



ADMINISTRATIVE OFFICE

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CEP Board of Directors

Wednesday, February 17, 2021 – 10:30 a.m.

Best Western Chequamegon Hotel/Zoom – Ashland, WI

Meeting Minutes

Present

Tom Mackie
Joe Pinardi
Dave Willingham
Emmett Byrne
Larry Fickbohm
Bob Kopisch
Brent Blomberg, Alternate
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

Excused

Bill Kacvinsky

Others Present

Jeff Muse
Jenny Decker
Mary Zinnecker
Jean Christiansen, via zoom
John Chamberlin, via zoom

Call Meeting to Order

Dave Willingham, CEP Board Vice Chairman called the meeting to order. For the record, it was noted the public meeting notice was published on the CEP website, social media, the area Library System, the Daily Press newspaper and the area County government websites in our WDA.

Approval of the Meeting Minutes from 1/20/2021

Tom Mackie said there was a change on page three, the motion regarding the Fiscal Audit shall read, “accept” the fiscal audit, instead of the word approve.

**Tom Mackie made a motion to approve the 1/20/21, meeting minutes as amended.
Seconded by Tom Gordon, Sr. Vote taken, carried unanimously.**

Mission Statement

Tom Mackie, CEP Board Member 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.

Executive Director’s Report

Jeff Muse reported that the DOL governance review will take place next week. He’s been in discussion with Annette Muedt at DWD who has ensured us that items for the Governance review are in place. John Chamberlain, CEP Attorney joined the meeting via zoom. It was noted that the DOL Exit Conference will take place on 2/26. John Chamberlain recommended to ask when the state wraps up their report if

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there's anything else we need to be aware of so nothing pops up later and how to resolve a potential finding. John said there is no guidance under the WIOA law regarding the CEPs in this situation.

Jeff noted that all the agreements have went to the state for review and recommendations and we have not heard anything back yet.

Discuss WIB/CEP Governance Update

Discuss CEP/WIB/LCEO Agreement Final Draft & Adding Non-Compete Clause

Jeff discussed the possibility of including a non-compete clause in the CEP/WIB/LCEO Agreement but noted the WIB CEO said that it defeats the purpose of the separation. Dave noted if you're separate, then you have an agreement that provides the highest quality of service by not competing with one another, especially if we're operating from the same funding source. Dave felt that the agreement should provide some form of collaboration on who is writing any grant as well. Jeff discussed a MOU that indicates that to carry out the mission of the organizations, we do not compete with each other. Bob said he agrees with Dave that we need to include a non-compete clause so the two entities funded by the same funding source, aren't competing with each other. Jeff said this is something that he will address at the entrance conference on Monday. It was suggested to include this as an action item at the next CEP Board meeting.

Discuss CEP/WIB/LCEO Draft Service Agreement

No comments.

Discuss CEP/WIB/LCEO Fiscal Agreement

No Comments.

Discussion on LCEO Consortium Organizational Meeting

Jeff noted that we need to have separate meeting with the LCEO Consortium. He said that we could have the CEP Board meet the same day as the LCEO Consortium meeting. Jeff said that this won't take effect until July 1st. These would be public meetings. Dave asked that Jeff and staff produce a set of bylaws for the LCEO Consortium and also that the bylaws make it clear that the CEP Board makes the appointments to the LCEO Consortium. Dave said we need to review the current CEP Bylaws and remove the Joint Committee language. It was noted that the WIB only meets four times a year and the Executive Committee met in between their meetings to approve items. It was noted that the LCEO's will meet to discuss organizing their consortium in possibly April.

Action Item: Review/Approve Role of LCEO as Signatory Designee for CEP/WIB/LCEO Documents

It was noted that this agenda item was approved at the October 17, 2018, CEP Board of Director's meeting. However, in light of the changes in governance taking place, it was suggested that another motion be made to reinforce this.

A motion was made by Tom Mackie to reaffirm the previous motion that the LCEO Vice Chairman of the CEP Board be appointed as the Signatory Designee for any CEP/WIB/LCEO Documents. Seconded by Bob Kopisch. Roll call vote taken, carried unanimously.

Discuss CEP/LCEO Proposed Flow Chart

Discussion took place on the two draft flow charts included in the meeting packet. One includes all three entities, CEP, LCEO and the WIB. The other chart is more specific to the roles at the local level for the LCEO and CEP Board. Dave felt these flow charts were simpler to follow for our course. The LCEOs want to include that they're responsible for the appointment of WIB members and to include this in the CEP Bylaws as well. There will be some other changes to the flow chart. There also needs to be a more defined explanation of meeting allowances for multiple meetings in one day.

John said the law suggests that the WIB develops a budget by staff and has approval by LCEOs and CEP who both approve the budget for the service provision as fiscal agent. The CEP budget belongs to the CEP Board and no one else. The WIB budget belongs to the LCEOs and the WIB to approve. The WIB and LCEOs have to approve the larger workforce system budget. John recommended developing a protocol with the WIB on how this approval process takes place. It was noted that there's a quarterly review and a preliminary budget that is presented first. John noted that there's no detail or guidance in the law on how detailed the budget is and the separation makes it trickier with billing between the single source of WIOA funds. John noted the WIB has a share, the CEP is the fiscal agent, has funds and as the service provider, the potential for conflict could grow as the organizations become more independent. Jean Christiansen, WIPFLI Accountant said the part that is confused is the grant award from DWD going to be CEP's name and will be audited in compliance to those funds and we will have to report 100% of those funds. If you give WIB \$100,000, they'll have to report on how they spent that. You can only reimburse them for actual costs. John said fiscal agent has ultimate responsibility of the funds. John said that is a CEP role on what is spent and reported, in a jointly approved budget that is allowable.

Action Item: Review/Approve CEP Records Retention Policy Reversal

Jeff explained that in the December CEP Board member approved the amount of time to maintain our records for three years based on the state's recommendation. When this was brought to the Executive Committee, they disagreed and felt we should keep them for seven years, for fiscal reasons.

A motion was made by Elizabeth Franek to approve the CEP Records Retention Policy Reversal. Seconded by Emmett Byrne. Roll call vote taken, carried unanimously.

Action Item: Review/Approve Supportive Services Policy

Jeff explained the changes included in the meeting packet regarding CEP's Supportive Services policy.

A motion was made by Dan Makovsky to approve the CEP Supportive Services Policy changes. Seconded by Emmett Byrne. Vote taken, carried unanimously.

Action Item: Review/Approve Continuity of Operation Plan

Jeff explained that when we submit for grants, we're required to submit CEP's Continuity of Operation Plan and it was outdated. Jeff said we updated the plan for Board approval.

A motion was made by Dan Makosky to approve the CEP Continuity of Operation Plan. Seconded by Larry Fickboem. Vote taken, carried unanimously.

Action Item: Review/Approve Civil Rights Letter of Assurances

Jeff reported this was another document (included in the meeting packet) that needed to be updated to include the current staff person at CEP.

A motion was made by Emmett Byrne and seconded by Joe Pinardi to approve the change to the Civil Rights Letter of Assurances. Vote taken, carried unanimously.

Job Center Updates

Jeff reported that the state is recommending a new image of how the Job Centers will operate. The staff in Madison is focused on unemployment. Jeff noted that the Superior Job Center is our only comprehensive center which will change to a new version which is a kiosk center.

Regional Employment Report

Jeff said these reports are really skewed due to the pandemic but we're keeping our eye on the numbers.

YouthBuild Update

Jeff said the YouthBuild grant was submitted and we'll hear by June on whether we receive it. He noted that we have a good chance of receiving this grant.

State & Federal Updates

It was noted that the DOL governance review of the CEP and WIB will take place next week.

Jeff noted that we're looking at a sizable increase in Title I Dislocated Worker funds at the federal level.

Comments & Announcements

Tom Mackie reported that Stresau Labs is continuing to function in Spooner.

Jeff announced that when we do services for WIOA we have goals to achieve, but due to the pandemic, many agencies are falling short of numbers. Jeff said in order to change that, we're brainstorming constantly on how to get those numbers up. Jeff noted that he had to complete an action plan for the WIB Youth Services Committee. CEP is looking at ways to get youth in work experience settings and planning to host the Crex Camp this summer, based on how this pandemic is going. Jeff thanked Bob Kopisch on providing some contact info on making some connections with service provision.

Next Meeting Date and Location

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

Adjournment The meeting was adjourned at 12:10 p.m.

