



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, December 18, 2024 – 10:00 a.m.

MEETING MINUTES

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

Excused: Elizabeth Franek, Bob Olsgard, Larry Fickbohm

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

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.

Action Item: Review & Approve Minutes from October 16th & November 20th

Dave Willingham Made a motion to approve the 10/16/24 and 11/20/24 meeting minutes as presented. Seconded by Bob Kopisch. Vote taken, carried.

DWD Monitoring Report – Mari Kay-Nabozny

Mari explained and reviewed the DWD monitoring report. Mari noted that there were \$288 in disallowed costs. If CEP cannot find documentation to support the findings, it comes out of program funds. No huge red flags, just typical human errors. Skyler noted that Sue Stephens, CEP Program Director, is already working on addressing the findings along with staff.

Organization Update - Skyler Dural-Eder

Skyler sent out a Board update yesterday and reviewed it with the group. The report included updates from DWD and the release of funds. She noted that CEP had a staff meeting on Monday and some of the program updates that took place there were regarding how to assist clients. CEP and WIB are still working on the governance issues with DWD. Another flow chart was created for DWD to describe CEP and WIB staffing. Skyler noted we're looking at new grants and partnering with other agencies. She noted that no one has left the agency since August. She reported that hourly staff are still working 30 hours a week. She gave an update on the DVR program and how revenue generation works for CEP. She noted that Wisconsin Unemployment implemented a new verification process which has made filing

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more challenging for those who need it. She noted that we do not receive compensation from the UI division for all the work CEP staff spend on unemployment. Skyler noted that clients get confused because the letter they receive from DWD says to register with your local Job Center. Discussion took place on using Job Service staff to deal with this. Mari noted much is done online and through AI. A suggestion was made to address this issue with a delegation at Superior Days in Madison.

Skyler gave an update on the Superior Job Center lease. A certified letter was mailed to the landlord that we're vacating the space at the end of December. The certified card was not mailed back to CEP yet showing it was signed by the landlord. Tracking shows it was delivered. Skyler noted we have to maintain a presence in Superior as the comprehensive job center in our region. Mari noted that the partners are considering a different space in the future. It was noted that CEP has one part time staff who still works in the Superior location and other staff rotate in throughout the week for coverage.

Skyler reported that she sends weekly email updates and has staff meetings to keep communication open, along with the WIB and other partners. Mari noted that there is much better collaboration now between WIB and CEP.

Skyler noted that we're still getting past the overspending that took place during the last several years and picking up considerable costs from last year in this year's budget through indirect funds.

There was a discussion about whistleblower policy and proper communication channels throughout the organization and board. Skyler noted that there is a whistleblower policy in place in the CEP handbook.

Skyler updated the board that we received the UW Navigator funds that were overdue to be paid.

Skyler noted that the HR6655 ASWA was passed along in a continuing resolution bill. Mari noted that they wanted to reauthorize this new law before the new administration. Mari noted that it was tacked on the CR which will get voted on and will likely pass. She explained what to expect from the new administration. Mari noted there are many changes under ASWA, which she explained will change from the current WIOA.

Discussion took about carryover funds. Skyler noted that when the fiscal year ends, we try to set aside funds to carry us over until the new WIOA funds come in so we can continue to serve people.

Audit & Financial Update – Michelle Smith

Michelle noted that UW would like to meet with the whole Board on the Navigator invoicing.

She noted we have the fiscal audit with Wegner going on and are delayed due to the hurricane that took place in the south.

Michelle paid off the line of credit today; however, that could change depending on need. She does not want to lower the amount of the line of credit with NSB. When asked about banking options, Michelle noted that we do have other options in CEP's banking, but we'll likely stay with NSB. She noted that she's meeting with the finance team weekly.

Michelle discussed the CEP check registers and told Board members that they're welcome to see it. A question was raised about seeing a balance sheet. Michelle said that after the audit, she'll have a balance sheet. Terry noted that he would like to get a report from the Finance Committee as the rest of the Board doesn't hear what they're doing. It was suggested to share the Finance Committee meeting reports on the CEP Board agenda. Michelle noted that most financial reports and spreadsheets are still being built back up after not having been updated throughout Wipfli's time.

Terry Wedwick made a motion to forgo the Board meeting allowance from 1/1/25 to June 30, 2025. Seconded by Steve Kariainen. Vote taken, carried.

Michelle thanked the Board for passing this motion and their support. Dave noted that this is a testament to the Board's commitment and hasn't affected attendance at meetings.

Michelle updated the Board on the West Bend worker's comp bill, which was significantly higher than normal. The current issue is they look at July, August and September. Michelle noted that during that time, we were an employer of record for around 80 youth on the DVR summer program and other youth experience programs. Michelle called West Bend and explained that this cannot be based on the three months where we have a large number of temporary youth on summer programs. Holden Insurance was contacted. Our broker said we need to work with West Bend. West Bend said they'll work on it and send us an updated invoice.

Regional Employment Update – Skyler Dural-Eder

Skyler discussed the Regional Employment Report from Thomas Michels of DWD. She explained that our unemployment is low but still higher than other areas in the state.

The Board recessed at 11:06 a.m.

Motion made by Rollie Thums to adjourn to Closed Session pursuant to the exemption in Wisconsin. Seconded by Terry Wedwick. 11: 15 a.m.

State Statute 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other such specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of:

a. Personnel expense reports

Motion by to Convene into Open Session & take possible action on closed session items, if any at 11:45 am by Robert Kopisch and seconded by Tom Gordon. Motion carried.

Next Meeting Date/Location & Adjournment

The next meeting of the NWCEP Board of Directors will take place on February 20th or at the call of the Chair.

The meeting was adjourned at 11:45 a.m.