

NORTHWEST WISCONSIN CEP REGULAR BOARD OF DIRECTORS MEETING

MEETING MINUTES

June 18, 2025 | 10 AM
417 9th Ave W; Ashland, WI 54806

ATTENDANCE

In Person

Bill Kacvinsky	Dave Willingham
Bob Kopisch	Patricia Stephan
Dee Gokee Rindal	Steve Kariainen
<i>-Dee out at 11:01am</i>	
Emmett Bryne	Charlie Glazman
Rollie Thums	Bob Olsgard
Terry Wedwick	Brent Blomberg-Alt

Teams/Phone

None

Excused

Larry Fickbohm
Elizabeth Franek
Larry Youngs

Staff/Guests

Skyler Dural-Eder, CEP
Michelle Smith, CEP
Sue Stephens, CEP

Mary Zinnecker, CEP
Jenn Schuelke, CEP (T)
Lauren Wolfe-Micek, CEP (T)
Mitch Davis, Wegner (T)

-Mitch out at 10:35 am

**T-Teams; P - Phone*

CALL TO ORDER, ROLL CALL, & REPORT OF PUBLIC MEETING NOTICE

Bill Kacvinsky, CEP Board Chair, called the meeting to order at 10 AM. Skyler Dural-Eder conducted the roll call. Quorum present. Skyler reported that the public meeting notice was published on the CEP website and social media, distributed to the regional library systems and the county offices for posting and publication. The Pledge of Allegiance was recited, and the CEP mission statement was read by Bill Kacvinsky.

MOTION: Approval of the minutes from the Regular Board meeting held on April 16, 2025. The minutes were reviewed. A motion was made by Rollie Thums to approve the minutes as presented, and it was seconded by Emmett Byrne. The minutes were approved unanimously.

NEXT MEETING

The next meeting will occur on Wednesday, August 20, 2025, at 10 AM or at the chair's call.

AUDIT UPDATE, MICHELLE M. SMITH (FINANCE DIRECTOR) MITCH DAVIS (PARTNER – WEGNER CPAS)

Mitch Davis, CPA, Partner with Wegner presented on the audit from July 1, 2023 – June 30, 2024. It is Mitch's first year fully working on our account. He reviewed what adjusting measures needed to be taken following the transition from Wipfli's service with CEP.

He also said that new rules mandate that leases need to be added to lease payments on statement of financial position on liability.

The timeline for the current year's audit was also discussed. CEP and Wegner will work to coordinate the audit earlier in the year, following DWD's monitoring activities.

ORGANIZATION UPDATE, SKYLER DURAL-EDER (EXECUTIVE DIRECTOR)

Skyler discussed WIOA enrollments, Youth Apprenticeship, and Career Academies. She also discussed the upcoming Summer YES! Program and Rescue Divas. She highlighted Mary's work on the internal CLARA system to help watch our budgets and goals in a more timely manner. Finally, she shared that there is no set date for us to receive the new program year's WIOA funding.

FINANCIAL UPDATE, MICHELLE SMITH (FINANCE DIRECTOR)

Michelle shared the updates on the balance sheet, cleaning up the various recordkeeping in Abila MIP, and how, overall, we are doing OK with funds at the current time due to being financially responsible. She shared that funds are in the bank and there is no money taken out of the line of credit, currently.

DISCUSSION AND APPROVAL OF PY25 BUDGET (MICHELLE & SKYLER)

Michelle and Skyler discussed reworking the budget to account for the reduction of funding from WIOA and the complete loss of Navigator funding. We do have carryover funding from last year within WIOA.

MOTION by Charlie Glazman and seconded by Bob Olsgard to approve the PY25 budget as presented. Motion carried, 11-0.

Dee Gokee-Rindal out at 11:01 am.

DISCUSSION AND APPROVAL OF MILEAGE TO STAFF

Michelle and Skyler discussed a new staff mileage policy. Full policy will be added to the handbook. Mileage for staff would be at a rate of \$0.51/mile when a CEP vehicle is not available and \$0.30/mile when a CEP vehicle is available and the staff member or at a rate otherwise approved by the board of directors. This would begin on July 1, 2025.

MOTION by Bob Kopisch and seconded by Dave Willingham to approve the new staff mileage policy. Motion passes unanimously.

DISCUSSION AND APPROVAL OF RESOLUTION FOR LINE OF CREDIT AT NORTHERN STATE BANK – RESOLUTION 2025-01

Discussion on need of operating line of credit from Northern State Bank.

Resolution 2025-01

Be it resolved that the Board of Directors of Northwest Wisconsin CEP hereby authorizes the establishment of a line of credit with Northern State Bank in the amount of \$100,000 with an interest rate equal to Prime, currently at 7.5%.

The line of credit will be for the term of July 1, 2025 through June 30, 2026 for general expenses related to the business operations at Northwest Wisconsin CEP.

MOTION by Steve Kariainen and seconded by Bob Olsgard to approve the resolution as presented. Motion carried, 10-0.

CLOSED SESSION

MOTION: A motion was made by Bob Kopisch and seconded by Rollie Thums to convene into Closed Session at 11:50 am under Wisconsin State Statute §19.85(1)(e) and (1)(c) for the purpose of budget discussions.

Staff members Skyler Dural-Eder, Michelle Smith, Sue Stephens, and Mary Zinnecker were present for the closed session, along with in-person board members and board alternate Brent Blomberg.

MOTION: A motion was made by Terry Wedwick and seconded by Emmett Byrne to come out of closed session at 12:13 PM.

COMMENTS & ANNOUNCEMENTS

None.

Meeting adjourned at 12:14 pm