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## ADMINISTRATIVE OFFICE

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**CEP Board of Directors**  
**Wednesday, May 20, 2020 – 10:30 a.m.**  
**AmericInn/Web Ex – Ashland, WI**  
**Meeting Minutes**

### Present

Thomas Gordon, Sr.  
Bill Kacvinsky  
Tom Mackie  
Dave Willingham  
Bob Kopisch - via web ex  
Dan Makovsky - via web ex  
Dee Gokee-Rindal - via web ex  
Joe Pinardi - via web ex  
Charlie Glazman - via web ex  
Dawn Petit - via web ex  
Elizabeth Franek - via web ex  
Emmett Byrne - via web ex  
Larry Fickbohm - via web ex  
Brent Blomberg, alternate via web ex

### Excused

### Others Present

Jeff Muse  
Jenny Decker  
Mary Zinnecker

### Call Meeting to Order

Bill Kacvinsky, CEP Board Chairman called the meeting to order. Roll call was taken, a quorum was present. The public meeting notice was published in two class A newspapers in the WDA. Larry Fickboem was introduced at the new CEP Board member representing Bayfield County.

### Approval of the Meeting Minutes from 4/01/2020

**Tom Mackie made a motion to approve the 4/01/20, meeting minutes as presented. Seconded by Tom Gordon Sr. Vote taken, carried unanimously.**

### WIOA 2020 Allotment Update

Jean Christiansen, WIPFLI Accountant was asked to join the meeting to answer some questions regarding the separation of the CEP and WIB. She indicated that there are some old general pots of money to be sorted out. Jean noted that every time we receive a new grant, those funds always rolled over and they either generated a profit or loss. The combined funds of June 30<sup>th</sup> assets were \$376,000 dollars. She explained that \$316,000 would stay with CEP. Jean noted that we do have resources. The resources generated over time have been related to CEP. Jeff asked Jean if we should have an MOU in place between the WIB and CEP to determine whose funds belong to who. Jean said we need further discussion with Mari to solidify our position. Jean said she sent a report to Jeff recently closing the month of March which shows where we are to date. CEP has generated a profit of around \$28,000 since March. Jean explained that she gives Mari the admin grant and gives CEP the Youth, Adult and DW grants and she's not sure if that will remain the same. Jeff noted that there are over \$200,000 going to

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WIB staff for salaries that is program money. It was noted there was a grant written by the WIB to cover one staff that they did not receive so this staff is funded out of WIOA. Charlie asked if we know how much financial resources we need to keep going. Jeff said no, we're looking at the WIOA funds and the WIB will give us the Adult and DW funds, and we're obligated to spend 35%. Elizabeth Franek said if the WIB gets money first, and it goes to CEP, and with this pandemic, how will this affect programs and helping people? Jeff noted that the state of Wisconsin is always a year behind in funding cycles and we know we'll receive an eight percent cut. Jean from WIPFLI is working with CEP on how the funding cuts will impact staffing and programs and to maintain that 35% quota. Dave asked under the current structure who is the fiscal agent. Jeff said it is the counties who are designated as the fiscal agent. Discussion took place on the role of the fiscal agent and who determines where the dollars go.

### **Follow Up on Regarding CEP/WIB Governance & Organizational Issue**

Dave said the CLEOS need to determine the fiduciary responsibility. Tom said we need to be firm with the state and that the ten counties are responsible for these funds. A question was raised that if you're splitting the WIB and the CEP, someone has to determine how this is legally laid out. Jeff noted that the 10 of the Workforce Development Areas (WDAs) in Wisconsin have a different arrangement, but because we exist as a CEP, we have always been the fiscal agent and have been bypassed due to the CEP status in the federal legislation. It was pointed out that if WIB is getting the money, CEP and the CLEOS should have control. It was noted that that the counties need to have a say in how those funds are dispersed. Dave said we could form a CLEO Consortium who would be the recipient between the Counties and DWD and designate the fiscal agent and service delivery provider. Another concern raised was the CEP and WIB competing for third party grants and there needs to be a provision in the local agreement on how that is done. A point was made that it would be like two entities funded from the same source wasting resources competing for the same grants. It was noted CEP is the boots on the ground and the WIB does the big picture planning. Charlie noted that there is some duplication of services with the WIB doing training for hospitality, culinary etc. Jeff explained how their Fast Forward grant works, noting there is no admin costs and it only serves five or six people at most. There needs to be a clearer definition of what our purposes are. It was noted that it comes down to who controls the dollars. Bob Kopisch read the WIB/LEO agreement and says it is very clear that the CEP is the fiscal agent, so it's puzzling. It was asked do we have to give this up to the WIB? It was noted that the state says there's a conflict that CEP provides the services and WIB monitors the programs. It was noted that CEP is in the federal legislation and has not heard a directive from DOL on this issue of a conflict. Dave noted that the body who gets the money, determines what the fiscal agent does. It was noted that the CLEOs appoint the WIB members. Charlie Glazeman asked if we should add CLEO members to the WIB Board if the CLEOs are the fiscal agent. Otherwise, he noted, it makes no sense. It was noted that the CLEOs are on the CEP Board. It was noted that the CEP Board members would have a separate consortium of CLEOs who could meet right after the CEP Board. It was noted that the CLEO consortium would not have to meet as often as the CEP Board. The WIB can answer to their Board but both Boards are governed by the CLEOs. It was noted that each organization should have their own employees, but the question is, can we afford to do this, duplicating efforts and staffing, with two sets of books, audits and possibly, shared staff. It was noted WIPFLI would work for CEP, and WIB would contract with their own accounting firm. It was noted that this looks to be cutting program services to make this split, which will cost more money. Jeff explained that we also work with other grants and so does the WIB.

It was suggested that CEP hire an attorney to create the new plan and MOU and also proposed bylaw changes. It was suggested that we need to look at some MOU templates. Jeff said he's working with an attorney out of Milwaukee who came recommended and another attorney that's been used in the past. Jeff is also working with the Minnesota CEP who is not dealing with this separation anxiety. It was noted that WIB is pushing for a July 1<sup>st</sup> date to separate.

**The CEP Board could not make a motion as this was not an action item but Jeff was directed by Tom Gordon and it was agreed by the CEP Board that Jeff speak to the two attorneys he suggested regarding the separation agreement.**

Dawn said that the July 1<sup>st</sup> date is unrealistic in getting this done when working with attorneys, particularly in this time crunch. She has worked as a paralegal for 12 years and understand that it takes time to get things done and you don't want to spend extra money on attorneys if you don't have to.

### **Management Reports** **Job Center Updates**

Jeff reported that we have been closed to the public and we are not prepared to open our doors yet because we have to make space to meet social distance guidelines for safety. We're looking at June 8<sup>th</sup> as a potential opening by appointment only and everyone will be required to wear masks. Jeff noted that we'll create a dual screen so that the staff can work from another computer without sitting next to a customer. It was noted that 80% of the state staff are focusing on unemployment. Jeff noted that we have several staff with compromised immune systems we have to be cognizant of when working with the public. It was noted that we're looking at who really has to report to work every day while others work at home. He noted that WIB staff may work from home except for one day a week.

### **Grants Updates**

Jeff reported that CEP has two grants we're working with. He explained the Transitional Jobs Grant and noted that it is run through DHS. It's a pay for performance grant that places non custodial parents with criminal records into employment. Jeff noted that one of our staff who runs the DVR program has health issues, but other staff are stepping in to help. He noted that CEP is writing our second YouthBuild grant to work with Lac Courte Oreilles and the St. Croix Tribes.

Jeff said we'll know next week about the Youth RFP. Dave asked about Crex meadows. Jeff said it has been cancelled due to COVID, however, CEP we'll be doing a traditional summer youth program, placing youth in employment, including DVR youth.

### **Discussion on WIOA 2020 Allotment**

Jeff alluded to this topic earlier and said there was an eight percent reduction across the board. Jean at WIPFLI is looking at how to budget for this. CEP does have other programs to supplement wages.

### **State & Federal Updates**

None at this time.

**Comments & Announcements**

None at this time.

**Next Meeting Date and Location**

The next meeting of the CEP Board of Directors will take place on Wednesday, June 17<sup>th</sup> or earlier, depending on how things go.

**Adjournment**

Tom Gordon made a motion to adjourn at 11:47 a.m. Seconded by Tom Mackie.