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CEP Board of Directors
Wednesday, December 16, 2020 – 10:30 a.m.
Americinn Hotel/Zoom – Ashland, WI
Meeting Minutes

Present

Tom Mackie
Bill Kacvinsky
Dave Willingham
Bob Kopisch
Emmett Byrne
Joe Pinardi
Dee Gokee-Rindal, via zoom
Thomas Gordon, Sr. via zoom
Dan Makovsky, 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
Jean Christiansen, via zoom

Call Meeting to Order

Bill Kacvinsky, CEP Board Chairman called the meeting to order. For the record, it was noted the public meeting notice was published on the WIB and CEP websites, social media, the area Library System and the area County government websites in our WDA.

Approval of the Meeting Minutes from 10/21/2020

**Tom Mackie made a motion to approve the 10/21/20, meeting minutes as presented.
Seconded by Dan Makovsky. Vote taken, carried unanimously.**

Mission Statement

Dave Willingham, CEP Board Vice Chairman 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 the Executive Committee met on December 1st and State DWD staff joined the meeting via teleconference. Jeff reported that we received the Board governance agreement templates from them which we cleaned up.

Jeff reported with regret that we suffered a major loss. Tom Pufall at CEP passed away from cancer last month. He was our DVR Case Manager. Jeff noted that David Hibbard works in Ladysmith on DVR and is doing a great job.

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

Jeff noted that Wegner Auditing completed CEP's fiscal audit. Jean Christiansen, WIPFLI Accountant noted they will send a new finalized draft for us to approve tomorrow. Jean said it was a positive audit report, with no findings. The CEP Board will approve the audit at their next meeting.

Jeff reported that we're planning on Crex Meadow's Youth Camp next summer but we do not know for sure yet. Jeff found out that the Friends of Crex group is alleging CEP owed them money that we pledged to them when we made clear we are not in a position to fundraise for another entity. Jeff noted we need another van or two for the Crex Camp and we're looking at the State of Wisconsin auction site.

Jeff noted that we need to look at the minimum wage for our work experience program clients which will help us with our performance numbers and ability to commit more funds to training. Most areas are paying \$10.00 per hour and we'll put this on the next agenda for approval. This is what the state wants us to do. Larry Fickbohm said he was very supportive of raising the wage.

Jeff reported that CEP just wrapped up open enrollment for the Affordable Care Act health insurance program which ended yesterday. He discussed the contributions we received from some area hospitals and will have a report on how many people we served.

Jeff said he met with our partners in Eau Claire yesterday to continue working with the YouthBuild program and we plan to apply for another grant. He would like to partner with the Red Cliff Tribe.

PY20 Budget Update

Jean Christiansen, WIPFLI Accountant discussed the budget pie chart included in the meeting packet. It shows what we're spending and what we need in carryover which is around \$27,000. She discussed the program funds being spent. Due to the pandemic, the program funds weren't spent as they usually are. Charlie Glazemen asked about 15% going to administrative expenses and how does that compare to other programs. Jean said in that number we're adding WIOA COVID funds to the administrative budget but normally, it's around 10%.

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

A motion was made by Dan Makosvky to convene into Closed Session under Wisconsin State Statute 19.85 (1) (g) to discuss the CEP and WIB governance separation and CEP/LCEO/WIB Agreements. Seconded by Dawn Petit. 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 Gordon Sr., to convene out of Closed Session under Wisconsin State Statute #19.85 (1) (g). Seconded by Emmett Byrne. Roll call vote taken, carried unanimously.

Action Item: Discuss/Approve LCEO/WIB Agreement Extension

It was noted if the CEP and WIB Board are separating, a new LCEO/WIB Agreement should start on July 1st.

Bob Kopisch made a motion to extend the current LCEO/WIB Agreement to July 1, 2021. Seconded by Tom Mackie. Roll call vote taken, carried unanimously.

Action Item: Discuss/Approve General Fund Split

Jeff said these are the general funds that have an older history between the CEP and WIB. Jeff said he, Mari Kay-Nabozny, WIB CEO and Jean at WIPFLI have worked on this. Jean said we took a look at the funds that was earned as the organization as a profit and went back and separated the funds. We are tracking each fund and who is generating profit and loss. In other words, on July 30, 2020, there was \$372,000 net assets. Mari would get \$61,000 net assets for the WIB. CEP gets the rest. Jean said the way it works is there are some programs that CEP and WIB operate. The DVR program, which CEP operates on a performance contract are profits set aside as a CEP amount. If WIB has a program, that raised a profit, they would get that such as the WIB Business Conference that has about \$11,000. Funds not spent are corporate unrestricted funds. If there are contributions with restrictions, money not spent, it goes back. Jean said in a performance based contract like DVR, CEP is paid. The state has set rates when you place a person in a worksite.

A motion was made by Tom Mackie to approve the general fund split. Seconded by Joe Pinardi. Roll call vote taken, carried unanimously.

Action Item: Review/Approve Policy Changes

The following CEP policy handouts were included in the packet for review and discussion which Jeff explained.

- a. **Measurable Skills Gain Policy and Credential Policy**
- b. **CEP Service Crex Meadows Conservation Camp Policy**
- c. **WIOA Common Exit & Performance Procedures**
- d. **Selective Service Registration Policy**
- e. **Self-Sufficiency Policy**
- f. **Priority of Service Policy**
- g. **Records Retention Policy**

A motion was made by Joe Pinardi, to approve the CEP Policy changes as presented. Seconded by Tom Mackie. Roll call vote taken, carried unanimously.

Job Center Updates

Jenny Decker reported that gave background on the Customer Satisfaction Survey that WIB staff have worked on, that was included in the packet. She noted quarterly, the WIB puts out a survey to all Job

Center customers about how they feel the services are. This was done in November. They received 38 surveys for this report. The results were very good and all the customers said they were 100% satisfied with the services they received. It was noted that many CEP customers were co enrolled in other programs.

Bill asked if we received any response regarding Unemployment funding for the Job Centers. State Senator Janet Bewley responded and said she'll work with the State Joint Conference Committee and State Representative Beth Meyers will do an interview with CEP. Nothing has been decided yet.

Regional Employment Report

Jeff discussed the handout in the meeting packet. According to this report, unemployment is going down, but it's so unstable at this time, we're not sure of the real figures.

Jeff discussed the OJT program, noting it's very hard in this economy to do them because we cannot fund employers who have laid people off. Jeff noted we can work with the new Paper Mill plant in Park Falls.

State & Federal Updates

Jeff said we'll have new President of the United States on January 20th.

Comments & Announcements

Dave recommended an organizational meeting of the LCEO Consortium. This will be placed on the next CEP agenda for discussion.

Next Meeting Date and Location

The next meeting of the CEP Board of Directors will take place on Wednesday, January 20th or at the call of the Chairman.

Adjournment

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