

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

Monday, January 11, 2010 – 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 Pattermann
Jack Wichita
Walt Jaeger
Bruce Lindgren

EXCUSED:

Bill Kacvinsky

OTHERS

Mari Kay-Nabozny
Jennifer Baron
Steve Terry

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.

APPROVAL OF THE 11/12/09, MINUTES

Lew Martin made a motion to accept the 11/12/09, meeting minutes as presented, seconded by Walt Jaeger. Vote taken carried unanimously.

Dislocated Worker Update

Steve Terry gave an update on area dislocations. He indicated that an acquisition had taken place at Hurd Windows in Medford, with details affecting employees unknown. He reported that the Glidden Food Mart closed down affecting about half a dozen employees. Steve noted that Kraft in Meford is selling Tombstone to Nestlie Corporation. It was noted that Cadbury chocolates will be included in their product line. There will be an updated DW chart presented at next months' meeting when more information about recent dislocations is gathered.

Job Center Customer Counts

Jenny Baron explained that the Job Center Customer Counts report is distributed to the Board monthly to

provide them with the numbers of how many people are utilizing the Job Center services and resources. It was noted that the number of individuals coming in for services and resources for the months of November and December has increased. It was noted that this report has been very useful for advocating the frequency of the services being utilized and the importance of maintaining them.

Grants Update

Mari Kay–Nabozny gave an update on current WIB and CEP grant opportunities. Mari indicated that word has not been received yet on the Skills Jumpstart state grant for CNA training. She reported that the state bio energy grant applied for was received for \$25,000. There has been no word on the Brownfield grant or the GIS grant, which are both federal. It was noted that the \$191,000 Opportunities Grant the WIB received has difficult criteria to meet due to strict requirements that the state has issued. Steve noted that they're looking at the possibilities of minimizing some of the requirements.

Staff Succession Plan Update

Steve indicated that an updated emergency CEP staff succession plan was included in the meeting packet. He noted that a provision was included that allows either the WIB or CEP Board chair to sign off on staff wage payroll in the event the Executive Director position is temporarily vacant. It was noted that this succession contract needs to be reviewed annually by the Executive Committee in June.

Toby Johnson made a motion to approve the CEP staff succession plan that gives authorization to either the WIB or CEP Board chair to sign off on staff payroll in the absence of key staff. Seconded by Lew Martin. Vote taken, carried unanimously.

A motion was made Dick Nystrom to review and approve the CEP Succession Staff Plan at the annual Executive Committee meeting in June. Seconded by Walt Jaeger. Vote taken, carried unanimously.

PY09 Performance Measures Report

Steve noted that the state is moving towards accepting WIA common measures that were approved by Department of Labor. A handout in the packet highlighted goals for WIA, which includes performance measures for adults, adult retention, adult earning, dislocated workers, average earnings, gained, youth placement, youth attainment, literacy gains, etc. This common measure change takes out the credentialing which makes it easier for CEP to do more OJTs.

PY2010 Federal Appropriations for Labor, Education, Etc.

Steve discussed the handout for the national dislocated worker, youth and adult budgets for next year, which he indicated were level funded. The funds haven't been reduced, but there was no increase. Steve will keep the Boards apprised of any changes.

Youth Procurement Update

Mari discussed a letter from DWD to Steve Terry, dated November 13th regarding the WIA Youth Procurement waiver. It was noted that the state gave our WDA a waiver from the WIA youth RFP process due to the lack of applicants and qualified applicants. Normally the RFP is done every two years. Mari discussed the elements required to procure. Steve Terry indicated that he called the Department of Labor to request a 60 day extension for the procurement process, due to the lack of time to respond after receipt of the letter. Mari indicated that if our area does not get an extension, CEP has a youth program proposal prepared for the WIA youth funding. It was noted that no reason was specified as to why DOL reversed their decision on requiring a

waiver. Mari pointed out that youth waivers are common across the nation. It was noted that youth funds have been obligated to the CEP Crex Meadow's youth program. Mari noted that common measures for WIA will be included. The Youth Council will form a sub-committee to go through any youth proposals received. It was estimated that this review would take place in March and the funding cycle would begin in July.

WIB & Youth Council Membership certification update

Mari indicated that every year, the state requires each WDA to update their WIB Board and Youth Council membership information. Mari indicated that currently, our WIB is up to date with membership and there are no vacancies. Dick Nystrom indicated that Dave Dahlberg may be interested in joining the WIB, if there is a vacancy down the road.

Mari reported that there will be a youth representative vacancy on the Youth Council. It was noted that Mic Isham, who recently joined the WIB has expressed interest in joining the Youth Council since he is involved with a number of youth initiatives at the LCO Tribe where he is on the Tribal Council. Mari will gather more information on Mic's background in youth programming to present to the Executive Committee for review and approval.

Other Business

Bruce Lindgren gave a PowerPoint presentation on what is taking place with the Northland Works grant project. He discussed the potential solutions to address collaboration amongst regional partners. The members of the project will keep the Board informed of their continued progress.

Mari noted that the WWDA Day at the Capitol has been scheduled on February 11th in Madison.

Next Meeting Date and Location

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

Adjournment

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| Lew Martin made a motion to adjourn. Seconded by Dick Nystrom. Vote taken, carried unanimously. |
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The meeting was adjourned at 11:40 a.m.