



## ADMINISTRATIVE OFFICE

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### NWCEP, INC. BOARD OF DIRECTORS

Wednesday, June 21, 2023 – 10:37 a.m.

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

### MEETING MINUTES

**Present:** Bill Kacvinsky, Dave Willingham, Joe Pinardi, Rollie Thums, Emmett Byrne, Bob Kopisch, Charlie Glazman, , Jocelyn Ford, Elizabeth Franek-via Zoom, Terry Wedwick, Patricia Stephan, Thomas Gordon, Sr, Dee Gokee-Rindal; Brent Blomberg (alternate); Michael Maestri, Zoom

**Excused:** Larry Fickbohm

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

#### **Call Meeting to Order/Roll Call**

Dave Willingham, CEP Board Vice 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.

#### **Welcome & Introduction of New CEP Board Member**

Jocelyn Ford was introduced as the new CEP Board member and Chief Local Elected Official (CLEO) Consortium member representing Washburn County.

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

#### **Mission Statement**

Joe Pinardi 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 4/19/2023**

Rollie Thums made a motion to approve the 4/19/23, meeting minutes. Seconded by Emmett Byrne. Vote taken, carried unanimously.

#### **Action Item: Appointment of CEP Board Member to fill the vacancy on the CEP Board Executive Finance Committee**

Jeff explained there is a vacancy on the CEP Board Executive Finance Committee. The Chair called for nominations to fill the vacancy.

Thomas Gordon Sr. nominated Joe Pinardi to the CEP Board Executive Finance Committee. Seconded by Charlie Glazman. Rollie Thums made a motion to close nominations, seconded by Emmett Byrne. Vote taken, carried.

**NORTHWEST WISCONSIN CEP**

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

### **Client Success Story**

Jeff discussed a success story from NG, a female going to Northwoods Technical College as a Medical Assistant, assisted by CEP. She completed her education and thanked CEP for their help. She was offered employment in her field.

Jeff reported on a client in Douglas County who attended GED training, assisted by CEP and passed it very quickly. He will be attending nursing school in the fall.

### **Executive Director's Report**

Jeff explained his ED report included in the meeting packet. Jeff reported that the Executive Finance Committee met before the CEP Board meeting. The Committee noticed that there's no detail on the cash draws the WIB requests from CEP. Jeff noted we have to be more careful and accountable. A motion was made by the Committee for Jeff to request a more detailed summary on what these cash draws are for such as wages, supplies, rent, marketing, etc. It was suggested to develop a form or format to use. It was noted this will be done and will go before the CLEO Consortium.

Jeff explained the other updates in his report. He reported that CEP did not receive the Transitional Jobs program that we have been successfully operating.

Jeff noted that we have to vacate our Park Falls CEP Job Center office in two months. CEP is looking at other options in the area. Jeff noted that he toured the old Beaser Elementary School that CESA #12 currently vacated, which is for sale. It was noted that exact costs for the Ashland CEP Office move were not formulated yet.

Jeff noted that the CEP Career Planner in Superior resigned and that position will be filled. He noted the CEP Regional Manager resigned in June.

Jeff explained an ongoing situation with the agency Workforce Resources, Inc. (WRI). He noted their staff moved into our offices years ago. Unfortunately they terminated the FSET contract with CEP without warning. This impacted four CEP staff that are now working in other programs. He noted that WRI staff that are not CEP employees occupy offices in the CEP Ashland Office at this time.

### **Action Item: Review/Approve PY23 Preliminary WIOA Budget**

Jess Erwin, WIPFLI Accountant noted that he's making final adjustments on the WIOA allocations, also including the impact of losing the Transitional Jobs and FSET contracts. He noted there will be a decrease in WIOA Adult and Dislocated Worker (DW) programs based on allocations. He explained some of the other programs CEP is operating. Jess noted there are some surpluses in ISY and the Bremer grant. CEP will need to make up the \$12,000 deficit in Admin. Jess discussed the WIB allocation which is \$210,000 of their WIOA portion which he noted is a significant portion of funding that comes out of our allocations. Jeff noted that we should have a final budget ready for Board approval in the fall, after we receive the allocations. Jeff thanked Ashley and Jess at WIPFLI for their patience and work on the budgets. Jeff noted that CEP has posted for an in house Finance Director.

### **Regional Employment Report**

Jeff discussed the DWD Regional Employment report for June 2023, which was included in the meeting packet. It was noted that unemployment numbers are looking better in northwest Wisconsin.

### **Discuss Fiscal Monitoring at CEP**

Jeff distributed hard copies of CEP's Audit that we just received. There was one finding with the WIB and CEP separation and transactions that have been resolved. The majority of the audit was fine. Jess noted that monthly close procedures will be done and reconciling the accounts, to address the WIB separation, which wasn't reflected in the books but have been resolved.

### **State & Federal Updates**

Jeff noted that we're still waiting for the WIOA allocations.

### **Comments & Announcements**

Jeff reported on CEP's relationship with WRI. He noted they are offering us a grant that they cannot complete. It's an area we have not covered in the grant realm, working with aging. Jeff noted that he has to talk to staff to see if this is possible with current staffing levels.

Jeff noted that CEP has a contract with Wisconsin Division of Vocational Rehabilitation (DVR). He reported that we increased our numbers with the DVR summer work experience youth, including working with the St. Croix Tribe, along with Red Cliff and Bad River Tribes.

A question was raised on the impact on clients with the loss of the FSET program. Jeff noted we can still co-enroll and help them with other CEP programs.

### **Next Meeting Date/Location & Adjournment**

The next meeting of the CEP Board of Directors will take place on Wednesday, August 16, 2023, in Ashland or at the call of the Chairman. The meeting was adjourned at 11:30