



## **Northwest Wisconsin Chief Local Elected Official Consortium Workforce Development Area #7**

A proud partner of the  American Job Center network

*The mission of the Consortium is to maintain the integrity of the WIOA funds.*

**Date & Time: Wednesday – June 19, 2024 - 11:30 a.m.**

**Location: NWCEP Office – Ashland, WI & Via Zoom**

### **MEETING MINUTES**

#### **CLEOs/LEOs Present:**

Rollie Thums, Taylor County  
Terry Wedwick, Rusk County  
Charlie Glazman, Douglas County  
Larry Fickbohm, Bayfield County  
Bob Olsgard, Washburn County  
  
NWWIB  
Larry Youngs, Iron County  
Patricia Stephan, Price County  
Steve Kariainen, Sawyer County  
Elizabeth Franek, Ashland County - Zoom  
Emmett Byrne, Burnett County

#### **Excused:**

#### **Staff/Guests:**

Jeff Muse, CEP  
Jennifer Decker, CEP  
Mary Zinnecker, CEP  
Bob Kopisch, CEP Board/LEO  
Mari Kay-Nabozny,  
  
Dave Willingham, CEP Board/LEO  
Michelle Smith, CEP  
Skyler Dural-Eder, CEP  
Bill Kacvinsky, CEP Board  
Brent Blomberg, Burnett County-Zoom  
John Chamberlin, CEP Attorney  
Dee Gokee-Rindal – CEP Board  
Sue Stephens, CEP  
Melissa Rabska, NWWIB

#### **Call Meeting to Order**

Rollie Thums, Consortium Chairman called the meeting to order.

#### **Roll Call & Report of Public Meeting Notice**

Roll call was taken, a quorum was present. The public meeting notice was published on the CEP website, social meeting, area library websites and County Government websites.

#### **Approval of the 3/20/24 Meeting Minutes**

Emmett Byrne made a motion to approve the 3/20/24 meeting minutes as presented. Seconded by Patricia Stephan. Vote taken, carried unanimously.

#### **Mission Statement**

Charlie Glazman stated that the mission of the Consortium is to maintain the integrity of the WIOA funds by the Chief Local Elected Officials.

#### **Election of Chief Local Elected Official Officers (Chairperson, Vice Chairperson & Secretary)**

Every two years, after the county board elections, the CLEO Consortium has their election of officers in June for the Chairperson, Vice Chair and Secretary positions.

*Nominations were opened for the Chairperson of the CLEO Consortium Board. Rollie Thums nominated*

Charlie Glazman as Chairman of the CLEO Consortium Board. Seconded by Emmett Byrne. Vote taken, carried unanimously.

Nominations were opened for Vice Chairperson of the Consortium Board. Charlie Glazman nominated Rollie Thums as Vice Chairman of the CLEO Consortium, seconded by Dave Willingham. Vote taken, carried unanimously.

Nominations were opened for the Secretary/Treasurer of the Consortium Board took place. Bob Olsgard nominated himself as CLEO Consortium Secretary/Treasurer position, seconded by Emmett Byrne. Vote taken, carried unanimously.

**Action Item: Review/Approve CEP Board Motions & Recommendations from 5/15/24 Meeting to CLEO Consortium (motions from CEP Board meeting below highlighted in blue:)** - CLEOs

*A motion was made by Dave Willingham to instruct CEP staff to inform the WIB staff that the CEP Board is asking for a prepayment from the WIB for their benefits and a 10% admin fee for handling their benefits and to review this agreement on December 1<sup>st</sup>. Seconded by Bob Kopisch. Vote taken, carried unanimously.*

*A motion was made by Bob Kopisch that the CEP Board requires sufficient detail as required in the Fiscal Agent agreement regarding the WIB cash draws from the fiscal agent or no payment will be made. This will be forwarded to the Consortium for their approval. Seconded by Tom Gordon, Sr. Vote taken, carried unanimously.*

*A motion was made by Charlie Glazman that CEP Board develops a new Fiscal Agent MOU in regards to better documentation of monies that we're allocating to the WIB that better reflects the wishes and responsibilities of the CEP Board to forward to the CLEOs for approval. Seconded Larry Fickbohm. Vote taken, carried unanimously.*

**Patricia Stephan made a motion to approve the motions from the 5/15/2024 CEP Board of Director's meeting. Seconded by Rollie Thums. Vote taken, carried.**

**Action Item: Review/Approve Renewal of NWCEP Fiscal Agent MOU with NWWIB** – (2 versions attached) - Jeff Muse, CEP Executive Director (version 1) & Mari Kay-Nabozny, NWWIB CEO (version 2 with edits)

It was noted there were two Fiscal Agent Agreement MOUs included in the packet. Jeff Muse reported he was instructed by the CEP Board to create this Fiscal Agent agreement for a one year period. The second version was an amended Fiscal Agent MOU by Mari Kay-Nabozny, NWWIB CEO.

Mari Kay-Nabozny, NWWIB CEO noted by law, we are required to have a Fiscal Agent Agreement in order to be compliant with DWD and DOL and we can't override the current Fiscal Agent Agreement with a Fiscal Agent MOU. Discussion took place on the administrative fee the NWWIB pays to CEP. The motion approved was to increase this fee to \$27,500. Mari indicated this isn't money that exchanges hands, it's on paper only as CEP is the fiscal agent. It was last signed in 2022. Mari provided the current Fiscal Agent Agreement she had on hand. Mari suggested to combine the binding arbitration language in the CEP MOU to the existing Fiscal Agent Agreement.

A motion was made by Larry Fickboem to change the amount of \$27,500 in the Fiscal Agent Agreement. No second. (*The current Fiscal Agent Agreement was not included in the Consortium packet.*)

Discussion took place on the dispute resolution clause that Attorney John Chamberlin recommended to include the Fiscal Agent Agreement. He discussed the importance of the dispute resolution language. He noted the language, which was stricken from the first Fiscal Agent version in the second version (included in the meeting packet) is a measure to deal with a deadlock between the Boards where there is currently no way to resolve the dispute. John

noted why this is important is due to declining budgets where there may not be enough funds to support the WIB and CEP at their funding current levels. If you have a binding arbitration clause, you have a way to solve a budget impasse at the local level. He noted if you're not ever able to reach an agreement, the state steps in. John noted the flaw in the previous agreement is that it does not include a binding arbitration clause which in a situation of a budget impasse, it doesn't have to be accepted by either party and there is no internal way to resolve matters. He noted a situation of an impasse rarely happens but having this dispute language keeps this at the local level. He suggested the formation of a Committee, which would be comprised of two CLEOs and two WIB members. If an agreement cannot be made, the Committee would hire an arbitrator through the Wisconsin Arbitrator's Association which is binding. Mari noted that a liaison committee already exists per the WIB-CEO agreement for disputes and that should be utilized.

John Chamberlin, CEP Attorney noted that the WIB-CEO Agreement would have to be amended in the motion. A separate motion is needed to amend the earlier motion to include the dispute resolution clause in the WIB/CLEO Joint Agreement, section 3.F.

***A motion was made by Rollie Thums to adopt the Fiscal Agent MOU without the binding Dispute Resolution Clause and to amend the Joint CLEO/WIB Liability Agreement to reflect the addition of binding arbitration language under F. Liaison Committee. Seconded by Bob Olsgard. Vote taken, carried.***

***Dave Willingham made a motion to approve the Fiscal Agent MOU language into the existing Fiscal Agent Agreement. Seconded by Bob Kopisch. Vote taken, carried unanimously.***

**Action Item: Review/Approve CLEO- WIB Joint Agreement** - Mari Kay-Nabozny, NWWIB CEO & Jeff Muse, CEP Executive Director (Attachments (2) two files – one the 2021-2024 one & the new one)

***A motion was made by Patricia Stephen to approve the CLEO/WIB Joint Agreement from July 1, 2024, to June 30, 2027 to be signed for a three year period with the binding Dispute Resolution clause included as amended. Seconded by Emmett Byrne. Vote taken, carried.***

**Action Item: Review Chief Local Elected Official Shared Liability Agreement: Section B.4. - CLEOs** (Attachment the Shared Liability agreement & the CLEO acknowledgement that the new CLEO members viewed it)

Discussion took place regarding the existing CLEO Shared Liability agreement. There were questions on the voting structure. It was noted that a simple or super majority should be present for decisions. It was noted that the language should be reflected to have 8 members present to make a motion but a question was made about empowering 20% on the Board. Bob noted the 20% can petition to have a meeting and the Chair has to be at his meeting, but requires a quorum. It was noted six members should constitute a quorum.

***A motion was made Terry Wedwick to approve the CLEO Shared Liability Agreement as amended. Seconded by Rollie Thums. Vote taken, carried.***

Rollie asked what if a county doesn't want to be part of the Consortium. John said if a county refuses to sign it goes to the governor, the other nine counties take on the role. He said it's a thorny issue. Mari noted that it has happened in another county in Wisconsin due to disallowed costs.

**DWD PY22 I WIOA Monitoring Response Update** - Mari Kay-Nabozny & Jeff Muse (Attachments (1) WDA 7 Closeout letter) Mari explained the handout in the packet regarding the monitoring results and notes that PY22 monitoring is now closed.

**PY23 WIOA Internal Monitoring Report** – Melissa Rabska, NWWIB Staff - (handout attached)

Melissa Rabska, NWWIB Operations Director explained the WIOA monitoring report. She said she monitors program, fiscal and EEO. Melissa explained the best practices and areas concerns.

A question was raised how many files Melissa monitors. She said around 20 files which takes about a week. She noted that this doesn't include her time on the Fiscal Monitoring and EEO. Melissa will get back to the Consortium on how long this takes. Mari noted that Dawn Knapp, an employee of the WIB completes the EEO work.

**2024 WIOA Local Plan Approval** – *Mari Kay-Nabozny (Attachments (1) PY24-27 Local Plan approval letter)*

Mari reported the WIOA Local plan was approved and accepted by the state and will run to 2028.

**One Stop Operator Quarterly Report** – *Mari Kay-Nabozny - (OSO quarterly report attached)*

Mari noted there's nothing of significant note and the OSO is moving right along. The quarterly reports come to the WIB and CLEOs about the One Stop Operator (OSO) activities. She noted if there are any questions, to please let her know.

- a. Job Center Satisfaction **Survey results PY23 Qtr 3 & 4** – *(Distribute at meeting because it just closed on 6-7-24)*  
Mari noted this is data to track how many people are using the Job Centers and a survey about their experience for continuous improvement and data management.

**OSO MOU for PY 24** – *Mari Kay-Nabozny*

Mari reported that they received notification from DWD that we have to start the OSO MOU and infrastructure sharing agreements for PY24. The NWWIB is tasked with taking all partners in the One Stops and looking at the infrastructure costs and to ensure it's equitable and that the partners come to consensus. This is required by DOL as part of WIOA. Mari noted she will have discussions with the OSO partners on June 21. The draft has to be to the state by July 14<sup>th</sup>.

**2024 One Stop Operator (OSO) Procurement** – *Mari Kay-Nabozny*

- a. **Action Item: NWWIB Response Approval** (No attachment - verbal discussion)

Mari reported that the OSO procurement is up for bid and no one is typically goes for this role. The WIB received the contract and since they're the OSO the WIB does not do the procurement, but rather the DWD does.

***A motion was made by Terry Wedwick to approve that the WIB respond to the OSO Procurement so that they may serve as the One Stop Operator. Seconded by Bob Olsgard. Vote taken, carried.***

**NWWIB Regional Program Enrollment Report** - *Mari Kay-Nabozny - hand out at meeting*

Mari distributed a progress report on the programs the WIB operates. Sue Stephens, CEP Regional Manager asked about co-enrollment and if Mari's inquiry to DWD about including leveraged training resources may count towards the 35% training funds. Mari explained that DWD did not respond and that as of right now any other program's expenditure and that does not count towards it.

**NWWIB PY24 Preliminary Budget** - *Mari Kay-Nabozny – (Attachments Draft Budget FY24 document)*

Mari presented the WIB preliminary budget. The total amount requested from WIOA is \$171,000 which includes the CLEO Board budget, Fiscal Agent Fee, D & O insurance for the CEO consortium and one stop operator. This money is used for the activities carried out in the MOU. Mari noted that it's not taking money from CEP as prior to the split those same funds were funding the salaries and activities of NWIWB staff under the CEP employment. She discussed all the grants and other costs. She noted that she's willing to give time allocation sheets, mileages and other receipts to the fiscal agent NWCEP, but needs to have a better understanding of what is needed by CEP to pay the outstanding invoices. Mari noted they can provide receipts, but if they have been cost allocated that will not paint the entire picture without going into the cost allocation plan. Mari noted that an increased amount for the fiscal agent fee will increase the budget amount for PY24. Jeff discussed the \$171,000 needs to be quantified the fiscal agent agreement.

**PY23 WIOA Reconciliation** - Mari Kay-Nabozny (Attached CEP reconciliation document)

A handout was in the packet for review. Mari noted that while the CEOs approved \$210,000 for PY23, the NWWIB has only drawn \$95,000 through the end of April which should result in a large surplus for CEP. Mari noted that WIOA funds are good for two years so any unspent funds could be applied to the subsequent year budget which is good for all.

**Comments & Announcements**

Mari discussed the motions from CEP Board 5/15/24 meeting minutes. She noted that the WIB cannot prepay their WIB staff benefits beyond a month. If CEP no longer wants to provide benefits, then NWWIB can look at other plans. Michelle Smith, CEP Finance Director explained how the delay in FSA/HRA reimbursements from WIB affects the NWCEP cash flow.

Mari noted that HR6655 *A Stronger Workforce for America Act* bill held a Senate hearing and is moving fast. Jeff noted that the CEP's are closely monitoring this legislation.

Rollie asked if NWCEP still pursuing the \$5,000 from each County. The answer was yes.

**Next Meeting Date & Location & Adjournment**

Emmett Byrne made a motion to adjourn. Seconded by Larry Fickboehm.

The next meeting will take place on Wednesday, August 21, 2024, or at the call of the Chair. The meeting was adjourned at 1:30 p.m.