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NWCEP, INC. BOARD OF DIRECTORS

Wednesday, June 15, 2022 – 10:30 a.m.

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

MEETING MINUTES

Present: Joe Pinardi; Dave Willingham; Emmett Byrne; Tom Mackie; Bob Kopisch; Charlie Glazman; Dee Gokee-Rindal-via zoom; Bill Kacvinsky; Larry Fickbohm; Elizabeth Franek-via zoom, Terry Wedwick, Brent Blomberg (alternate)

Excused: Patricia Stephan, Rollie Thums, Thomas Gordon, Sr.; Michael Maestri

Staff/Guests Present: Jeff Muse, CEP; Jenny Decker, CEP; Mary Zinnecker, CEP; Kristy Gamble, WIPFLI-via zoom; Melissa Rabska, NWWIB

Welcome & Introduction of New CEP Board Members

Terry Wedwick introduced himself as the new CEP Board member representing Rusk County. Everyone introduced themselves.

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

Charlie Glazman 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 5/25/2022

Thomas Mackie made a motion to approve the 5/25/22, meeting minutes as presented. Seconded by Emmett Byrne. Vote taken, carried unanimously.

Election of CEP Board Officers

Jeff Muse explained that every two years, after the county board elections, the CEP Board has their election of officers in June for the Chairperson, Vice Chair and Secretary positions.

Nominations were opened for the Chairperson of the CEP Board. Thomas Mackie nominated Bill Kacvinsky as Chairman of the CEP Board and Bob Kopisch seconded the motion. Motion made by Tom Mackie to close nominations, seconded by Joe Pinardi. Vote taken, carried unanimously.

NORTHWEST WISCONSIN CEP

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

Nominations were opened for a Vice Chairperson of the CEP Board. Thomas Mackie nominated Dave Willingham as Vice Chairman of the CEP Board, seconded by Bob Kopisch. A motion to close the nominations was made by Joe Pinardi and seconded by Emmett Byrne. Vote taken, carried unanimously.

Nominations were opened for the Secretary/Treasurer of the CEP Board took place. Dave Willingham nominated Tom Mackie as Secretary/Treasurer position, seconded by Charlie Glazman. Joe Pinardi made a motion to close the nomination and seconded by Emmett Byrne. Vote taken, carried unanimously.

Action Item: Review/Approve WIOA Monitoring Report

Jeff explained Melissa Rabska, NWWIB's Operation Manager's role in how the internal monitoring works. Melissa conducts an overview of the report that was included in the meeting packet. Melissa explained that this document has been passed out previously but what is new is a comparison chart. She explained the best practices, findings and areas of concern. She indicated that she doesn't review contracts but monitors the EEO, programs and fiscal practices of the service provider. She explained that she works with the state and the DOL to get the required documents. It was noted that CEP will correct the findings.

Charlie Glazman made a motion to accept the WIB Monitoring Report as presented. Seconded by Thomas Mackie. Vote taken, carried unanimously.

Action Item: Review/Approve Fiscal Agent Report

Jeff explained that CEP is the fiscal agent for the WIOA funds. An updated fiscal agreement was included in the meeting packet which he explained. Jeff noted that Bill Kacvinsky's name should be added to the Fiscal Agent agreement as the Chairman of the CEP Board of Directors. It was noted that an amendment date should be included. Discussion took place on the fiscal agent fee and that the timeline of this agreement date should be based on a previous budget that did not cover a previous fiscal agent fee. It was noted that this should be changed so that a fiscal audit may not allow those costs from a previous fiscal year. The Board agreed to amend the agreement from July 1, 2022 through June 30, 2024.

Bob Kopisch made a motion to approve an amended Fiscal Agent Report with the effective date changed from July 2022 to 2024 and to add the CEP Board Chair's name on the signature page. Seconded by Emmett Byrne. Vote taken, carried unanimously.

Action Item: Review/Approve Firewall & Internal Control Policy

To be deferred to the Chief Local Elected Official Consortium meeting.

Client Success Story

Jeff shared an FSET success story regarding a client who was released from prison and worked with FSET and CEP to find gainful employment and housing.

Discuss PY20 Fiscal Audit Results

The Fiscal Audit results were completed and there are no findings or areas of concern. Jeff will share this report with the Board once he receives it.

Executive Director's Report

Jeff explained his Executive Director's Report which was included in the meeting packet. He noted it highlights accomplishments, progress and areas CEP is working on.

It was noted that state WIOA allocation were cut 8.6% and that's around \$114,000. Dave suggested bringing a financial dashboard to the next meeting so the Board can review comparisons. Kristy Gamble at WIPFLI explained that she'll bring a balance sheet and other reports for review.

Jeff gave an update on CEP's Youth Apprenticeship program and noted that he'll dedicate more of Sara White, CEP Youth Services Manager's time to that program where she's making successful progress.

Jeff gave an update on the Worker Advancement Initiative where we partner with WIB and ICAA. This program lowers barriers for clients making it easier to receive services from us. He noted it has been very successful thus far.

Jeff discussed CEP's WIOA performance report noting that CEP exceeded and met all WIOA performance measures.

Regional Employment Report

Jeff discussed the June Regional Employment, noting that it would be nice to have a breakdown of ages of those on unemployment and the number of older workers who are in the workforce.

Jeff noted he will create a dislocated worker report for the next meeting, along with noting success stories of new businesses creating jobs.

Action Item: Review/Approve PY 22 Preliminary WIOA Budget

Kristy Gamble, Chief Accountant for CEP from WIPFLI explained the PY2022 budget on the screen for Board members to view. She will also send this to Jeff and to the Board members.

Thomas Mackie made a motion to approve the PY22 Preliminary WIOA budget as presented. Seconded by Elizabeth Franek. Vote taken, carried unanimously.

State & Federal Updates

Jeff discussed the WIOA 2022 Reauthorization. Letters have been sent to elected officials from the three CEPs to ensure their language is included in the new federal WIOA 2022 reauthorization. Jeff said we do not want to lose our local designation under the new Act.

Comments & Announcements

Charlie Glazman reported that Senate Bill 829 which changes tax delinquency sales to the counties and helped pay for some economic development, tourism activities will go away and impact these initiatives. The Counties have to figure out how to fund those items.

Next Meeting Date and Location

The next meeting of the CEP Board of Directors will take place on Wednesday, August 17th in Ashland or at the call of the Chairman.

The meeting was adjourned at 11:30 a.m.