

NORTHWEST WISCONSIN CHIEF ELECTED OFFICIALS' CONSORTIUM

WORKFORCE DEVELOPMENT AREA (WDA) 7

Wednesday, October 15, 2025, | Time: 10:00 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 (excused)	☒ Elizabeth Franek
☒ Steve Kariainen	☒ Bob Olsgard	☒ Patricia Stephan	☐ Rollie Thums (excused)
☒ Terry Wedwick	☐ Larry Youngs		
Guests			
☒ Brent Blomberg (Alternate)	☒ Skyler Dural-Eder	☐ Mari Kay-Nabozny	☐ Bella Potack-Rettler (notetaker)
☒ Michelle Smith	☒ Sue Stephens	☒ Mary Zinnecker	
☒ Dave Willingham	☒ Jennifer Schuelke		

Call Meeting to Order

Meeting was called to order by Bob Olsgard at 10:11 AM.

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 and Class A newspapers.

Mission Statement

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

1) Review/Approval of August 20, 2025 CLEO Consortium Minutes

Motion to approve Meeting Minutes from August 20, 2025 as presented: Steve Kariainen

2nd: Patricia Stephan

The motion to approve the Meeting Minutes from August 21st and August 23rd passes unanimously.

2) PY24 DWD Monitoring Update – Mari Kay-Nabozny

Mari Kay-Nabozny gave the PY24 DWD Monitoring report. She shared that the NWWIB and Northwest CEP were monitored by the Wisconsin Department of Workforce Development in early September for WIOA and other programs. Mari Kay-Nabozny shared that the report provided by the State was included in the Chief Elected Officials packets.

Mari Kay-Nabozny remarked that this year's monitoring results were standard, if not, better. The programs monitored were WIOA, FORWD, EO, Fiscal, WAI and QUEST. All findings were minimal and result of human error (for example: the wrong date was case noted or, a signature was missing in file work). Mari Kay-Nabozny shared with the CLEOs that the disallowed costs from monitoring will be minimal if there are any at all. She praised Northwest CEP staff for the good WIOA monitoring year.

Mari Kay-Nabozny reminded the CLEOS that the Wisconsin Department of Workforce Development has 45 days from the exit conference to provide a report to the NWWIB and Northwest CEP. Once this report is sent, the NWWIB and Northwest CEP have 45 days to respond to the report. This process can extend to March 2026.

Mari Kay-Nabozny also shared that the EO review was done at the Ashland Northwest CEP office / Job Center. There was one finding from this monitoring, but it is nothing of major concern. The finding was due to a low grab bar in the bathroom that will have to be corrected.

The NWWIB COO will do staff training with Northwest CEP and NWWIB staff to go over the findings from monitoring and re-educate on any common areas of concern or findings. This is standard and follows monitoring each year.

There were no additional comments or questions. No action needed.

3) **ACTION ITEM: NWWIB Bylaws Change – Mari Kay-Nabozny**

Mari Kay-Nabozny stated that the NWWIB is requesting a bylaws change. This bylaws change was discussed at the last CLEO meeting in August and tabled. This change is a request to combine the NWWIB Youth Committee and Strategic Directions Committee to form a single committee: The Future Talent & Strategy Committee. The reason for this combination is because the NWWIB has been struggling to reach quorums with the NWWIB Youth and NWWIB Strategic

Directions Committee's separately. Combining the committees will overcome this barrier and create a committee with stronger purpose.

Terry Wedwick inquired if the NWWIB Board of Directors has approved the committee combining. Mari Kay-Nabozny shared that the NWWIB Board of Directors had approved of the combining of committees at their September 2025 meeting.

Patricia Stephan asked how many NWWIB Board members are on each committee. Mari Kay-Nabozny shared that on Youth there is three NWWIB Board members and four on Strategic Directions. There would be potential total of 6 NWWIB Board members on the new committee.

Terry Wedwick asked how many members a part of the Future Talent & Strategy Committee will be. Mari Kay-Nabozny shared that there will be approximately 10 members on the Future Talent & Strategy Committee.

Bob Olsgard asked if there were more questions or comments from the CLEO members. He shared his approval of the Future Talent & Strategy Committee forming.

Steve Karienen asked how often the Future Talent & Strategy Committee will meet. Mari Kay-Nabozny answered that the Future Talent & Strategy Committee will meet quarterly.

Patrica Stephan asked what time of day the Future Talent & Strategy Committee will meet at. Mari Kay-Nabozny shared that there had not been a set time established for the Future Talent & Strategy Committee yet, but that Strategic Directions formerly started at 10 AM and Youth Committee at 2:30 PM. She shared that the new committee will probably meet at one of those already established times, but she plans to survey the new committee.

Bob Olsgard asked if there were more questions or comments. There were no more questions or comments.

Motion to approve the NWWIB Bylaws Change and the formation of the NWWIB Future Talent & Strategy Committee: Terry Wedwick

2nd: Patricia Stephan

The motion to approve the NWWIB Bylaws Change and the formation of the NWWIB Future Talent & Strategy Committee passes unanimously.

4) DWD Governance Monitoring Closeout Letter- Mari Kay-Nabozny & Skyler Dural-Eder

Mari Kay-Nabozny and Skyler Dural-Eder shared the Wisconsin Department of Workforce Development Governance Monitoring Closeout Letter sent on August 27th, 2025. The letter was included in the CLEO meeting packet. Mari Kay-Nabozny shared that the final report on governance monitoring happened between the months of August 2024 – May 2025. She shared that there were two areas of concern.

In the Wisconsin Department of Workforce Development Governance Monitoring Closeout Letter, it was recommended that the WDA7 governance reorganize so there is a single governance entity. The State made this recommendation after finding the Conflict-of-Interest forms that are signed can create a problem if everyone must recuse themselves and cannot vote on anything. This finding was a recommendation.

The group discussed concerns raised at the Executive Finance meeting about possible board representation and fiscal structure changes. Skyler noted it would also be reviewed at the CEP Board. Bob Olsgard acknowledged potential conflicts of interest but saw no clear harm to the program, suggesting more discussion was needed. Emmett Byrne pointed out there was no deadline or obligation to act on DWD's recommendations. Terry Wedwick questioned whether the issue implied merging CEP and NWWIB, and Mari clarified it may relate to fiscal agent responsibilities, not full organizational merger. Bob summarized that DWD's comments were mainly procedural and that CLEOs are addressing the matter. All agreed the situation remained unclear, and Mari will follow up with DWD in writing for clarification.

5) Comments & Announcements – All

Mari Kay-Nabozny announced the JobPod opening in Medford. She shared that Iron River's Library will be getting a JobPod too, and probably one in Washburn County.

Emmett Byrne shared that he is on the Webster Library Board and that it sounds like they are going to submit a request for a JobPod to be placed in their library. Bob Olsgard shared that Spooner Library has been discussing it too.

There were no further comments or announcements.

Emmet Byrne motioned adjournment

6) Next Meeting Date & Location – February 18th, 2026 or at the call of the Chair

7) Adjournment