



ADMINISTRATIVE OFFICE

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Our mission at CEP is to create connections that will empower individuals and groups to drive workforce and community growth.

NWCEP BOARD OF DIRECTORS

**Wednesday, November 20, 2024 – 11:00 a.m. – Via Teleconference
MEETING MINUTES**

Present: Bill Kacvinsky, Dave Willingham, Emmett Byrne, Bob Kopisch, Terry Wedwick, Patricia Stephan, Thomas Gordon, Sr., Dee Gokee-Rindal, Bob Olsgard, Steve Kariainen, Charlie Glazman, Larry Fickbohm, Rollie Thums

Excused: Elizabeth Franek, Larry Youngs

Staff/Guests Present: Skyler-Dural-Eder-CEP, Jenny Decker-CEP, Michelle Smith-CEP, Mary Zinnecker, Sue Stephens-CEP; Brent Blomberg, Burnett County Alternate; Lauren Schrubbe-DWD Program Liaison

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.

CEP Status and Updates - Skyler Dural-Eder & Michelle Smith

Skyler noted that overall things are going well. CEP is working with the WIB and other partners, seeing more VR clients which increases CEP's financial standing and looking at other opportunities. Michelle Smith noted that we're monitoring the cash situation closely. She appreciates the Board and employees commitment to CEP succeeding.

Discussion & Approval of the 2024-2025 Budget

Michelle noted that we have made huge strides in balancing the budget. She noted the Executive Finance Committee approved the CEP Board budget that Michelle emailed out. Michelle discussed revenue and said the difference is a million dollars from this year to last year. She went over the various grants and expenses. She discussed staff wages and a decrease of \$477,000. She noted that this is due to staff that were not replaced after leaving. She also noted that health insurance for spouses was eliminated to save money. She noted that the Board made sacrifices on meeting allowances until reviewed next year. She noted that three staff were laid off. We've cut down on expenses such as copies, mailings, closing an office and minimizing space in Superior which she explained.

Michelle reported that the Liaison Committee met on October 30th. This Committee consists of three CLEOs and three WIB members. The Committee agreed on \$67,000 for the WIB. The WIOA Youth allocation was explained. Michelle explained the WIOA Title I Adult funds has a 35% training goal. Michelle is working on more accurate information regularly. The Board acknowledged the sacrifices the staff made. She noted that another sacrifice on staff was to go from 37.5 hours weekly to 30 hours until

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June 30th, 2025. This could change if there are other revenues. Michelle noted from January 1, 2024, CEP had 23 employees. At the current time, CEP has 16 employees. Michelle discussed the ACA Navigator funding which CEP is still waiting on. Skyler noted that we're headed in the right path on better relationships with partner agencies and working on grant writing. Michelle explained that 15% de minimis will go into indirect and will help a little bit to build reserves.

A motion was made by Tom Gordon, Sr. to approve the PY 24-25 WIOA CEP Operating budget as presented. Seconded by Steve Kariainen. Vote taken, carried.

Resolution from Price County – Bob Kopisch & Patricia Stephen

Bob discussed a Price County resolution that would go to the federal government to restore the WIOA funding that was cut. He said the Board passed the resolution unanimously and this resolution was sent to the other County Boards. The request is that the other nine counties pass a similar resolution. It was noted to send this to the Wisconsin Counties Association as well.

Next Meeting Date/Location & Adjournment

The next meeting of the NWCEP Board of Directors will take place on December 18th or at the call of the Chair.

The meeting was adjourned at 12:00 p.m.