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NWCEP, INC. BOARD OF DIRECTORS

Wednesday, May 25, 2022 – 1:00 p.m.

NWCEP, Inc. 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.;
Dawn Petit-via zoom; Elizabeth Franek-via zoom, Patricia Stephan

Excused: Michael Maestri

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

Welcome & Introduction of New CEP Board Members

Patricia Stephan introduced herself as the new CEP Board member representing Price County. Everyone introduced themselves.

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 3/24/2022

Thomas Mackie made a motion to approve the 3/24/22, meeting minutes as presented. Seconded by Rollie Thums. Vote taken, carried unanimously.

Mission Statement

Jeff Muse 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.

Action Item: Review/Approve Changes to CEP Board Bylaws

Jeff Muse explained a couple changes to the CEP Bylaws which were included in the meeting packet. It was noted that language pertaining to advertising Board positions in our ten county newspapers when deemed necessary was removed as it was outdated. It was noted that we no longer have ten county newspapers and reappointment/appointments for members takes place after County organizational meetings as noted in the Bylaws.

Tom Gordon, Sr. made a motion to approve CEP Bylaw changes as presented. Seconded by Larry Fickbohm. Vote taken, carried unanimously.

NORTHWEST WISCONSIN CEP

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

Action Item: Review/Approve Appointment of CEP Board Member at Large & CSA Positions

Jeff explained that we've had a couple positions on the CEP Board that have been vacant for some time and we want to fill those positions.

Thomas Mackie made a motion to appoint Bob Kopisch to the CEP Board At Large position. Seconded by Rollie Thums. Tom Gordon Sr. made a motion to close the ballot. Seconded by Joe Pinardi. Vote taken, carried unanimously.

Bob Kopisch made a motion to appoint Dave Willingham to the CEP Board Community Service Agency position. Seconded by Rollie Thums. Thomas Mackie Made a motion to close the ballot. Seconded by Tom Gordon, Sr. Vote taken, carried unanimously.

WIOA 101 Review & Role of the CEP Board Member

Jeff briefly explained the WIOA act and the CEP Board and agency. He noted that he will meet with Patricia separately to provide a more thorough explanation of our organizations.

Client Success Story

Jeff Muse reported on a success story about a CEP staff member who had a career in Paper Making industry which was affected by a closure. After the industry closed, he decided to get certified for health insurance and was co-enrolled with WIOA. He applied for a job at CEP as a FSET case manager where he has been a success.

Discuss PY20 Fiscal Audit Results

Jeff said he just received an email about an audit that started last October and it's still not done but should be complete this week. We'll have an exit interview likely next week.

Executive Director's Report

Jeff explained that he included this report in the Board meeting packet which he explained regarding what has been happening at CEP. Jeff will touch base with ICAA on their Literacy Program. Jeff will write a letter to the Counties about assisting those incarcerated with literacy. CEP would like to get a \$50,000 grant for this which maybe the counties can help.

Jeff said he's drafting a letter to our federal senators about including CEP in the new WIOA reauthorization bill along with support from the other two CEPs in Minnesota and Kentucky. Jeff said we'll prepare a Board support letter regarding this.

Jeff gave a WIPFLI update on where we're at with them. He said we're working Kristy Gamble as our chief accountant for CEP. Jeff reported that there's a proposed cut from WIOA through the state but it may be smaller than expected.

Update on WIOA Monitoring Report

Jeff reported that we're up to date and DWD did their monitoring. CEP staff fixed everything they asked. The focus is on the EEO compliance at this time. It was noted that there would be an internal monitoring and a possible joint meeting with the WIB later this summer.

Regional Employment Report

Jeff discussed the May Regional Employment, noting the numbers are variable and the report is not seasonally adjusted.

CEP WIOA Job Center & Program Updates

Jeff reported that our Hayward office no longer exists with Northwood Technical College but we work with the LCO tribe at their office providing services. He noted that we're tracking who comes into the Job Centers and why they're coming in.

Review OSO Report, Contract & OSO Job Center Certification

Jeff Muse reported that this handout is an FYI from the WIB on the role of the One Stop Operator (OSO) and how that interfaces with CEP and other partner programs. This is a certification that is to be signed off on every year by the Chief Local Elected Officials (CLEOs).

Action Item: Review/Approve Revised WIOA Medical & Disability Information Policy

Jeff explained that the state of Wisconsin wanted the state's WIOA policy be included in CEP's local policy which he explained.

Thomas Mackie Made a motion to approve the revised WIOA Medical & Disability Information policy as presented. Seconded by Thomas Gordon, Sr. Vote taken, carried unanimously.

Review/Sign CEP Board Member Conflict of Interest/Code of Standards Forms

This is required by the state every year for Board members to sign.

State & Federal Updates

None at this time/discussed above.

Comments & Announcements

Elizabeth Franek asked if CEP can help with sober houses and transitional housing. Dave noted that ICAA has a grant to assist homeless veterans.

Jeff reported that CEP has done extremely well on our performance measures and are exceeding them in many areas.

Jeff also noted that CEP has had success with the Worker Advancement Initiative which is helping people getting jobs through training programs, OJTs, supportive services, which is less restrictive than WIOA.

Next Meeting Date and Location

The next meeting of the CEP Board of Directors will take place on Wednesday, June 15th in Ashland or at the call of the Chairman.

The meeting was adjourned at 2:20 p.m.