



## ADMINISTRATIVE OFFICE

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### NWCEP, INC. BOARD OF DIRECTORS

Wednesday, December 20, 2023 – 10:30 a.m.

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

### MEETING MINUTES

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

**Excused:** Michael Maestri

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

#### **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 10/18/2023**

Bob Kopisch made a motion to approve the 10/18/23, meeting minutes. Seconded by Tom Gordon, Sr. Vote taken, carried unanimously.

#### **Client Success Story**

Jeff discussed a success story with CEP's submitted by our Spooner staff. He explained a client who was deficient in high school education. He applied for the Keys to Succeed program through CEP. He completed his GED program and applied at a Healthcare Center making \$23 per hour and is furthering his degree in sign language.

Jeff noted that the CEP staff had a meeting last week. He noted the staff donated hats, scarves and mittens to partners in recovery for those in need rather than doing a traditional gift exchange.

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

Jeff explained his Executive Director's report which was included in the meeting packet. Jeff discussed the need for more collaboration with area partners such as WRI, WIB, AADC due to national for profit companies coming in, competing with smaller area non-profits. A suggestion was made to invite Senator Tammy Baldwin's representative Anna Ringstad to one of our meetings to explain what we do. Another suggestion was made to reach out to Congressman Tom Tiffany staff as well. It was suggested to invite all

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

Wisconsin federal legislators to a meeting. Jeff discussed the loss of two grants that CEP had to absorb costs through other grants.

Jeff reported that the Park Falls new CEP office has relocated. Jeff discussed the Ashland move. He noted that CESA was looked at but did not meet our needs or costs. CEP is now looking at the EverGrow Childcare center that is now vacant on 9<sup>th</sup> avenue west in Ashland. Jeff said it would cost less in rent. A question was asked what the moving cost would be. Jeff indicated around \$12,000. Jeff noted utilities are not included in the new location. Dee noted she would like to see the location before we make a decision. It was noted that we can sign the three month lease with AADC until we move. It was noted that we need to get something in writing from the EverGrow owners. It was noted we could communicate via email on anything further.

*A motion was made by Charlie Glazman to approve the Ashland CEP location. Dave Willingham seconded the motion. Vote taken. Dee Gokee-Rindal and Larry Fickbohm voted no. Vote passed.*

**Action Item: Review/Approve 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, and a 3% increase for all staff this year.

*Tom Gordon Sr. made a motion to approve the CEP Board Finance Committee's motion to approve a 3% increase for the Executive Director retro to July 1, 2022, and a 3% increase for all CEP staff from July 1, 2023. Seconded by Joe Pinardi. Vote taken, carried.*

**Regional Employment Report**

Jeff discussed the DWD Regional Employment report for December 2023, which was included in the meeting packet. Jeff noted that unemployment is decreasing.

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

Jeff explained that the hold up on putting the budget together was the ACA Navigator allocations and state allocations. Jeff Ervin, WIPFLI Accountant explained how WIOA and other grant cycles work. He explained the ACA Navigator and AARPA funds. He noted W2 is coming to an end in December. Sub awards were discussed and contract with WIB on oversight on WIOA grants. He discussed the de minimis calculation does not allow for rent, direct sub awards and participant support per federal uniform guidance.

*Tom Gordon Sr. made a motion to approve the PY23 WIOA Operating Budget. Seconded by Larry Fickbohm. Vote taken, carried unanimously.*

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

Attached in the meeting packet is a CEP Board/CLEO Consortium meeting and committee calendar for 2024. It was noted that the CEP Board traditionally meets every other month on a Wednesday and it was noted that all meetings are subject to change and/or cancellation by the Chair.

**State & Federal Updates**

Already discussed.

**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.

Jeff noted that we have a gap in funding in W2, where we will move a staff member funded from that source to other duties as assigned for the time being.

**Next Meeting Date/Location & Adjournment**

The next meeting of the CEP Board of Directors will take place at the call of the Chair at the new location. The meeting was adjourned at 11:30.