

NORTHWEST WISCONSIN CHIEF ELECTED OFFICIALS CONSORTIUM

WORKFORCE DEVELOPMENT AREA (WDA) 7

Wednesday, June 18, 2025 | Time: 11:30 AM

Location: Northwest CEP Office Meeting Room, 417 9th Ave W, Ashland, WI

Virtual Meeting Link: <https://nwcep.org/conference/>

MEETING MINUTES

CEO Consortium Members

☒ Emmett Byrne	☐ Larry Fickbohm	☒ Charlie Glazman	☐ Elizabeth Franek
☒ Steve Kariainen	☒ Bob Olsgard	☒ Patricia Stephan	☒ Rollie Thums
☒ Terry Wedwick	☐ Larry Youngs		

Guests

☒ Brent Blomberg (Alternate)	☒ Skyler Dural-Eder	☒ Mari Kay-Nabozny	☒ Melissa Rabska
☒ Michelle Smith	☒ Sue Stephens	☒ Mary Zinnecker	

Call Meeting to Order

Meeting was called to order by Charlie Glazman at 12:15 PM.

Roll Call & Report on Public Meeting Notice

Roll call was taken, a quorum was present. The public meeting notice was posted and shared with area libraries.

Mission Statement

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

Review/Approval of August 21, 2024 and August 23, 2024 CLEO Consortium Minutes

Motion to approve the August 21, 2024 and August 23, 2024 Meeting Minutes as presented:

Steve Kariainen

2nd: Bob Olsgard

Carried unanimously.

NWWIB Board Certification

Mari Kay-Nabozny presented on the NWWIB Board Certification in the meeting packet. Every two years the board has to go through a certification with the state. The letter of approval from the state showing the board is in compliance was included in the meeting packet.

ACTION ITEM: NWWIB–CEP Fiscal Memorandum of Understanding (MOU)

Mari Kay-Nabozny and Skyler Dural-Eder presented on the NWWIB-CEP Fiscal Memorandum of Understanding. Both have reviewed the MOU and the only items updated and changed were the dates within the document. This MOU will also go to the NWWIB Board for approval as well.

Motion to approve the NWWIB-CEP Fiscal Memorandum of Understanding as presented: Bob Olsgard

2nd: Emmett Byrne

Carried unanimously.

ACTION ITEM: Appointment of Steve Bitzer of Northwood Technical College to the NWWIB

Mari Kay-Nabozny noted that Bambi Pattermann from Northwood Technical is retiring and John Will, President of Northwood Technical College, has appointed Steve Bitzer to replace Bambi on the Board.

Motion to appoint Steve Bitzer to the Northwest Wisconsin Workforce Investment Board of Directors: Rollie Thums

2nd: Terry Wedwick

Carried unanimously.

ACTION ITEM: Program Year 2025 NWWIB Budget Approval

Mari Kay-Nabozny presented on the NWWIB Budget included within the meeting packet. Based on the best estimates of WIOA funds (this may change when allocations are presented) and based on the direction from the Liaison Committee last fall, the WIOA budget amount was determined. Mari provided an overview of the categories included in the WIOA budget, such as supplies, staffing, and membership fees. A question was raised about staff wages and if it is an increase over last year's staffing model. It was explained that wage increases are based on 3% COLA as an average and that actual increases are based on performance. Mari also gave an overview of the entire organizational budget in relation to WIOA funds, which included a breakdown of the entire budget of approximately \$3 million.

Motion to approve NWWIB's Program Year 2025 WIOA-related and organizational budget as presented: Patricia Stephan

2nd: Bob Olsgard

Carried unanimously.

ACTION ITEM: Program Year 2024 WIOA Internal Monitoring Report

Melissa Rabska presented on the Program Year 2024 WIOA Internal Monitoring Report. A memo was included in the meeting packet. An overview of the best practices, technical guidance, areas of concern, and findings were presented. A discussion occurred about the technical guidance given about CEP, the WIOA service provider, not meeting the state's 35% training goal. It was explained that although there is two years to spend the WIOA funding, DWD reviews this goal on an annual basis and compares it to the annual expenditures. At the time of the monitoring, CEP's rate of spending for training was behind where it should have been to meet the 35% training goal for the expenses that have been incurred.

Motion to approve the Program Year 2024 WIOA Internal Monitoring Report as presented: Bob Olsgard

2nd: Emmett Byrne

Carried unanimously.

ACTION ITEM: Program Year 2025 One-Stop Operator MOU Review and Approval

Mari Kay-Nabozny provided an overview of the One-Stop Operator MOU included in the meeting packet. Recently, the state notified Mari there will be some edits to the final MOU. For the Superior Job Center, which is the only location in the Workforce Development Area that has shared infrastructure costs, the budget is \$19,531. FTEs is the mechanism used to determine the shared costs. The MOU outlines the shared cost of FTEs per organization. It also outlines the other general costs that are provided. The SOLAR system calculates the amounts that need to be received since partners are supposed to equitably share the costs. Once completed, the MOU is good for 3 years unless there are any major events. The CEO Consortium tabled approving the document until it has been finalized by the state.

Update on DWD Governance Monitoring

Mari Kay-Nabozny and Skyler Dural-Eder provide an update on the DWD Governance Monitoring. There are no updates to share at the time of this meeting. It is anticipated that DWD may have an update during this year's WIOA monitoring taking place in September.

PY24 WIOA Monitoring Close Out

Mari Kay-Nabozny reported that PY24 WIOA Monitoring is officially closed out.

Comments & Announcements

No comments or announcements were discussed.

Next Meeting Date & Location

The next meeting date is scheduled for Wednesday, October 15, 2025 or at the call of the Chair.

Adjournment

Motion to adjourn: Rollie Thums

2nd: Bob Olsgard

Carried unanimously.