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NWCEP, INC. BOARD OF DIRECTORS

Wednesday, August 17, 2022 – 10:30 a.m.

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

MEETING MINUTES

Present: Joe Pinardi; Dave Willingham; Emmett Byrne; Tom Mackie; Bob Kopisch; Charlie Glazman; Bill Kacvinsky; Larry Fickbohm-via zoom; Elizabeth Franek-via zoom, Terry Wedwick, Rollie Thums, Patricia Stephan, Thomas Gordon, Sr.; Michael Maestri-via zoom, Brent Blomberg (alternate)

Excused: Dee Gokee-Rindal

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

Welcome & Introduction of New CEP Board Members

Michael Maestri was present via Zoom and introduced himself as the new CEP Board member representing Sawyer County.

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.

Mission Statement

Charlie Glazman 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.

Approval of the Meeting Minutes from 6/15/2022

Thomas Mackie made a motion to approve the 6/15/22, meeting minutes as presented. Seconded by Emmett Byrne. Vote taken, carried unanimously.

Client Success Story

Jeff shared a success story which he distributed. Jeff explained CEP's Rescue Diva's summer camp that exposes middle school females to careers as EMTs and first responder. It's a one week program with 18 participants. He noted it went very well this year.

Executive Director's Report

Jeff explained his Executive Director's Report which was included in the meeting packet. Jeff discussed the WIPFLI's services to CEP. He explained how we initially contracted with them. We went through a few accountants with them so far. He noted they want to increase our monthly rate to \$14,000 a month. He took the scope of work they provided in the beginning and compared it to now and it's double the cost. The other option is Clifton, Allen and Ashton who gave us an estimate of \$6,000 per month estimate that he's

NORTHWEST WISCONSIN CEP

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

reviewing. Discussion took place about the pros of having someone in house. Another suggestion was to hire an experienced bookkeeper or a CPA. Jeff said we need to look at the scope of services that we need and go from there.

Jeff noted that Wegner Auditors who does our audit will be here in early October. A request was made to have a subsequent meeting with Wegner to review the audit.

Jeff was asked if he wrote a letter to the counties to request funding.

Discuss PY20 Fiscal Audit Results

The Fiscal Audit results were completed and the hard copies are in. There are no findings or areas of concern. There was no exit conference.

Action Item: Review/Approve Change in Life/Disability Insurance Carriers

Jeff noted that we already done this by electronic vote.

Thomas Gordon, Sr. made a motion to approve change in CEP and WIB's life disability carriers as presented. Seconded by Emmett Byrne. Vote taken, carried unanimously.

Action Item: Review/Approve PY22 & PY23 WIOA Performance Targets

Jeff explained that this sent out in an email because this needed to be approved by the state by August 12th.

Thomas Mackie made a motion to approve the PY22 & PY23 WIOA Performance Targets as presented. Seconded by Charlie Glazman. Vote taken, carried unanimously.

Regional Employment Report

Jeff discussed the August Regional Employment noting some increases in unemployment. It was suggested to invite Thomas Michels DWD Labor Market Analyst for our region to come in and explain this report to the new CEP Board members.

Update on CEP Finance Department

Already discussed.

State & Federal Updates

Jeff reported that U.S. Senator Baldwin will be at CEP Friday, August 19th on a visit with area businesses and agencies. Jeff noted we'll discuss CEP reauthorization under the new Workforce Innovation and Opportunity Act. He invited Board members to attend this 23 minute meeting.

Jeff noted that DWD was here last Thursday to visit businesses and the success of WAI. CEP was not invited, noting we provide WAI services to clients in need.

Comments & Announcements

None

Next Meeting Date and Location

The next meeting of the CEP Board of Directors will take place on Wednesday, October 19th in Ashland or at the call of the Chairman.

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