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**CEP Board of Directors
Wednesday, August 19, 2020 – 10:30 a.m.
AmericInn Hotel/Web Ex – Ashland, WI
Meeting Minutes**

Present

Thomas Gordon, Sr.
Bill Kacvinsky
Tom Mackie
Dave Willingham
Bob Kopisch
Dan Makovsky
Emmett Byrne
Joe Pinardi
Brent Blomberg
Dee Gokee-Rindal, via web ex
Charlie Glazman, via web ex
Dawn Petit, via web ex
Elizabeth Franek, via web ex
Larry Fickbohm, via web ex

Excused

Others Present

Jeff Muse
Jenny Decker

Call Meeting to Order

Bill Kacvinsky, CEP Board Chairman called the meeting to order. Roll call was taken, a quorum was present. The public meeting notice was published in two class A newspapers in the WDA.

Approval of the Meeting Minutes from 6/17/2020

**Tom Mackie made a motion to approve the 6/17/20, meeting minutes as presented.
Seconded by Emmett Byrne. Vote taken, carried unanimously.**

Mission Statement

Jeff Muse 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 job seekers.

Executive Director's Report

Jeff reported that DWD was invited to join us today, but they declined and this will be discussed later in the agenda. He reported that DWD is here via teleconference at the office this week conducting our monitoring. Jeff noted that tomorrow there will be an exit interview and they will look at 21 WIOA case files. Jeff announced that Phil Koenig left DWD for another department and Bruce Palzkill, is the new Acting Assistant Deputy Administrator. He also noted that Aaron Sarbacker, our area's local program liaison has also taken another job in the division. So there is a lot of turnover going on. Annette Muentz at DWD has been there awhile and is working with us on the governance situation. They will do the EEO

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evaluation later as the person who has done that has left as well. Jeff updated the Board on the Job Center offices. He said the offices are still closed, clients are coming in by appointment only. Park Falls and Spooner is open to the public but working by appointment. Superior is a Comprehensive Center so they won't be opening until November 18th. He noted that one staff member that has COVID symptoms but has been testing negative. Jeff commended the staff on how they're managing to work under the circumstances.

Motion to Convene into Closed Session under Wisconsin State Statute #19.85 (1) (g) to discuss:

A motion was made by Bob Kopisch to convene into Closed Session under Wisconsin State Statute 19.85 (1) (g) to discuss the CEP and WIB governance issue. Seconded by Joe Pinardi. Roll call vote taken, carried unanimously.

Jeff explained that Bill Palzkill of DWD sent a letter to Jeff about the WIB being selected the fiscal agent which was not the case. According to the federal WIOA law, the LEOs are the body who designates the fiscal agent. The LEOS did unanimously decide to make CEP the fiscal agent. The DWD wants to see a model of what our idea of a firewall is but our attorney will get that to us late this week. It was noted that Melissa Rabska is a WIB employee who monitors the CEP files but is paid by CEP which makes this a conflict. DWD does not want to meet alone with us and wants the meeting to be with the WIB if that is the case.

Discussion took place about the CLEOs having another Board for the financials. The CEP attorney isn't for this. Dave asked what would be the best way to create a LEO consortium. Bill asked if it's possible that if you're not elected official, can a non elected official vote. Another suggestion by Bob was to set up a separate Committee to deal specifically with the WIB and financials. Discussion took place on how the funds go through the DOL to the state and then the locals. A suggestion was made to contact the WCA and Bob Kopisch will ask them the question on how the LEOs can form this consortium. Jeff discussed creating separate bylaws for the LEO consortium and it was noted by Tom Mackie not to over complicate this.

Jeff explained there is a sense of frustration between the WIB and CEP. Jeff noted that the LEOs need to be concerned about the WIOA funds. He said because we are the fiscal agent, we automatically received the DW and Adult funds and the youth is procured through the WIB. Jeff noted that the funds are tied to performance and the rest is tied to salaries. The WIB is looking at \$139,000 earmarked for staffing but some of this is questionable due to it not being related to WIOA. He said he wants to give his staff a three percent COLA since many are underpaid. On top of that, we're operating under an 8 percent cut. WIPFLI said we have enough to meet the end of the year, without any outside crisis. Bob Kopisch asked what is the relationship between the CEP and the WIB. Jeff, explained they are parallel organizations who both receive funds. Bob asked if the firewall issue is Melissa? Jeff said yes, that's part of it. Dave Willingham noted that when we worked as one, we saved money, but the WIB said we need agreements and MOUs, etc. Tom Gordon said there appears to be a conflict with what the state is hearing and they should be here today but they stayed away because of what the WIB tells them. It was noted that the CEP attorney completely understands the situation. It was noted that the WIB and CEP are in the same

office. Dave said the problem with DWD, they came up in March and drew up this plan and they thought we already agreed to their plan. It would be really helpful if we had an agreement that the leaders of both organizations cc each other instead of private phone calls being made. Jeff explained that Melissa of the WIB did an internal audit and portrayed it quite nicely and said there were no short comings and then two weeks later at the WIB Board meeting, she said everything different, that we're not good stewards of the money. So basically, two stories are being told to mislead people. Elizabeth said the bottom line is we're trying to help the people and why can't the WIB get that. Bob said we need to vote on LEO issue and the Melissa's monitoring. We never see the WIB's record. It was noted that we need to have partnership agreements with both Boards and it was suggested that the attorney help us with that. Tom Gordon asked that we get some organizational guidance on how to put this to rest. Jenny pointed out that CEP has been the fiscal agent for over 52 years with over 25 years of clean fiscal audits and there are no other issues with the other CEPs in the nation regarding some alleged DOL finding but rather something that has transpired in the last year within the DWD state department that we're unclear of.

Motion to Convene out of Closed Session under Wisconsin State Statute #19.85 (1 (g) Roll Call.

A motion was made by Tom Gordon Sr., to convene out of Closed Session under Wisconsin State Statute #19.85 (1 (g). Seconded by Dave Willingham. Roll call vote taken, carried unanimously.

Motions made under Closed Session under Wisconsin State Statute #19.85 (1 (g) Roll Call.

Bob Kopisch made a motion to have Jeff Muse put together a list of the problem areas, possibly use counsel and come back to the Board with solution to resolve the issues. Seconded by Joe Pinardi. Roll call vote taken, carried unanimously.

Dave Willingham made a motion for LEOS to vote and inform DWD that it is still their intention to appoint the CEP Administrative Entity as the fiscal agent. Seconded Emmett Byrne. Roll call vote taken, carried unanimously.

Management Reports

Job Center Updates

Already discussed.

Regional Employment Report

Jeff said the numbers are going up and down. The report was included in the packet.

PY20 WIOA Performance Measures

Jeff explained that we have certain goals we have to maintain and we do not like to have any black marks. The youth credential is failing and seven other areas in the state are having this problem too, due to the pandemic. He said we're exceeding most of our goals or at least meeting them.

Action Item: Review/Approve OSO MOU IFA Funding Agreement

Jeff said the One Stop Operator MOU is an agreement of who is part of the OSO consortium and the WIB will do it and put a bid out and they approved the WIB to be the OSO.

A motion was made by Tom Gordon, Sr. to approve the OSO MOU IFA Agreement as presented. Seconded by Dan Makovsky. Vote taken, carried unanimously.

Action Item: Review/Approve CEP Medical Information Policy

Jeff explained some minor changes in the CEP Medical Information Policy made by the state DWD. Jeff reported on a finding from DWD which was regarding medical information that was stored in a hard file and that they need to be stored in a separate file. Now we have directive from the state on how to proceed with that change. The handout for this item was included in the meeting packet.

A motion was made by Tom Gordon Sr., to approve the CEP Medical Information Policy as presented. Seconded by Dan Makovsky. Vote taken, carried unanimously.

State & Federal Updates

None at this time.

Comments & Announcements

None at this time.

Next Meeting Date and Location

The next meeting of the CEP Board of Directors will take place on Wednesday, October 21st.

Adjournment

Tom Gordon made a motion to adjourn at 12:47 a.m. Seconded by Tom Mackie.