



## ADMINISTRATIVE OFFICE

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### NWCEP BOARD OF DIRECTORS

Wednesday, June 19, 2024 – 10:30 a.m.

NWCEP Office – Ashland, WI & 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, Rollie Thums, Charlie Glazman, Larry Youngs, Bob Olsgard, Larry Fickbohm, Elizabeth Franek-Zoom

**Excused:**

**Staff/Guests Present:** Jeff Muse-CEP, Jenny Decker-CEP, Michelle Smith-CEP, Skyler-Dural-Eder-CEP, Mary Zinnecker-CEP; Sue Stephens-CEP, Brent Blomberg-Burnett County alternate-Zoom

**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**

Dave Willingham 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 5/15/2024**

Tom Gordon Sr. made a motion to approve the 5/15/24, meeting minutes. Seconded by Emmett Byrne. Vote taken, carried unanimously.

**Election of CEP Board Officers**

Jeff Muse explained that every two years, after the county board elections, the CEP Board has their election of officers in June for the Chairperson, Vice Chair and Secretary/Treasurer positions.

Nominations were opened for the Chairperson of the CEP Board. Tom Gordon, Sr. nominated Bill Kacvinsky as Chairman of the CEP Board. Seconded by Dee Gokee-Rindal. Vote taken, carried unanimously.

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*Nominations were opened for a Vice Chairperson of the CEP Board. Rollie Thums nominated Dave Willingham as Vice Chairman of the CEP Board, seconded by Bob Kopisch. Vote taken, carried unanimously.*

*Nominations were opened for the Secretary/Treasurer of the CEP Board took place. Steve Kariaienen nominated Bob Kopisch as Secretary/Treasurer position, seconded by Emmet Byrne. Vote taken, carried unanimously.*

### **Client Success Story**

Attached in the CEP Board meeting packet were CEP client success stories provided by CEP staff.

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

Jeff reported that things have been serious regarding the funding situation. Jeff reported that he attended the Price County Board meeting via Zoom to help with CEP's funding. Jeff reported that we're asking the Counties for a loan or a grant for \$5,000 to offset the cash deficit until the new fiscal year funds come in.

Jeff reported that one CEP staff member resigned on Monday.

Discussion took place on why CEP was not at the Rusk County Job Fair in June. It was noted that staff will look into this and may have been present. It was noted that CEP staff have been at the Rapid Response meetings at the Jeld Wen in Rusk County. Rollie asked why there is no presence in his County and in Rusk and Sawyer County. Jeff noted there are outreach offices in those Counties. It was noted that CEP needs to market their hours in their outreach offices.

A suggestion was made to create a newsletter for the county officials.

### **CEP Current Financial Outlook**

Jeff reported the CEP Board Executive Finance Committee met last week to discuss financial solutions. He noted that the WIB benefits are not paid up front and that puts CEP in a financial bind. CEP is looking at other options. Jeff went over expenses that CEP can scale back on. Jeff said we need to review CEP's benefit package.

Jeff reported the other issue we're working out is with CEP's Accountant WIPFLI. We'd like the relationship to end on the business of June 27<sup>th</sup> in order for them to do our audit. Jeff discussed our audit with Wegner Auditing and said that it was delayed which cost us much more. We're supposed to be separate from the WIB and they share the same auditing firm. He noted CEP had a couple audit findings. Jeff provided some draft copies for review.

Discussion took place about providing the CEP Board a monthly balance sheet and expense report. Michelle Smith, CEP Finance Director will work on that. Michelle expressed concerned about losing WIPFLI so soon as she's still learning from them particularly with the turn of the fiscal year. Michelle explained how slow the state releases WIOA funds to CEP.

**June Regional Report**

Jeff discussed the June Regional Employment report in the meeting packet, noting unemployment is going up in our area.

**Update on CEP Fiscal Agent MOU**

This will be discussed at the Chief Local Elected Official Consortium meeting after CEP Board.

**Action Item: Review/Approve Changes to CEP Financial Procedures Manual Section 1500**

Michelle Smith, CEP Finance Director explained the payroll allocation changes to the CEP Financial Procedure's Manual which was included in the meeting packet.

***Bob Kopisch Made a motion to approve changes to CEP Financial Procedures Manual Section 1500. Seconded by Tom Gordon, Sr. Vote taken, carried.***

**CEP Board Conflict of interest Agreement**

Jenny Decker explained that the Conflict of Interest form included in the meeting materials is required by the state every year for Board members to fill out.

**Next Meeting Date/Location & Adjournment**

The next meeting of the CEP Board of Directors will take place on Wednesday, August 21<sup>st</sup> at 10:30 a.m. or at the call of the Chair.

The meeting was adjourned at 11:25 a.m.