



ADMINISTRATIVE OFFICE

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NWCEP, INC. BOARD OF DIRECTORS

Wednesday, February 15, 2023 – 10:30 a.m.

NWCEP, Inc. Office – Ashland, WI & Via Teleconference

MEETING MINUTES

Present: Joe Pinardi, Zoom; Emmett Byrne, Zoom; Tom Mackie-Zoom, Zoom; Bob Kopisch-Zoom; Charlie Glazman-Zoom, Zoom; Bill Kacvinsky; Larry Fickbohm; Elizabeth Franek-via Zoom, Terry Wedwick; Patricia Stephan, Thomas Gordon, Sr; Michael Maestri-Zoom; Brent Blomberg, Zoom (alternate)

Excused: Dave Willingham, Rollie Thums, Dee Gokee-Rindal

Staff/Guests Present: Jeff Muse, CEP; Jenny Decker, CEP; Mary Zinnecker, CEP; Kristy Gamble, WIFPLI

Call Meeting to Order/Roll Call

Bill Kacvinsky, CEP Board Chairman called the meeting to order. For the record, the public meeting notice was published on the CEP website, social media, the area Library System, and the area County government websites in WDA #7. Roll call was taken, a quorum was present.

Pledge of Allegiance: The pledge of allegiance was recited by all in attendance.

Mission Statement

Bill Kacvinsky reported that the mission of CEP is to strengthen the economy of northwest Wisconsin by providing effective and efficient workforce development services to businesses and workers.

Approval of the Meeting Minutes from 12/21/2022

Tom Gordon, Sr. made a motion to approve the 12/21/22, meeting minutes as presented. Seconded By Charlie Glazman. Vote taken, carried unanimously.

Client Success Story

Jeff discussed two client success stories. The first story involved a client finding a job with CEP's assistance rental assistance and resume writing. The client attends weekly AA and NA meetings.

The next story involved a CEP client who utilized a mobile unit lab to train CNAs. This is a high demand occupation. CEP worked with NTC staff to help the client receive their training through this unit.

Executive Director's Report

Jeff explained his ED report included in the meeting packet. He reported that the CEP Superior Career Planner resigned and interviews took place yesterday and the position will be refilled. He noted the DVR placements are going well.

Jeff reported that the RFP for the FSET program came out and is due in May and implementation in October 2024. There will be 11 awards. Jeff noted that CEP needs additional funds to sustain FSET staffing, therefore, CEP will be applying for their own funding. He noted that WRI wants to apply for the Transitional Jobs funding as well. It's a program that CEP currently runs that is very successful. Jeff discussed the Youth

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Strengthening our region, one person, one business, one job at a time.

Apprenticeship program. He said it's taking off and it's a great program, doubling our enrollment. He noted that CESA now wants to write a grant for this program as well, which would be overlap and confusing for schools.

Jeff discussed a profit/loss financial statement from WIPFLI for CEP. Kristy Gamble discussed it further, noting that some of our grants do not end at the same time as our WIOA fiscal year. She discussed page two. She noted that the auditors are finishing up on the audit and they're working on adjustments.

CEP Ashland Office Update

Jeff emailed and distributed a SWOT (strength, weakness, opportunities, threat) feasibility study he created regarding the possible CEP relocation plan for the Board to review. Jeff discussed why and if we want CEP to relocate, plus the cost factor, moving costs, etc. It was noted that if the new location doesn't have other renters to occupy the rest of the space, it could increase our rent and utilities down the road. The Board requested that more concrete numbers be provided to them before they can proceed. It was suggested to work with AADC on lease costs. Jeff noted he will get everything in writing on relocation expenses. It was suggested to give the Board at least a month to review the plans after they've been received.

Regional Employment Report

Jeff discussed the DWD Regional Employment report for February 2023 which was included in the meeting packet.

Discuss Fiscal Monitoring at CEP

Jeff noted that he received an email from Wegner Auditors and they're still working on it. More information will be available at the April CEP Board meeting.

State & Federal Updates

Jeff reported that he received an email from Senator Baldwin's office on any proposals in appropriations. Jeff explained that we're very focused on the CEPs maintaining their legal status in WIOA under the reauthorization. It was noted there is a listening session in Ashland on Friday with the newly state elected representatives at the Vaughn Library.

Comments & Announcements

None

Next Meeting Date/Location & Adjournment

The next meeting of the CEP Board of Directors will take place on Wednesday, April 19, 2023, in Ashland or at the call of the Chairman. The meeting was adjourned at 11:15 a.m.