



## ADMINISTRATIVE OFFICE

422 3rd Street W, Suite 200

PO Box 616

Ashland, WI 54806

P 715.682.9141 W [nwcep.org](http://nwcep.org)

A proud partner of the [AmericanJobCenter](http://AmericanJobCenter.org) network

### NWCEP, INC. BOARD OF DIRECTORS

Wednesday, October 18, 2023 – 10:30 a.m.

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

### MEETING MINUTES

**Present:** Bill Kacvinsky, Larry Fickbohm, Emmett Byrne, Bob Kopisch, Charlie Glazman, Jocelyn Ford- via Zoom, Terry Wedwick, Patricia Stephan, Dee Gokee-Rindal-Zoom, Thomas Gordon, Sr., Rollie Thums, Joe Pinardi, Michael Maestri-via Zoom, Brent Blomberg-alternate Burnett County

**Excused:** Dave Willingham, Elizabeth Franek

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

#### **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**

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 8/16/2023**

Rollie Thums made a motion to approve the 8/16/23, meeting minutes. Seconded by Emmett Byrne. Vote taken, carried unanimously.

#### **Client Success Story**

Jeff discussed a success story with CEP's Youth Apprenticeship program which helps youth prepare for careers. CEP had a youth in the Airport Operations Management program which he successfully completed. In the state of Wisconsin, CEP was the first agency to have a student complete this program.

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

Jeff explained his Executive Director's report which was included in the meeting packet. He noted that CEP is continuously writing grants and the goal is to write three or four grants a month. He noted that with WIOA funds shrinking, we have to broaden our base of unrestricted funds. He said our budgets are tight and we want to grow. We're hoping to hear about the FSET grant that we wrote for by the end of the month and we're competing with WRI who initially pulled our FSET contract last spring. He noted that CEP is applying for a Bremer Foundation grant for new office furniture and other technical needs.

Jeff discussed the potential move to the CESA #12 building. He will keep the Board informed on the costs which would be about the same as what we're currently paying. Jeff reported that the Park Falls moved to a new location on 1157 on South 4<sup>th</sup> Street in the Verizon building.

# NORTHWEST WISCONSIN CEP

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

Jeff reported that we're wrapping things up with the WAI grant and we were able to reallocate over expenditures into other grants. It's possible we may get some additional unused funds from ICAA or WIB.

**Discuss 9/27 CEP Board Executive Finance Committee Report**

Jeff explained that the CEP Board Executive Finance Committee met on 9/27. They reviewed Jeff Muse's employment contract. The Committee made a motion to give Jeff a 3% increase that all staff but him received retro to July 1, 2022.

*Tom Gordon Sr. made a motion to approve the CEP Board Finance Committee's motion to give the Executive Director at 3% increase retro to July 1, 2022. Seconded by Joe Pinardi.*

It was noted that the agenda item included discussion and was not an action item. Tom Gordon Sr. withdrew his motion. This will be an action item on the next CEP Board agenda on December 20<sup>th</sup>.

**Regional Employment Report**

Thomas Michels, DWD Labor Analyst Economist discussed the DWD Regional Employment report for October 2023, which was included in the meeting packet. He explained the unemployment report and rates industries were affected less than others. He noted that there's labor force figures on those who have a job and those who do not. He explained the rest of the report to the Board. Discussion took place on the housing shortage.

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

Jeff reported that we're unable to approve a budget today due the ACA Navigator grant from UW Madison not having their allocations ready yet. Jeff noted that Jess Ervin, WIPFLI Accountant for CEP will explain more on the balance sheet handed out. Jess noted that the biggest portion is to cost allocate things whether it's salaries or expenditures to different programs. The struggle in the current year is with the loss of Transitional Jobs and FSET program funds. He noted that we need to cost allocate Navigator and DVR. He noted that some programs have different fiscal year timelines. He noted that bringing in grants is going to be essential moving forward. Jess noted that he's working with CEP's Payroll Clerk at CEP to finish their work on this balance sheet which was distributed and discussed. Jess noted that the balance sheet is out of balance due to the MIP software not updating to the current sheet, but that's a training feature they'll correct. He said all assets are fully depreciated.

**Discuss CEP Board & Consortium Roles & Mutual Business**

Jeff explained that this agenda item is to clarify the roles of the CEP Board and CLEO Consortium. It was noted that we have five CEP Board members not on the Consortium who should be hearing the WIOA information that the WIB discusses with the Consortium. Jeff discussed CEP's role in operating programs and opportunities and threats. Dee Gokee-Rindal suggested hiring an attorney to better explain the CEP Board and Consortium roles. Jeff will research presenters or experts on the CEPs. It was noted that under the federal Workforce Innovation and Opportunity Act (WIOA), the CEPs are designated as a local area in consultation with the CLEOs.

**Discuss CEP Board & Committee Schedule for 2024**

This will be discussed at the December meeting.

**State & Federal Updates**

Jeff noted that he's spoken with the two CEP Directors in Minnesota and Kentucky. Jeff noted that the three CEP Directors will get together in spring to discuss collaboration.

**Comments & Announcements**

Jeff suggested that some CEP staff be invited to meet CEP Board members this winter to showcase what they do. The Board agreed that this is a very good idea.

**Next Meeting Date/Location & Adjournment**

The next meeting of the CEP Board of Directors will take place on Wednesday, December 20, 2023, in Ashland. The meeting was adjourned at 11:30