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**CEP Board of Directors
Wednesday, October 21, 2020 – 10:30 a.m.
Americinn Hotel/Zoom – Ashland, WI
Meeting Minutes**

Present

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

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.

Approval of the Meeting Minutes from 9/22/2020

**Tom Mackie made a motion to approve the 9/22/20, meeting minutes as presented.
Seconded by Tom Gordon, Sr. 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.

Executive Director's Report

Jeff reported that last Friday was the date that CEP needed to submit in writing to DWD a proposal regarding the CEP and WIB separation. DWD requested the meeting minutes (two sets) where the LEOs appointed CEP as the fiscal agent and the draft CEP/LEO/WIB Agreement. Jeff said the feedback thus far has been positive. Jeff will submit this draft proposal to the WIB Board for approval at their December meeting.

Jeff said they received approval from fiscal to purchase some microphones to allow people to hear better at teleconference meetings.

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

Jeff noted that Kathleen Newby, Assistant Career Planner in the Park Falls CEP Office resigned due to the long distance drive to work. CEP staff have posted her position.

Jeff reported that he's working with Jean Christiansen, WIPFLI Accountant on the budgets. The CEP Board did not approve the raises for the WIB staff. He discussed that we need at least \$100,000 in carryover funds. Jeff noted that they're looking at ways to save money and noted one staff reduced her hours.

Jeff reported that the YouthBuild home in Bad River is almost done and due to COVID, they'll continue to work with Bad River on some tiny homes. This grant ends in June and we have to complete it by them. Bad River also received funding through the CARES grant to build some tiny homes for quarantining people with COVID. Jeff noted that we still have plans to work with the Red Cliff Tribe.

Jeff announced that CEP received \$80,000 in Affordable Care Act (ACA) grant funds that needs to be spent by the end of December. This will create a savings by paying those staff who provide the ACA navigator services and training additional staff to become ACA Navigators.

PY20 Budget Update

Jeff said there's no action on this item and noted that things are looking good at this time. The WIB budget was not approved but WIPFLI is working with the WIB. We need to make sure that our programs and staffing are not affected.

Job Center Updates

Jeff noted that our Job Centers are closed but we are open to the public by appointment. Jeff noted that in Spooner, we share an office with SCEP senior program.

Regional Employment Report

Jeff noted this report is generated by the area DWD Labor Market Analyst. He noted it is not 100% accurate or reflective of the entire situation. Jeff noted that the unemployment numbers are going down however.

Action Item: Review/Approve CEP Youth Policy

Jeff explained the CEP Youth Policy language changes included in the meeting packet.

A motion was made by Bob Kopisch to approve the CEP Youth Policy changes as presented. Seconded by Dawn Petit. Roll call vote taken, motion carried unanimously.

Action Item: Review/Approve ISS-IEP Policy

Jeff explained the handout included in the meeting packet and the changes that were made.

A motion was made by Emmett Byrne, to approve the CEP ISS-IEP Policy as presented. Seconded by Dawn Petit. Roll call vote taken, carried unanimously.

Action Item: Review/Approve CEP Records Retention Policy

Jeff explained the handout in the packet and the changes involving CEP's Record Retention policy. This may be changed again down the road by the state. The issue is the length of time we keep client files. The state recommends five years and the feds recommend seven.

A motion was made by Elizabeth Franek to approve the CEP Records Retention Policy as presented. Seconded by Dawn Petit. Vote taken, carried unanimously.

State & Federal Updates

Jeff noted we haven't heard anything on the relief package at the federal level. Jeff noted that CEP staff spend a lot of time on helping people with filing their unemployment claims but receive no compensation for our work from the Unemployment Division.

Discussion took place on the CARES Act funding and how some people do not know how to access it. It was noted there's a November 6th deadline to apply for these funds. Bill said we need to send a letter to the state concerning this situation or have the counties apply on behalf of CEP and contract with CEP. It was suggested that CEP apply for the funds. Jeff will do a letter on behalf of the CEP Board to our state elected officials and also include Senator Tammy Baldwin, Senator Tom Tiffany, Senator Ron Johnson and Governor Tony Evers.

Comments & Announcements

Jeff asked the Board to look at the agreement between the CLEOS/CEP/WIB that was sent to the state. The agreement also notes that the LEOs have the authority to appoint members to the WIB Board and the budget goes through them.

Discussion took place about creating a separate CLEO consortium that would meet after the CEP Board as needed. It was noted that this CLEO Consortium already exists and could meet as needed.

Next Meeting Date and Location

The next meeting of the CEP Board of Directors will take place on Wednesday, December 16th or at the call of the Chairman.

Adjournment

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