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CEP Board of Directors
Wednesday, June 17, 2020 – 10:30 a.m.
AmericInn Hotel/Web Ex – Ashland, WI
Meeting Minutes

Present

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

Excused

Others Present

Jeff Muse
Jenny Decker
Melissa Rabska, via web ex
John Chamberlain, via web ex
Jean Christiansen, via web ex

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 Fickbohm was introduced in person as the new CEP Board member representing Bayfield County.

Approval of the Meeting Minutes from 5/20/2020

It was noted that Larry Fickbohm's last name was misspelled.

Tom Mackie made a motion to approve the 5/20/20, meeting minutes as amended. Seconded by Joe Pinardi. Vote taken, carried unanimously.

Mission Statement

Jeff Muse 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 job seekers.

Action Item: Review/Approve CEP Internal Monitoring Report

Melissa Rabska, WIB Director of Operations and Communications gave a report on CEP's Internal Monitoring she conducted. Melissa explained that her role is to conduct oversight over WIOA programs and has been doing this since 2016. She discussed the 2019 handout in the meeting packet. The first component on the memo is the One Stop Operator (OSO) role. She presented this to the Board last fall. She said the current monitoring report process is in motion that the OSO procurement was too. She

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discussed the EEO information and said there's not a lot to update and it's continually in process. The third component is fiscal operations and in order to not duplicate efforts in independent audits and the Joint WIB/CEP Finance Committee. She usually interviews the CEP Finance Director but since that position was vacated she had to retool and interviewed WIPFLI Accounting and CEP. She explained a few areas of concern. In the future for updating the Financial Procedures Manual, she addressed who will be the point person with DWD or in an independent audit. She said someone has to be officially assigned. Her additional request is that the CEP Executive Director implement a training plan with WIPFLI which includes a comprehensive review of the Fiscal manual and a software program which she explained. In addition to the monitoring of the WIOA program, she explained a comprehensive view of case files and interviews with the CEP Career Planners but due to COVID she had to improvise. She explained some inconsistencies with case management. There was some lack of contact with participants, but it's something the staff is working on. She mentioned a few other program concerns that were listed in the handout. She explained some of the changes due to COVID 19. She offered suggestions on how to rectify any concerns. Some questions were raised about lack of contact with participants which Melissa explained. She said that if there are any further questions on her report, people can contact Jenny and she will follow up on the question. A question was raised about the July 15th timeline to rectify these issues. Melissa said some items don't have to be completed until September 30th. A question was raised about how serious these concerns are. Melissa said they're serious but can be rectified through corrective action in making sure the Career Planner meets with their supervisor. Melissa said that it's documented in her report and DWD's report as well. Dave wanted to know how these errors are rated and identified, which are general and to clarify if they are with one staff or many because sometimes, policy is not clear. Melissa explained that the Regional Managers are met with to discuss specific action plans with the staff they supervise. Jeff said he'll look at WIPFLI training for himself in September.

A motion was made by Emmett Byrne to accept CEP's Internal Monitoring Report as presented. Seconded by Dan Makovsky. Vote taken, carried unanimously.

Executive Director's Report

Jeff reported that we're spending a large percent of our time on the COVID reintegration plan and the split between the CEP and WIB, along with working on the budgets.

Motion to Convene into Closed Session under Wisconsin State Statute #19.85 (1) (g) to discuss:

A motion was made by Joe Pinardi to convene into Closed Session under Wisconsin State Statute 19.85 (1) (g) to discuss conference call with John Chamberlain, CEP Attorney regarding the CEP and WIB governance issue. Seconded by Dan Makovsky. Roll call vote taken, carried unanimously.

Motion to Convene out of Closed Session under Wisconsin State Statute #19.85 (1) (g) Roll Call.

A motion was made by Tom Mackie to convene out of Closed Session under Wisconsin State Statute #19.85 (1) (g). Seconded by Emmett Byrne. Roll call vote taken, carried unanimously.

Motions made under Closed Session under Wisconsin State Statute #19.85 (1) (g) Roll Call.

Tom Mackie made a motion to designate the CEP Administrative entity as the WIOA fiscal agent effective July 1st, 2020. Seconded by Joe Pinardi. Roll call vote taken, carried unanimously.

Joe Pinardi made a motion to grant authority to the CEP Executive Director to work with the state DWD to develop the appropriate firewall. Seconded Dan Makovsky. Roll call vote taken, carried unanimously.

Election of CEP Board Officers

Dave Willingham explained who the current CEP Board officers are. He will conduct the election. Every two years, after the county board elections, the CEP Board has their election of officers in June and reappointment of CEP Board members.

Nominations were open for the Chairperson of the CEP Board. Tom Gordon Sr. nominated Bill Kacvinsky as Chairman of the CEP Board and Emmett Byrne moved to close nominations. Motion made by Tom Mackie to close nominations, seconded by Joe Pinardi. Vote taken, carried unanimously.

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

Nominations were open for the Secretary/Treasurer of the CEP Board took place. Joe Pinardi nominated Tom Mackie as Secretary/Treasurer position. Emmett Bryne made a motion to close the nomination and seconded by Tom Gordon. Vote taken, carried unanimously.

WIB/CEP Governance Update

Action Item: Review/Approve WIB/LEO Agreement

Jeff said the only update is that we have to approve an updated WIB/LEO Agreement (included in the meeting packet) and that it maintains that CEP is the fiscal agent until December 2020. The only change are the dates.

A motion was made by Tom Mackie to approve the WIB/LEO Agreement as presented. Seconded by Dan Makovsky. Vote taken, carried unanimously.

Dave asked what if the state says the July 1st date does not work. It was noted that the CEP Board would reconvene.

Management Reports

Job Center Updates

Jeff said the Superior Job Center is a comprehensive center, meaning it's funded by various partner agencies and they are not ready to open. It could be August when their office is ready to reopen. If people need to meet face to face, we have a plexi glass panels installed as a barrier. Jeff said we're nowhere near ready to open. Jeff explained some of the updates in other CEP offices for safety. We'll open in phases and will start with a soft opening.

Regional Employment Report

Jeff said the regional employment report is off the charts, but there's some tapering in the unemployment figures, but with COVID, it has been very unusual.

Summer Youth Program Update

Jeff said we cancelled the Crex Meadows Youth Camp this summer due to COVID but plan b is to implement the traditional summer youth work program where CEP staff place youth in work sites.

Action Item: Review/Approve Fiscal Procedures Manual

Jeff discussed the Fiscal Procedure Manual included in the meeting packet and he explained the changes that were highlighted.

A motion was made by Tom Mackie to approve the Fiscal Procedures Manual as presented. Seconded by Dan Makovsky. Vote taken, carried unanimously.

Action Item: Review/Approve PY20 Preliminary Budget

Jeff distributed an updated budget. Jean Christensen, WIPFLI Accountant for CEP discussed the CEP budget for WIOA, FSET and DVR. She noted that we're anticipating \$2.7 million dollars in expenditures that we have funds to cover. She noted that we need to work with the CEP management team on allocations for staff to the various programs which drives wages and fringe. Overall we were able to balance the budget for CEP. She noted that we do not have as much carryover as we had in the past for FY2021, but we'll keep a close eye on what happens. She indicated we don't know if there will be a change in funding due to the pandemic, with the amount of people out of work. The budget does take out what the WIB will be using and just shows what CEP is using.

A motion was made by Tom Mackie to approve the PY20 Preliminary Budget as presented. Seconded by Dan Makosky. Vote taken, carried unanimously.

Dave Willingham made a motion for unanimous consent on items #15-17 on the agenda. Seconded by Charlie Glazemen. Roll call vote taken, carried unanimously.

Action Item: Review/Approve CEP ITA Policy Change

Jeff explained the change in CEP's Individual Training Account policy that was included in the meeting packet.

Action Item: Review/Approve CEP Follow Up Procedures & Services Changes

Jeff reported that the state is mandating how we deliver our follow up services and the changes, which Jeff explained. The handout was included in the meeting packet. Elizabeth Franek asked if we can look at the increase in crime rates in relation to increased unemployment.

Action Item: Review/Approve CEP Medical Information Policy

Jeff reported on a finding from DWD which was regarding medical information that was stored in a hard file and that they need to be stored in a separate file. Now we have directive from the state on how to proceed with that change. The handout for this item was included in the meeting packet.

Action Item: Review/Approve CEP Handbook Policy Change

Jeff explained some minor changes in the CEP Policy Handbook regarding employee benefits and to reword sick leave and holidays and that we do not discriminate by religion. He noted language was changed regarding substance abuse. Purchasing changes were highlighted as well. He explained the other changes in the Handbook which were highlighted in the meeting packet.

A motion was made by Tom Mackie to approve the CEP ITA Policy Change, the CEP Follow Up Procedures & Services Changes, the CEP Medical Information Policy and CEP Handbook Policy Changes as presented. Seconded by Emmett Byrne. Vote taken, carried unanimously.

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, August 19th.

Adjournment

Tom Gordon made a motion to adjourn at 12:47 a.m. Seconded by Tom Mackie.