



ADMINISTRATIVE OFFICE

422 3rd Street W, Suite 200

PO Box 616

Ashland, WI 54806

P 715.682.9141 W nwcep.org

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CEP, Inc. Board of Directors
Wednesday, May 19, 2021 – 10:30 a.m.
AmericInn Hotel/Zoom – Ashland, WI
Meeting Minutes

Present

Tom Mackie
Joe Pinardi
Dave Willingham
Emmett Byrne
Rollie Thums
Bob Kopisch
Larry Fickbohm
Thomas Gordon, Sr.
Charlie Glazman.
Brent Blomberg, Alternate
Dawn Petit, via zoom
Elizabeth Franek, via zoom

Excused

Dee Gokee-Rindal
Bill Kacvinsky

Others Present

Jeff Muse, CEP
Jenny Decker, CEP
Mary Zinnecker, CEP
Jean Christiansen, WIPFLI, via zoom
Karl Eck, WIPFLI, 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, and the area County government websites in our WDA.

Approval of the Meeting Minutes from 4/21/2021

Tom Mackie made a motion to approve the 4/21/21, meeting minutes as presented. Seconded by Tom Gordon, Sr. Vote taken, carried unanimously.

Mission Statement

Charlie Glazman, 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 reported that the CEP Offices will be opening on June 1st. Jeff said he's working with the landlord in Ashland on opening and is waiting to see what the City of Ashland is doing first on their reopening plans. Jeff noted that CEP is consistently seeing people by appointment until we open.

Discussion took place about whether CEP has looked at other offices to rent. Jeff said he is looking at other rental spaces. A suggestion was made to research this, including who is working remotely, and with the WIB moving out, there could be less expensive options. Jeff noted there aren't many options to fit our needs in Ashland. Jeff reported that Workforce Resources Inc. who resides in our same building in

NORTHWEST WISCONSIN CEP

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

Ashland, is planning to have their staff move in with us in the vacant offices which will help offset rental costs. Their programs include FSET and W-2. Jeff said we'll be revamping our Ashland office to provide more space and to conduct one on one counseling for customers. Spooner and Park Falls CEP offices are open to the public. The Superior Job Center Office is at the call of the state and are opening June 1st. Dave asked how work at home options for staff is going. Jeff said there are a couple of positions that aren't required to be in offices but do have an office when they do come in and some staff have health issues that work from home. Dave also said we need to continually monitor the remote work at home option. He noted it breaks down the team concept when people aren't in the office.

Discussion took place about looking at other rental options, such as a visible location and being on one floor for easier accessibility.

Rollie Thums made a motion that we pursue looking at a new CEP Job Center location in Ashland. Seconded by Charlie Glazman. Vote taken, carried unanimously.

Jeff reported that the final Joint Executive Committee could meet next month in June. Jeff asked the Board about their thoughts. It was the consensus of most CEP Board members that there is no need to meet.

Dave reported that he attended an online WIOA Governance training. He said the training emphasized the four functions of the CLEO's authority over the WIB. He said the Department of Labor calls this high level oversight, and that the CLEO's role is to provide oversight of the WIB. He noted that the CLEOs are responsible in participating with the WIB on a strategic plan but not doing it through the previous joint committees. Dave recommended that all Boards and Committees need to practice transparency.

Dave suggested a joint meeting, at some point, of the two Boards to discuss where we've been and where we are at now.

CEP Reauthorization

Jeff reported that in Washington D.C., lawmakers are looking at reauthorizing the WIOA Act. Jeff noted that he attended a virtual conference with the National Association of Workforce Development Professionals (NAWDP). Jeff noted that Bob Knight, former NAWB president suggested that we keep in touch with our elected officials to ensure that CEP is reauthorized in the new federal Act. Jeff noted that he will be meeting with the other two CEP Directors this summer to discuss ensuring the CEPs are reauthorized.

Crex Meadows Summer Youth Camp Update

Jeff reported that CEP made a decision to cancel the Crex Meadows Youth Camp this summer due to the pandemic and lack of finding enough counselors to staff it. The CEP staff will work on getting the summer work experience programs going, including day jobs at the Crex Camp. However, the youth cannot stay at the Crex Camp. His proposal to staff will be to work on Crex this fall for holding the Camp the following year. It was noted that the new mess hall is completed at Crex Meadows.

WIOA Grants & Program Updates

Jeff reported that we're still waiting to hear about the DOL YouthBuild grant. The initial grant is scheduled to close out on May 31st and we applied for a no cost extension to do final touch ups on things. If we get the YouthBuild grant, additional staff will be hired.

Jeff reported that we received preliminary WIOA funding figures and there is a small increase in Adult and Youth programs and a decrease in the Dislocated Worker funds.

Discussion on Preliminary WIOA Budget Process

Karl at WIPFLI explained how they develop a budget with staffing and programs and where we pay staff from. Jean noted that we'll have two separate budgets, one for CEP and then we'll have a WIB budget for their percent of admin, and then the WIOA budget goes to the CLEOs for approval.

Jeff thanked Jean at WIPFLI for her work. She is retiring May 31st. Jean will work with Karl through the June budget to ensure a smooth transition.

Action Item: Review/Approve WIB Staff Benefits

Jeff said this was discussed last month and it was not an action item. This is to keep the WIB employees as part of the CEP benefit package.

<p>Tom Gordon Sr. made a motion to approve the WIB staff benefits through CEP, Inc. Seconded by Joe Pinardi. Vote taken, motion passed.</p>
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CEP Board Committee Structure

Discussion took place on the current CEP Board Organizational Chart and the CEP Board membership list included in the meeting packet. Dave suggested at a minimum, we need a CEP Executive Committee. Jeff noted that he thinks the most important aspect is the finances and internal controls, along with having checks and balances. This Committee could meet once a quarter. It was suggested to have a Committee called the CEP Board Executive Finance Committee. Jeff will be amending the CEP Bylaws. It was suggested that the CEP Executive Finance Committee could include the Chair, Vice Chair and the election of two other members as well. Jeff was tasked with coming up with new Bylaw revisions.

State & Federal Updates

This item was previously discussed.

Comments & Announcements

None

Next Meeting Date and Location

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

Adjournment

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