



## ADMINISTRATIVE OFFICE

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### NWCEP, INC. BOARD OF DIRECTORS

Wednesday, February 16, 2022 – 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; Thomas Gordon, Sr.;  
Brent Blomberg-alternate; Dawn Petit-via zoom; Elizabeth Franek-via zoom

**Excused:**

**Staff/Guests Present:** Jeff Muse, CEP; Jenny Decker, CEP; Mary Zinnecker, CEP; Karl Eck, WIPFLI-zoom;  
Kristy Gamble, WIPFLI-zoom; Mari Kay-Nabozny, WIB

**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 12/15/2021**

**Thomas Mackie made a motion to approve the 12/15/21, meeting minutes as presented. Seconded by Emmett Byrne. Vote taken, carried unanimously.**

**Mission Statement**

Dave Willingham 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 two CEP client success stories. The first individual was about a 17 year old with 5<sup>th</sup> grade reading level. He started work experience employment through CEP. His supervisor gave him a great recommendation. Through his employment and working with CEP staff, he was able to advance his reading level and other basic skills. He eventually attended UW Steven's Point for Wildlife Science.

Another individual was laid off from her job. She was motivated to get into nursing at Northwood Technical College. She enrolled at CEP for services where the costs associated with school were covered. She graduated with a 4.0 GPA and is now a cardiovascular intensive care nurse.

**Executive Director's Report**

Jeff noted that his report was included in the meeting packet. Jeff said that the audit will close in early March. Karl indicated it may be a little later in March due to a possible COVID extension.

**NORTHWEST WISCONSIN CEP**

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

Jeff discussed a handout regarding CEP's WIOA performance report. He noted that the state and federal measurements were adjusted for Youth criteria due to COVID. CEP exceeded and/or met all their performance measures.

Jeff updated the Board on a possibility of grant through the Bremer Foundation for equipment.

Jeff reported that CEP had an all staff meeting on February 10<sup>th</sup> in Ashland. It was a good meeting for staff to meet in person.

**Update on WIOA Monitoring Report**

Jeff reported that CEP addressed all the concerns that DWD had regarding the WIOA monitoring and the WIB submitted their response. The handout was distributed for review. The state has 45 days to respond.

**Regional Employment Report**

Jeff gave an update on the Regional Employment Report for the month of February which was included in the meeting packet and was discussed.

Discussion took place with a shortage of childcare for families being an issue for those who want to work. Discussion took place on Wisconsin Shares subsidies for those who qualify based in income guidelines. Mari Kay-Nabozny, NWWIB CEO noted that noted AARPA funds have been used by some Counties to help subsidize childcare. Tom Mackie asked that this information be sent to the CEP Board. It was noted subsidies are at 150% of the federal poverty level. She noted that Jackson County has been doing this throughout their region.

Another issue addressed are the gaps in public transportation in rural areas.

**CEP WIOA Job Center & Program Updates**

Jeff noted that traffic is increasing and we're keeping track of counts.

**Discussion PY20 Fiscal Audit**

Jeff noted we have nothing to share at this time.

**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 the changes.

***Tom Mackie made a motion to approve CEP's ISS/IEP program policy change. Seconded by Joe Pinardi. Vote taken, carried unanimously.***

**Action Item: Review/Approve CEP's Medical & Disability Information Policy**

Jeff explained the changes in CEP's Medical and Disability policy. It's a new policy and protects client's medical information in a separate file.

***Elizabeth Franek made a motion to approve CEP's Medical and Disability Information Policy. Seconded by Bob Kopisch. Vote taken, carried unanimously.***

**Action Item: Review/Approve CEP Financial Procedure's Manual Policy Changes**

Jeff explained the recent changes included in the meeting packet.

***Tom Gordon, Sr. made a motion to approve CEP's Financial Procedure Manual policy changes. Seconded by Emmett Byrne. Vote taken, carried unanimously.***

**Action Item: Review/Approve CEP's Finance Department Restructuring Proposal**

Jeff explained a proposal from WIPFLI for CEP's Financial Department restructure which was distributed to the Board. Jeff noted that CEP's AP Clerk is retiring in two weeks. He noted that CEP has enough staff and talent in house to keep finances in order until decisions are made. Karl Eck and Kristy Gamble at WIPFLI explained their roles. Karl is in the non-profit audit area. Kristy explained her background and noted that she was the Chief Financial Officer for a Community Action Agency for 19 years and worked with the CEP in Kentucky. She also understands MIP accounting software.

Under the new proposed financial agreement from WIPFLI, Christie who does specialize in the non-profit finance sector and in a program called Fast would be the finance representative assigned to CEP. Jeff noted that he checked with DWD to see if CEP and WIB could both contract with the same accounting firm. Jeff noted that we have to spell out a firewall if we contract with WIPFLI per the state's recommendation. It was noted that NWWIB's finance representative at WIPFLI is Courtney Smith.

Jeff reported that CEP has a staff member in house who could be trained to be the Finance Director for CEP. Jeff noted what we would like to do is work with WIPFLI until June. When the contract ends in June, CEP could contract with them another year as we work on training staff in house. Jeff has been in discussion with Clifton, Larson and Allen Accounting firm, noting they have not given us an estimate yet. They did indicate they would meet with us in person quarterly. Jeff noted that CEP posted for the Finance Director position.

Karl noted we would be looking towards working on the current proposal and then look at moving the accounting platform beyond that if decided. It was noted there is a 30 day back out clause with WIPFLI. WIPFLI clarified that the new proposal would start in March and Kristy noted we could do more streamlining with CEP to get us in a better place by July 1<sup>st</sup> and looking at new software. Kristy noted that the internal person that Jeff referred to would be WIPFLI's contact to code. Kristy said we can evaluate or change the proposal but there would be a new cross change on July 1<sup>st</sup>. Discussion took place about how we'd offset increased costs to WIFPLI.

Mari explained the WIB uses WIPFLI for everything, including payroll but they do not have the volume of transactions that CEP does. She noted that she is able to review coding and dashboards regularly along with the WIB.

Dave noted that the Executive Finance Committee wanted CEP Board permission to work on this further. It was noted that short term, this can be approved.

***Rollie Thums made a motion for the CEP Board to grant authorization to the CEP Board Executive Finance Committee to study this topic further and come back to the CEP Board for a recommendation. Seconded by Emmett Byrne. Vote taken, carried unanimously.***

**State & Federal Updates**

It was noted that there's not a lot of movement at the state level and federal level at this time. It was noted that the state received their WIOA allocations.

**Comments & Announcements**

Jeff recognized Bev Pufall, Accounts Payable Clerk for her 43 years of dedicated service to CEP. Jeff noted that he and the CEP Board wish her well and thanked her for her years of dedicated service.

**Tom Mackie made a motion to thank Bev Pufall for her 43 years of service in CEP's Finance Department. Seconded by Dawn Petit. Vote taken, carried unanimously.**

**Next Meeting Date and Location**

The next meeting of the CEP Board of Directors will take place on March 24<sup>th</sup> at a location to be determined or at the call of the Chairman.

The meeting was adjourned at 11:35 a.m.