board
Executive Committee - Teams Meeting
Thursday, January 9, 2025**

Minutes (Approved)

Executive Committee Members Present: Al Chaney, Angela Close, Paula Erickson, Paul Herold, Matt Murphy, and Michael Tautges.

Executive Committee Members Absent: Jodi Gruhn

Others Present: None

WDB Staff Present: Jane Spencer, John Cokl, Brian Kalish, and Ginger Keymer.

1. **Call the Meeting to Order** - Chaney called the meeting to order at 9:01 a.m.
2. **Agenda**
3. **Executive Minutes from November 14, 2024** – Close moved to approve the minutes from November 14, 2024; it was seconded by Erickson. Motion carried.
4. **Treasurer's Report** – Close moved to approve the Treasurer's Report; it was seconded by Herold. Motion carried.
5. **NCWWDB Updates**
 - **Introduced the new Office Manager, Ginger Keymer**
 - **Received ForWRD Grant (new Opioid Grant)** – This is a disaster relief grant, putting people into positions and paying their wages. NorthWest (CEP) received the grant and is partnering with NCWWDB. Contract not awarded yet. In the planning phase.
 - **Internal Mid-Year Monitoring of Forward Service Corporation** – Mid-Monitoring has begun. Brian and John leading this and will bring their results to the February meeting. Trying to complete this a little earlier this year.
 - **DWD Monitoring Results** – Some fixes need to be completed. Less than two-thousand dollars of questioned costs. Have until February 28th to respond, which is plenty of time. DWD Monitoring covers fiscal, program, and EO areas.
6. **Next Steps for Executive Director Search** – The position has been posted and will be added to social media. Board members and elected officials encouraged to share the posting. The Executive Committee will review the first round of candidates. Ten inquiries and resumes submitted so far. There is an outlined plan and process but no timeline yet.
7. **Adjourn** – Close moved to adjourn the meeting; it was seconded by Herold. The meeting was adjourned at 9:44 a.m.

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North Central Wisconsin Workforce Development Board

Executive Committee - Teams Meeting Thursday, February 13, 2025

Minutes (Approved)

Executive Committee Members Present: Al Chaney, Paula Erickson, Paul Herold, Michael Tautges. Murphy joined at 9:54am

Executive Committee Members Absent: Angela Close and Jodi Gruhn. **Others Present:** None.

WDB Staff Present: Jane Spencer, John Cokl, Brian Kalish, and Ginger Keymer.

1. **Call the Meeting to Order** - Chaney called the meeting to order at 9:11 a.m.
2. **Agenda** - Erickson moved to approve the agenda; seconded by Herold. Motion carried.
3. **Executive Minutes from January 9, 2025** – Herold moved to approve the minutes from January 9, 2025; it was seconded by Erickson. Motion carried.
4. **Treasurer's Report** – Tautges moved to approve the Treasurer's Report; it was seconded by Erickson. Motion carried.
5. **Annual Employer Contribution to 401(K) Retirement Plan** – John Cokl explained the historical contributions to the Plan and shared the maximum share expected. Match for the last 10-12 years has been \$1.15 for each \$1 contributed up to 5% of salary for eligible employees, 21 years of age and older, who have worked 1000 hours or more a year. A 1% non-elective contribution has also been granted. To complete the match, expect \$23,000 of expenses; budgeted \$33,000. Erickson made a motion to approve the proposal as presented; seconded by Herold. Motion carried.
6. **Mid-Year Monitor of WIOA Contracted Provider** – Process started in December. Brian worked with Peter and John on this, looking at program expectations and grant agreements. FSC is doing a really good job. FSC has been engaged in a lot of hiring events and engaged with employers. They are well ahead of meeting the goals.
7. **Program Year 2025 WIOA Contracts/Fiscal Policy** - Spencer requested a waiver due to 1) Board transition to a new Executive Director; 2) Transition at the Federal level; and 3) To get all three programs on the same competitive procurement cycle. The last waiver was issued in PY14, due to a change in Youth provider. NCWWDB is still compliant and on cycle for all Federal requirements. The intent is to get all programs on the same cycle, as not to duplicate efforts every year or two. Motion to waive the policy by Erickson; seconded by Herold. Motion carried.

8. NCWWDB Updates

- **Executive Order Updates** – Continuing to provide programing with caution.
- **Program Year 2024 Q2 Performance** – Brian received notice that this will be released tomorrow and will be shared with the Board in March.
- **DWD Monitoring Response** – Working on the response that is due February 28th.
- **Annual Staff Performance Reviews** – In progress. Two are complete and the rest on the calendar.
- **Worker Advancement Initiative 2.0** – WAI 2.0 is a grant from the State with ARPA dollars. The State still has some ARPA dollars and Governor Evers will be releasing \$10 million to the regional Workforce Boards. Staff are proposing activities for \$1 million. Will have until June 2026 to use these funds.
- **ForWRD Grant** – Similar to Support2Communities, this is an opioid grant the State received from the U.S. Department of Labor. The grant is going to the Northwest Board and NCWWDB is a subrecipient. Northwest will serve the northern counties of the region, and NCWWDB will serve the southern counties. This is a disaster relief employment program hiring classroom aids for schools, EMT drivers, and a few other targeted positions, paying wage and fringe for employers up to one year, as well as training 20 people.
- **Marshfield Job Center** – The Marshfield City Council Finance subcommittee did not take action on this at that last meeting. They did agree to pay for the Resource Room Associate position for three more months. The lease is up in Marshfield soon. Working to create an access point at Mid-state's Marshfield location near Festival Foods, which is a high traffic location. Chaney had positive comments about the new location and saw it as a silver lining. There are mutual benefits to this potential arrangement.

9. Motion to move into Closed Session regarding Personnel matters according to WI Stats

19.85(1)(f) Herold made a motion to adjourn into closed session; it was seconded by Erickson. Motion carried.

10. Motion to Resume into Open Session-

Herold moved to resume open session; it was seconded by Murphy. Motion carried.

11. Action from Closed Session -

Discussed the Executive Director's 2024 performance evaluation process and update on search for new Executive Director. No action was taken.

12. Adjourn

–The meeting was adjourned



North Central Wisconsin Workforce Development Board

Executive Committee - Teams Meeting

Thursday, May 8, 2025

Minutes **Approved**

Executive Committee Members Present: Al Chaney, Paula Erickson, Paul Herold, Michael Tautges.

Others Present: Logan Krueger, Vesta

Executive Committee Members Absent: Angela Close and Jodi Gruhn.

WDB Staff Present: John Cokl, Libby Heidmann, Brian Kalish, and Ginger Keymer.

1. **Call the Meeting to Order** - Chaney called the meeting to order at 9:02 a.m.
2. **Executive Minutes from February 13, 2025** – Tautges moved to approve the minutes from February 13 2025; it was seconded by Erickson. Motion carried.
3. **Audit Results with Logan Krueger from Vesta** – Krueger provided an overview of the results. The audit opinion of the financial statements is “fairly presented,” which is the same as an unmodified opinion in years passed. The audit found no material weaknesses, no significant deficiencies, no noncompliance. Herold made a motion to approve the Audit Results; it was seconded by Tautges. Motion carried.
4. **IRS 990 Review** – John Cokl shared a draft version of the Federal 990 Form which will be submitted this week, well ahead of the May 31 deadline. Cokl prepared the 990 unassisted. It is rare for an organization of our size and structure to have a financial officer able to produce these IRS reporting documents.
5. **Treasurer’s Report** – Erickson moved to approve the Treasurer's Report; it was seconded by Herold. Motion carried.
6. **One Stop Operator Mid-Year Review** – The Board held its annual OSO partnership meeting in March and confirmed that all DWD requirements were met for the program year. Shortly afterward, DWD announced its withdrawal from the OSO consortium, disrupting the existing model. Given that the Workforce Board has already been performing the majority of OSO responsibilities, the recommended solution is for the Board to become the sole OSO moving forward. This transition could allow for reimbursement from DWD for staff time and related costs. A consultation is planned with the Bay Area Board to learn more about how their single-operator model functions in practice. Herold made a motion to approve the transition to new OSO model; it was seconded by Tautges. Motion carried.

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7. NCWWDB Updates

- **New Staff** – Brian invited the new Workforce Services Director, Liberty (Libby) Heidmann to introduce herself. The Board has two new Re-Entry Coaches for the Wisconsin Pathways Home 4 Grant: Justin Fraser began in late April. Stephany Tatro will begin May 12. Stephany will cover the counties north of Wausau, and Justin the counties south.
- **ForWRD Grant** –Northwest will serve the northern counties of the region, and NCWWDB will serve the southern counties. This is an opioid recovery grant, primarily focused on areas most impacted by the narcotic, including Wood County counties in the far north of the state providing health care related employment training.
- **Worker Advancement Initiative 2.0** – The Board received a little over one million dollars under this grant. Funding must be spent by June 2026. Grant participant must be 18 years old and affected by the pandemic in some way. Several different training cohorts underway, including a culinary arts cohort, construction training, welding, and CDL training. Partners include area tech schools such as Mid-State, Nicolet, and NTC, Wood County Jail, McNaughton Prison, and others.

8. DWD Policies – Motion to adopt by Erickson; it was seconded by Herold. Motion passed.

- [Update 8.4.3 Comprehensive and Specialized Assessment](#)
- [Updates to Federal Poverty Guidelines](#)

9. Local Policies: WAI 2.0 Service Policy – Kalish explained that the only change from the WAI policy is new language with incentives. Exec members discussed ways to edit the existing incentive language to make it clearer and more concise.

10. Motion to move into Closed Session regarding Personnel matters according to WI Stats 19.85(1)(f) Tatuges made a motion to adjourn into closed session; it was seconded by Herold. Motion carried.

11. Action from Closed Session - Discussed the Executive Director's 2024 performance evaluation process. No action was taken.

12. Adjourn –The meeting was adjourned at 11:15 a.m.

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