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NWCEP, INC. BOARD OF DIRECTORS

Wednesday, December 15, 2021 – 10:30 a.m.

NWCEP, Inc. Job Center Office – Ashland, WI & Via Teleconference

MEETING MINUTES

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

Excused: Rollie Thums

Staff/Guests Present: Jeff Muse, CEP; Jenny Decker, CEP; Mary Zinnecker, CEP; Karl Eck, WIPFLI

Call Meeting to Order/Roll Call

Bill Kacvinsky, CEP Board Chairman called the meeting to order. For the record, the public meeting notice was published on the CEP website, social media, the area Library System, and the area County government websites in WDA #7. Roll call was taken, a quorum was present.

Pledge of Allegiance: The pledge of allegiance was recited by all in attendance.

Approval of the Meeting Minutes from 11/17/2021

Emmett Byrne made a motion to approve the 11/17/21, meeting minutes as presented. Seconded by Dawn Petit. Vote taken, carried unanimously.

Mission Statement

Jenny 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.

Client Success Story

Jeff Muse discussed a client success story. He explained that CEP helped a man who was released from prison and wanted a new beginning. He had limited communication and other skills. He was committed to move forward and worked with CEP staff weekly and kept all his appointments. He eventually found full time employment with benefits and was grateful for all the help he received from the CEP staff.

Action Item: Review/Approve PY21/22 WIOA Budget

Karl Eck, WIPLFI Accountant for CEP explained the final budget. He noted we approved a preliminary budget back in June and some things have changed. He noted the overall budget will be a little less than the preliminary. We are looking at \$3.3 million for the entire budget and a carryover of \$270,000. He said we increased funding in the healthcare grants and decreased the diminimus which took pressure off WIOA. He discussed the WAI grant which was around \$338,000. He noted the YouthBuild and AmeriCorp funding was taken out as those programs ended.

NORTHWEST WISCONSIN CEP

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

Charlie asked what impact an insurgence of COVID have on the budget? Karl said the worse case scenario would be if we couldn't draw down funds for salaries, however, there could be relief funds to offset that. Karl discussed carryover funds and noted we don't spend the entire amount. He noted that being a nonprofit, we want to have reserves if something unforeseen comes up. It does not show up as revenue. It was noted the balance sheet is supposed to reflect everything.

Tom Gordon, Sr. made a motion to approve the PY21 Budget as presented. Seconded by Joe Pinardi. Vote taken, carried unanimously.

Executive Director's Report

Jeff noted that his report was included in the meeting packet. Jeff reported that Nathaniel Melton who works for CEP's Window's to Work program will work for the WIB until he resigns to take a new position. He noted that the WIB contracts with CEP on this program. Elizabeth Franek questioned the potential vacancy of Nathaniel's position in the prisons. Jeff noted that the prisons Nathaniel works in are in WDA #8 and they have another staff person doing this work there as well.

Jeff reported that CEP Staff completed their response to DWDs program audit. He noted that WIFPFLI did not show up for the exit conference, which cannot happen again.

He noted that we have three grants submitted which he'll keep the Board updated on. The Board commended Jeff on his report to the Board.

Regional Employment Report

Jeff gave an update on the Regional Employment Report that was included in the meeting packet which was discussed.

CEP WIOA Job Center & Program Updates

Jeff noted that there isn't anything new except that our various Job Center partners in the Superior Comprehensive Center are trying to staff it five days a week.

Discussion PY20 Fiscal Audit

Jeff reported that he received an email from Wegner Auditors who are looking to conduct an exit conference in January.

Action Item: Review/Approve Employee Handbook Policy Change – Section 302

Jeff explained that he reviewed the CEP Employee Handbook and in Section 302 (included in the meeting packet), which involves how we quantify holiday pay for full time and part time employees. He eliminated some of the language that was confusing and lengthy.

Discussion took place on FMLA and how this affects holiday pay.

Bob Kopisch made a motion to approve the change to CEP's Employee Handbook, section 302. Seconded by Emmett Byrne. Vote taken, carried unanimously.

Action Item: Review/Approve CEP ISS/IEP Program Policy Change

Jeff reported that the current ISS/IEP Program Policy was included in the packet. He explained that the state uses their own report.

Bob Kopisch made a motion to approve CEP's ISS/IEP program policy change. Seconded by Charlie Glazman. Vote taken, carried unanimously.

Review PY21 WIOA Quarterly Performance Report

Jeff explained the PY21 WIOA Quarterly report included in the packet. He noted that we're not concerned as we're only in quarter one on performance. He noted that we're working on areas we need to increase. He said the good news is that we exceeded a number of our performance measures.

State & Federal Updates

He noted that CEP partnered with AADC on a state grant which didn't get funded, which didn't impact us as there was no funding tied to it.

He noted that the regional housing program grant effort in Bayfield County did not get funded.

Jeff discussed the Mobile Job Center grant through the state.

Comments & Announcements

None

Next Meeting Date and Location

The next meeting of the CEP Board of Directors will take place January 19th or at the call of the Chairman.

Meeting adjourned at 11:35a.m.