



ADMINISTRATIVE OFFICE

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NWCEP, INC. BOARD OF DIRECTORS

Wednesday, December 21, 2022 – 11:00 a.m.

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

MEETING MINUTES

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

Excused: Rollie Thums, Michael Maestri

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

Welcome Introduction of Guests

Jeff welcomed Mark Gutterer, local Real Estate Developer. Candy Miller was introduced. She is interning at CEP through Northwood Technical College for their Business Administration program.

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

Bob Kopisch 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 10/19/2022

Tom Gordon, Sr made a motion to approve the 10/19/22, meeting minutes as presented. Seconded By Tom Mackie. Vote taken, carried unanimously.

Client Success Story

Jeff explained that CEP client, NS was a 20 year unemployed individual who needed a CDL. He lost his job as a local well driller. He needed his CDL to get his job back. NS started with CEP to complete his CDL which he did in March and is now making \$25 per hour. He said he would highly recommend CEP to others in need.

CEP Ashland Office Update

Jeff explained that we have been looking at other options for rent in Ashland due to some accessibility issues. In the current location, CEP occupies 4,000 square feet. Mark Gutterer explained that he made an offer on the Sears Hometown building with intent to make it into possible office space. It's roughly 15,000 square feet and the address is at 811 3rd Street West. He noted there are a lot of updates needed to this building. Discussion took place on the current lease and when that ends. Another question raised was

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about seeking grants to help with moving costs. It was noted that Fiber Optics at the Sears location is already set up on. A question was raised about moving costs. Jeff estimated it would cost around \$40,000 to move. Another question was raised about building offices and it was noted that there may be more cubicles in the build out than offices. A question was raised about the need for more confidential spaces for meetings with clients and among staff. Jeff noted that the Ashland Office where we currently reside does have room for expansion. It was noted that we need to look close at the budgets to make sure we can afford this move.

Bob Kopisch made a motion to proceed with discussion on the development of a relocation plan. Seconded by Joe Pinardi. Vote taken, carried unanimously.

Executive Director's Report

Jeff explained his ED report included in the meeting packet. A question was raised about providing regular quarterly reports and audit reports. Jeff noted this will happen.

Regional Employment Report

Jeff discussed the DWD Regional Employment report for December 2022 which was included in the meeting packet.

Discuss Fiscal Monitoring at CEP

CEP's fiscal monitoring was pushed until January 2023. CEP and WIPFLI have all the required documents ready for the audit.

Action Item: Review/Approve Proposed CEP Handbook Policy Change

Jeff discussed the handout included in the packet about CEP's Handbook policy change regarding inclement weather which was explained.

Thomas Gordon, Sr. made a motion to approve the inclement weather policy change in the CEP staff handbook as presented. Seconded By Joe Pinardi. Vote taken, carried unanimously.

Action Item: Review/Approve WIOA Youth Policy Waiver Change

Jeff explained the WIOA Youth Policy Waiver change which was included in the meeting packet.

Thomas Mackie made a motion to approve the WIOA Youth Policy Change Waiver as presented. Seconded By Joe Pinardi. Vote taken, carried unanimously.

Action Item: Review/Approve WIOA Individual Training Account Policy Change

Jeff explained this handout included in the meeting packet.

Thomas Mackie made a motion to approve the WIOA Individual Training Account policy change as presented. Seconded by Tom Gordon, Sr. Vote taken, carried unanimously.

Action Item: Review/Approve Final PY22 WIOA Budget

Jess Ervin, WIPFLI Accountant explained CEP's PY22-23 WIOA/Operating Budget. He discussed the WIOA funds and other grants, revenue and other expenses. He discussed sub awards to the WIB.

Thomas Gordon, Sr. made a motion to approve the Final PY22-23 WIOA Operating Budget as presented. Seconded By Bob Kopisch. Roll call vote taken, carried unanimously.

State & Federal Updates

Jeff discussed a funding opportunity for a federal Head Start grant program that CEP is looking into applying. This grant was formerly operated by ICAA out of Ladysmith which was explained why they are not dealing with it. It was noted this could be done in partnership between CEP and ICAA. CEP's role would be to serve as the fiscal agent.

Comments & Announcements

None

Next Meeting Date and Location

The next meeting of the CEP Board of Directors will take place on Wednesday, February 15, 2023, in Ashland or at the call of the Chairman.

The meeting was adjourned at 11:50 a.m.