

NWWIB, INC. & NWCEP, INC. EXECUTIVE COMMITTEE MEETING

Monday, October 12, 2009 – 10:00 a.m.

NWCEP, Inc. Administration Office – Ashland, WI

MINUTES

The meeting was called to order by LeRoy Forslund, Co-Chairperson. Roll Call was taken. The members present constitute a quorum.

PRESENT:

LeRoy Forslund
Dick Nystrom
Peg Kurilla
Dan Racette
Doug Finn
Lew Martin
Toby Johnson
Bambi Patterman
Jack Wichita
Walt Jaeger
Bill Kacvinsky
Bruce Lindgren

EXCUSED:

OTHERS

Mari Kay-Nabozny
Jennifer Baron
Steve Terry
Marcy Pratt

For the record, it was noted the public meeting notice was published in two Class A newspapers and aired on eighteen radio stations in the WDA. Bruce Lindgren was introduced to the committee as the new member replacing Brett Gerber of ICAA. Marcy Pratt, CEP Finance Director was introduced to the Committee.

APPROVAL OF THE 9/10/09, MINUTES

Lew Martin made a motion to accept the 9/10/09, meeting minutes as presented, seconded by Dan Racette. Vote taken carried unanimously.

Review & Approval of Re-budget

Steve distributed the PY09 NWWIB/NWCEP Re-Budget to the Committee. Steve pointed out a 2.9% increase in staffing costs for the ARRA staff bonuses. Marcy Pratt discussed some modifications to the computer client systems that will help to monitor the systems and speed it up. There were changes in WIA funds, indicating a decrease. It was noted that the carryover dollars from last year was \$173,000, and this year it's down to \$119,000. She explained what the carryover dollars are committed to. There is a total budget of \$1.9 million in WIA funds. ARRA funds increased the budget to \$2.5 million. Marcy discussed other grants, such as the Welding Boot Camp project and the HRSA grant. Marcy discussed other grant initiatives that are taking place. She noted that administrative costs are kept under ten percent.

Jack Wichita made a motion to approve the budgets presented. Seconded by Dan Racette. Vote taken, carried unanimously.

WIA appropriations Update

Mari noted that WIA reauthorization has been going on since 2003, but with a new administration, there is a push for a push toward virtual service, better performance measures and recognizing a local approach. Steve reported that policy letters are being put together to address possible concerns.

Dislocated Worker Report & DW Special Response Grant

Steve reported that there were no additions to the Dislocated Worker information sheet which is good news. Discussion took place on status of some of the current dislocations that have taken place and the economy of our area.

Job Center Customer Counts

Jenny Baron discussed the Job Center Customer Count handout in the Board packet. The handout is a monthly spreadsheet that tracks how many people are coming into the Job Centers for services. She pointed that traffic has remained steady and increased in those areas where unemployment rates have remained high.

Grants Update

Steve indicated that the handout in the packet indicates four grants being worked on that are through the ARRA recovery funds. Discussed were the GIS Training and Job Placement grant, Green Energy (GET) Training proposal, the HRSA grant and Pathways out of Poverty is an ICAA program for \$2.6 million dollars. CEP would provide workshops and other resources.

Mari discussed the entire state development plan.

Staff Succession Plan Updates

Steve Terry explained indicated that the primary purpose of creating the staff succession plan was to provide leadership for both boards if something happened to the executive director. The Board reviewed a template on the plan that Steve created based on a similar one that was researched. Steve pointed out the staff who would be in succession for the Executive Director position. A concern was raised about listing names on the succession plan, due to updates that may take place. A suggestion was made to change the names to the positions of those who would take over in the event the Executive Director left. It was noted that listing job titles of those who would be in line as the successor, would be more appropriate, rather than the name of individuals, so other possibilities within the organization are not overlooked. It was suggested that in the event of an emergency, the Board chairman would sign staff checks until an alternative director was labeled or have both Board Chairs authorized to sign checks. Another suggestion was made to refer this issue to the Joint Conference Committee for further review. Another suggestion was made to review the CEP and WIB bylaws to for any additional information that might be applicable for the succession plan.

A motion was made by Doug Finn to review the CEP and WIB bylaws, prior to recommending any changes to the succession plan. Seconded by Dick Nystrom. Vote taken, carried unanimously.

A motion was made to table the proposed draft succession plan until Board bylaws are reviewed and present it to the Executive Committee. Seconded by Bill Kacvinsky. Vote taken, carried unanimously.

A motion was made by Walt Jaeger to authorize the two Board chairs to sign checks if the Executive Director position becomes vacant. Seconded by Dick Nystrom. Vote taken, carried unanimously.

Update on Chippewa Woodcrafter's Proposal

Steve Terry referred the Committee to a letter from Roberta Gassman, DWD Secretary regarding DWD's denial for request of funds for CEP and LCO's Wood Crafting proposal to train apprentices in the woodworking trade. Her response indicates she will review other state grants that would fit this proposal's concept. It was also noted that LCO Tribal Council Chair also sent a letter to Secretary Gassman expressing concern over why the proposal was not funded.

ITA Review/Approval

Jenny Baron distributed and briefly explained the following ITAs that require Board approval to be placed on the state's website for eligible WIA training providers:

Residential and Commercial Wiring – Lake Superior College, Duluth MN – Associate's Degree
Medical Assisting Program – Lake Superior College, Duluth, MN – Associate's Degree

Dick Nystrom made a motion to approve the ITAs presented. Seconded by Toby Johnson. Vote taken, carried unanimously.

Other Business

Steve distributed an updated staff organizational chart. Steve noted that the contracted Department of Corrections position that is vacant due to a resignation has been posted. The other changes noted are that the summer youth employment aides will end their limited term employment this month.

Steve reported that the lawsuit with West Bend insurance company regarding a charge against a former staff person has been settled. The dispute alleged that the issue was not an allowed coverage. CEP fought the ruling and won a settlement to offset the costs that CEP incurred in legal fees.

Steve reported that CEP's recent audit went successfully.

Next Meeting Date and Location

The next meeting date will take place on December 14th or at the call of the Chair.

Adjournment

Lew Martin made a motion to adjourn. Seconded by Dick Nystrom. Vote taken, carried unanimously.

The meeting was adjourned at 11:40 a.m.