

NORTHWEST WISCONSIN CHIEF ELECTED OFFICIALS CONSORTIUM WORKFORCE DEVELOPMENT AREA (WDA) 7

Wednesday, June 17, 2026 | Time: 10:00 AM

In Person & Virtual

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

Virtual Meeting via Teams

MEETING MINUTES

CEO Consortium Members

☒ Emmett Byrne	☐ Larry Fickbohm (excused)	☒ Charlie Glazman	☐ Elizabeth Franek (excused)
☒ Steve Kariainen	☒ Bob Olsgard	☒ Rollie Thums	☐ Jeff Ulrich (excused)
☒ Terry Wedwick	☐ Larry Youngs (excused)		

Guests

☒ Melissa Rabska (notetaker)	☒ Skyler Dural-Eder	☒ Mari Kay-Nabozny	☒ Michelle Smith
☒ Sue Stephens	☒ Mary Zinnecker	☒ Dave Willingham	☒ Brent Blomberg (Burnett County Alt.)

Call Meeting to Order

Meeting was called to order by Charlie Glazman at 10:05 AM.

Welcome & Introduction of Guests

No Guests were present.

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

Charlie Glazman 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 February 27, 2026 Consortium Minutes

Motion to approve Meeting Minutes from February 27, 2026, as presented: Bob Olsgard
2nd: Steve Kariainen
Carried unanimously.

PY25 DWD Monitoring Update and Timelines

Presented by Mari Kay-Nabozny. The PY25 DWD monitoring timeline was reviewed with the Consortium. The Desk Review is due August 25th. Northwest CEP will complete the fiscal portion as fiscal agent. A virtual remote review is scheduled for September 14th through 16th, 2026. An onsite review is scheduled for September 22nd through 23rd, 2026. The monitoring report is expected to be released by December 2026.

DWD has provided advance notice of the areas to be reviewed this year, which has been shared with staff. A remote EO review will be conducted; the format is new this year and staff noted some uncertainty about the process, with the hope that it will not create barriers to completing monitoring activities.

Skyler Dural-Eder and Mari Kay-Nabozny will include the Consortium Chair in the exit interview to ensure the CEOs are informed of any monitoring findings.

ACTION ITEM: Approve PY26 WIOA Budget for NWWIB & CEP

Skyler and Mari presented on the PY26 WIOA Budget for NWWIB and CEP. The process of how WDA 7 is structured differently because of the service provider relationship and the WIOA Fiscal Agent. This is why both the CEP organizational budget and the WIOA budget are being presented to the CEOs.

The CEP budget reflects 56.2% of new PY26 WIOA funding, with new agreements effective in July and remaining funds to be distributed later in the fall. The Healthcare Navigator and Rapid Response budget lines will be added when those figures are finalized, as the information was not available at the time of submission. The budget incorporates state-required expenditure targets.

The NWWIB's WIOA estimated budget is just over \$84,000, representing 10% of the total allocation as established by the liaison committee. These figures represent the best available estimates pending final approval; no major changes are anticipated.

The CEP budget reflects a projected ending balance of over \$1,008.89. Benefit rates are still being negotiated, so this figure may be revised as final numbers are confirmed.

Discussion occurred on how the budget compares to last year. The hardest thing is not knowing what is going to happen at the federal level for next year funding. Some of the federal proposals currently being discussed could significantly affect future funding. For this coming program year, no major changes are anticipated.

The federal government communicates Wisconsin's total allocation to the state, which then informs local-level projections used for planning purposes. Under WIOA, the state may withhold up to 15% of funds as discretionary reserves.

Additional resources remain scarce. Current focus areas include artificial intelligence, advanced manufacturing, and apprenticeship – areas in which WDA 7 has historically had limited capacity. The overall PY26 budget reflects an approximately 10% reduction compared to the prior year.

The CEOs are required to approve the total WIOA budget. Under a typical structure this would be presented as a single budget inclusive of administration, service providers, and other components. WDA 7's budgets appear differently due to the unique nature of the region's structure, with both the CEP and NWWIB maintaining separate organizational budgets. The final budgets will be presented in September.

Approximately \$395,000 in WIOA CEP carryover is anticipated from the current program year. This figure may change as final expenses are reconciled. Staff is working to determine an appropriate timeline for expending carryover funds and establishing a balance point for planning purposes.

The NWWIB budget reflects a transition from \$3.1 million to \$1.9 million. The NWWIB Board of Directors will be approving a deficit budget of approximately \$200,000, supported by a specific plan of activities and expenditure monitoring. WIOA budget line items include approximately \$59,000 in salaries, \$4,000 in travel, supplies, and an indirect cost allocation covering rent and related overhead. The NWWIB is operating from its 10% allocation and will coordinate with CEP to reconcile final numbers and make any necessary adjustments.

Discussion was held regarding travel expenses for board members. Board travel costs are reflected in both the NWWIB and CEP budgets, and will be incorporated into final budget figures. The NWWIB will develop an estimate for CEO Consortium board-related costs to be included in the final budget.

Motion to approve the draft PY26 WIOA budgets for the NWWIB and CEP: Bob Olsgard

2nd: Terry Wedwick

Carried unanimously.

ACTION ITEM: One Stop Operator MOU

Mari presented the One Stop Operator MOU for approval, which is required on an annual basis. This current MOU is an extension utilized for the current cycle. It was noted that the state (Job Center of Wisconsin) has zeroed out the budget for the Superior Comprehensive One-Stop this year. The MOU follows a standard template with required fields to be completed by the local area.

Motion to approve the One Stop Operator MOU: Emmett Byrne

2nd: Bob Olsgard

Carried unanimously.

ACTION ITEM: Review & Approve PY25 Internal WIOA Monitoring Report

The PY25 Internal WIOA Monitoring Report was presented to the Consortium for review by Melissa Rabska. The monitoring memo was included in the meeting packet highlighting all of the best practices, areas of concern, and findings. Copies of the full report were available for review upon request.

There were two notable findings discussed with the consortium. One of these findings was in relation to updating files during the monitoring period, with the exception of conducting day-to-day current activities, files cannot be modified once the PIN selection has been sent—this is at the state and local level. There was an instance of one Career Planner adding case notes in relation to services during the file upload period. This was discussed with the Career Planner when onsite about how this is unallowable and advised not to do this in the future with local or state monitoring. The other was related to properly documenting someone's failure to register for Selective Service. There was documentation of the failure to register in the file; however, it did not follow all of the requirements set of by the state policy. Again, to reiterate, most of the findings were related to humans entering data and were one off instances.

Motion to approve the PY25 Internal WIOA Monitoring Report: Terry Wedwick

Second: Steve Kariainen

Carried unanimously.

Programmatic Updates

Job Pods (Iron River, Medford, Webster, and Cable)

Mari presented an update on the region's JobPods. JobPods are library-based physical access points for job center and workforce system services. The Medford and Iron River JobPods are operational.

Webster is operating as a “JobPod light” site, consisting of dedicated desk space rather than a full JobPod installation. Cable has been recently added as a location to receive a JobPod.

Placement decisions remain with the Brown County Library System, and the workforce board does not determine locations. JobPod sites serve as access points where workforce staff can meet with participants; resources are updated quarterly.

A member inquired about the status of a potential JobPod placement in Ladysmith. It was noted that there is no current knowledge of whether a request has been submitted by the Ladysmith library. Mari Kay-Nabozny will follow up for more information.

Youth RFP

The Youth RFP procurement process was conducted in spring 2026. Two proposals were received, and Northwest CEP was selected to provide Youth services. The award is structured as a three-year performance-based contract, with renewal subject to performance. Procurement for Youth services is required by WIOA, as there has been competition for this RFP and sole-source justification is not applicable.

One Stop Operator Quarterly Report

The One Stop Operator Quarterly Report is a legislatively required item for CEO review. No complaints were received during the quarter. The Equal Opportunity (EO) review was conducted in May. Once approved by the state, the MOU, which was due in late May, it will be distributed for signatures. A partner training was conducted for all Job Center system partners in mid-May. Key highlights from the OSO activities update include no complaints received and confirmation that all physical sites were monitored for EO compliance. The Quarter 3 report (January through March) has been expanded to include May activities in order to capture all MOU-related activities within a single report period.

PY25 NWWIB Audit

The PY25 NWWIB audit was completed with no findings and no issues. The audit has been submitted to the state and to the federal database.

PY25 CEP Audit

The PY25 CEP audit was presented. It has been submitted to the state and to the federal database.

PY25 Quarter 3 WIOA Performance

Two performance charts were presented: a Q3 rolling quarters report and a year-to-date report.

PY25 Year to Date WIOA Performance

The year-to-date report is the primary report to monitor closely. Measurable Skill Gains (MSG) represent a statewide trend of underperformance, and the metric is considered difficult to define consistently. The state has provided technical assistance around MSG. Youth performance metrics are currently trending lower; however, this has historically improved at the close of the program year in late June, following graduation season.

New Member Orientation

Mari and Skyler presented on the newly developed CEO Consortium Member Orientation. This will be delivered to new members at a later date, who were not present. The full orientation presentation was included in the meeting packet. The presentation included an overview of the governance responsibilities of the CEO Consortium as well as the four WIOA Titles. The presentation also included an overview of how the various agreements between the CEO, CEP, and NWWIB relate to the CEO's requirements.

Funding distributed to CEP regions is determined by a statutory formula that uses the higher of: the number of disadvantaged youth or adults, or the number of low-income individuals in the region. The full formula language is included in the orientation presentation.

WDA 7's CEP status results in a slightly higher allocation share for Adult and Youth funds. This is noted as the one remaining tangible funding benefit associated with CEP designation. Updated allocation numbers included in the presentation were provided by the state.

Conflict of Interest Forms for PY26

Skyler will be sending them out electronically to be completed.

Comments & Announcements

Patricia Stephan (Price County) submitted written notice to Skyler Dural-Eder announcing her resignation from the CEP Board and CEO Consortium. Her correspondence included positive remarks regarding the work of the boards.

It was noted that officer elections was anticipated to take place at this meeting; however, with not all appointment letters having been received, elections will be deferred to the next meeting.

Next Meeting Date & Location – At the call of the Chair

September was noted as making sense for the next meeting to approve the final budgets.
September 16th was mentioned as a possible date.

Adjournment

Motion to adjourn: Rollie Thums

Seconded by: Emmett Byrne

Carried unanimously. Meeting adjourned at 11:30 AM.