

NORTHWEST WISCONSIN CEP REGULAR BOARD OF DIRECTORS MEETING

MEETING MINUTES

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

IN ATTENDANCE

In Person

Bill Kacvinsky
Bob Kopisch

Charlie Glazman
Larry Fickbohm
Patricia Stephan

By Teams/Phone

Elizabeth Franek
Dee Gokee-
Rindal

Excused

Rollie Thums
Dave
Willingham

Staff/Guests

Skyler Dural-Eder, CEP
Michelle Smith, CEP

Sue Stephens, CEP
Mary Zinnecker, CEP
Lauren Wolfe-Micek, CEP (T)
Jennifer Schuelke, CEP (T)

*T-Teams; P – Phone

Steve Kariainen
Emmett Byrne
Bob Olsgard
Terry Wedwick
Larry Youngs

Brent Blomberg-Alt

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

Bill Kacvinsky, CEP Board Chair, called the meeting to order at 10:01 AM. Skyler Dural-Eder conducted the roll call. Quorum present. Skyler reported that the public meeting notice was published according to open meeting laws. The Pledge of Allegiance was recited, and the mission statement was read.

APPROVAL OF MINUTES

MOTION: Approval of the minutes from the regular board meeting held on October 15, 2025. The minutes were reviewed. A motion was made by Emmett Byrne to approve the minutes as presented, and it was seconded by Bob Olsgard. Approved unanimously.

REPORTS AND DISCUSSION

Organizational Update: Skyler provided an update and overview of organizational activities since the previous meeting and referenced the materials included in the board packet. She shared that we had a good WIOA staff training and all-staff meeting. Wegner is working on the audit, and it should be completed within a couple of months. They have been requesting a lot of information and documentation throughout the past few months. There were no updates to staffing. Wisconsin DVR is in wait-list mode due to reduced funding provided through the state's joint finance committee. DVR has brought in 104% of our annual revenue goal for the program year of July 2025-June 2026. There is not yet any news on WIOA funding levels for the program year beginning in July 2026.

DWD Monitoring Report: Skyler presented a summary of the DWD monitoring report that was received a couple of weeks ago. Corrections, changes, and responses can be made, and then it moves back to the state again for review. Responses are due to NWWIB on December 19, 2025, and then it will be turned into DWD the first week of January for more review.

Financial Status Update: Michelle provided an update on financial matters. The Line of Credit has not been used in some time. She also reviewed the reporting changes through DWD and how grants will now be in program year and fiscal year allocations. Carryover funds from Youth are now all used. Adult and Dislocated Worker remain. The PSC grant is coming to a close with some payments still due to us. The special Rapid Response grant for the JELD-WEN dislocation will also be ending at the end of December. The audit work is being completed along with the DWD monitoring requests.

Lease Update: The Executive Finance Committee members reported on the lease update. Bob Kopisch explained that an agreement was reached with Kay and Gary LaPean (landlords). There will be a

reduction in rent of \$600 and the LaPeans will pay the Xcel Energy bill for electric and gas effective December 1, 2025. In exchange, CEP will vacate the areas of the fiscal office and executive director office. The LaPeans will allow us use of the cubicle room for now. This is not included in the rental agreement. A new lease was signed by Bob Kopsisch and Bill Kacvinsky for CEP.

No board action required.

FUTURE BOARD MEETINGS

The location of CEP Board meetings was discussed. Board members discussed travel and geographic considerations, including drive times to certain areas and what would constitute a central meeting location. Sawyer County was discussed as a viable alternative to Ashland.

No board action required.

NEXT MEETING

The next regular meeting will occur on **Wednesday, February 18** or at the chair's call.

Meeting adjourned at 11:05 AM.