

# NORTHWEST WISCONSIN CEP REGULAR BOARD OF DIRECTORS MEETING

## MEETING MINUTES

August 20, 2025 | 10 AM  
417 9<sup>th</sup> Ave W; Ashland, WI 54806

### IN ATTENDANCE

#### In Person

Bill Kacvinsky	Dave Willingham
Bob Kopisch	Patricia Stephan
Dee Gokee-Rindal	Steve Kariainen
Emmett Byrne	Larry Youngs
Rollie Thums	Bob Olsgard
Terry Wedwick	Brent Blomberg-Alt
Larry Youngs	Larry Fickbohm

#### By Teams/Phone

Elizabeth Franek

#### Excused

#### Staff/Guests

Skyler Dural-Eder, CEP  
Michelle Smith, CEP  
Sue Stephens, CEP  
Mary Zinnecker, CEP  
Jenn Schuelke, CEP (T)  
Lauren Wolfe-Micek, CEP (T)  
*\*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 Larry Fickbohm.

### APPROVAL OF MINUTES

**MOTION:** Approval of the minutes from the Regular Board meeting held on June 18, 2025. The minutes were reviewed. Terry Wedwick requested a change of the section on mileage to clarify the policy language typo. It should read, "\$0.51/mile when a CEP vehicle is not available and \$0.30/mile if a CEP vehicle is available, but the staff member chooses not to use it."

A motion was made by Emmett Byrne to approve the minutes with the correction, and it was seconded by Bob Olsgard. The minutes were then approved unanimously.

### ORGANIZATION UPDATE, SKYLER DURAL-EDER (EXECUTIVE DIRECTOR)

Skyler provided an update on the organization, federal workforce funding and policy changes. She shared that there is continued progress for program efficiency and service delivery improvements, including regional collaboration and staff support. She shared that the visit with the Lt. Governor was a good experience. Updates on staffing, program enrollments, and client outcomes. Monitoring from DWD has started and they will be on site next month.

No board action required.

### FINANCIAL UPDATE, MICHELLE SMITH (FINANCE DIRECTOR)

Michelle shared that Abila MIP will be increasing in cost. CEP's contract is in effect until April 2026. Alternative financial systems are being evaluated in terms of cost and use. The line of credit has been used on a very limited basis, with a current balance of \$5000 as we await reimbursement from DVR Summer Youth. Michelle also explained the changes with the updated balance sheet with some longstanding things still showing from 2007.

No board action required.

## **CLOSED SESSION**

**MOTION:** A motion was made by Bob Olsgard and seconded by Terry Wedwick to convene into Closed Session at 10:38 am under Wisconsin State Statute §19.85(1)(e) and (1)(c) for the purpose of discussing follow up on personal expense report issue and negotiations on the Ashland lease. Roll call vote, passes 14-0.

*Skyler Dural-Eder and Brent Blomberg were present for the closed session.*

**MOTION:** A motion was made by Bob Kopisch and seconded by Emmett Byrne to come out of closed session at 11:32 AM.

## **ACTION ON CLOSED SESSION ITEM**

**MOTION:** A motion was made by Bob Kopisch and seconded by Dave Willingham to proceed as discussed in closed session. Motion carried.

## **NEXT MEETING**

The next meeting will occur on Wednesday, October 15, at 10 AM or at the chair's call.

## **COMMENTS & ANNOUNCEMENTS**

None.

Meeting adjourned at 11:35 AM.