



ADMINISTRATIVE OFFICE

422 3rd Street W, Suite 200

PO Box 616

Ashland, WI 54806

P 715.682.9141 W nwcep.org

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CEP, INC. BOARD OF DIRECTORS
Wednesday, June 16, 2021 – 10:30 a.m.
AmericInn Hotel/Zoom – Ashland, WI
MEETING MINUTES

Present

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

Excused

Others Present

Jeff Muse, CEP
Jenny Decker, CEP
Mary Zinnecker, CEP
Mari Kay-Nabozny, WIB
Karl Eck, WIPFLI, via zoom
Melissa Rabska, WIB

Call Meeting to Order

Bill Kacvinsky, CEP Board Chairman called the meeting to order. For the record, it was noted the public meeting notice was published on the CEP website, social media, the area Library System, and the area County government websites in our WDA.

Approval of the Meeting Minutes from 5/19/2021

Tom Mackie made a motion to approve the 5/19/21, meeting minutes as presented. Seconded by Rollie Thums. 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 workers.

Executive Director's Report

Jeff reported that we heard from the Department of Labor that CEP did not receive the second YouthBuild grant. Jeff said it doesn't have a negative impact on the current project as we still have a no cost extension with Bad River and the homes are almost complete there. Jeff said we haven't seen how we scored on our application.

NORTHWEST WISCONSIN CEP

Strengthening our region, one person, one business, one job at a time.

Jeff reported that he is meeting with the Deb Leslie, Executive Director of Workforce Resources (WR) tomorrow. She is resigning and he'll meet with her new replacement. The reason for the meeting is to discuss moving the WR staff in Ashland to the CEP office where the WIB is vacating.

Jeff reported that we'll have another change in the Financial Procedures manual with the internal controls regarding the signing of payroll checks as the current system is archaic.

Discussion took place that the City Hall in Park Falls is relocating and that is where the CEP office resides. Jeff will talk to the City Planner in Park Falls about options.

Review/Discuss Draft CLEO Consortium Report

Jeff explained that this is a report from their last meeting that took place on 5/19. Dave Willingham was elected the Chairman and Thomas Mackie was elected as the Vice Chairman. Jeff said he's working on the bylaws and will send them to the CEP Board to review. Jeff said the Consortium will likely meet quarterly or as needed. Dave noted that we may need to meet more the first year as we have more work to do to get established. Discussion took place on the CLEO governance webinars and that the CLEOs need to ensure they're following the guidance in their role in the oversight of the WIB. Dave suggested having a meeting with the CLEOs to discuss the WIOA/CLEO PowerPoint slide handouts.

Review/Discuss DOL/DWD 2nd Response to CEP & WIB Separation Agreements

Jeff explained the DOL response to the various separation agreements. He noted these agreements will be corrected as needed and then signed. Mari Kay-Nabozny, WIB CEO said we'll submit a round two response to the DOL. Mari noted that the Tech Colleges have Title II funding under WIOA and we've been navigating ways to ensure equitable funding from mandated partners.

WIOA Summer Youth Progress Update

Jeff explained that last time we met, it was decided not to hold the Crex Youth Camp this summer. As of this morning, we have around 38 youth placed in paid work experience sites in various sectors in our ten county area. Jeff will prepare a report that will show how many youth were placed in each county once the summer ends.

CEP WIOA Job Center Reopening

Jeff said all our area Job Center doors are open to the public and the Job Center in Superior is open only two days a week. People are recommended to wear masks in the general area. Jeff said we will have customer counts for the Board to review quarterly.

Action Item: Review/Approve Preliminary WIOA Budget

Karl Eck, CEP WIPFLI Accountant explained that the PY20-21 WIOA budget is a total of \$1.6 million dollars which he broke down by Adult, Dislocated Worker and Youth programs. He noted that this year it's a little different due to the separation between the CEP and the WIB. Karl explained that the grant comes to CEP and the WIB is a sub-recipient of CEP with WIOA admin which he explained. He indicated that CEP will receive a fiscal agent fee.

Karl explained the Fiscal Year 2021 estimated carryover, noting the admin funds were expected to be used in 2021. He said the numbers will change in September when we do a final budget. Right now, this is a preliminary budget. He noted there's a 3% salary increase and 8% increase in health insurance. He discussed the sub total of operations. CEP will apply the 10% de minimis from the admin grant. We have a projected carryover of \$212,000. Karl said it's conservative in spending as we're waiting on a few other sources of funding. He said last year, we had a 35% carryover, but possibly less this year once we get the final budget.

Karl explained the WIB budget breakdown of around \$753,000 with some of their funds coming from non WIOA sources.

Charlie Glazman made a motion to approve the Preliminary WIOA CEP Budget. Seconded by Joe Pinardi. Roll call vote taken, motion passed.

Action Item: Review/Approve NWWIB WIOA Internal Monitoring Report

Melissa Rabska, WIB staff explained the NWWIB Monitoring Report included in the meeting packet. She said it outlines the monitoring she conducted in May of this year. The process of how they do the monitoring has not changed. There's three components involved in the monitoring which are examining the EEO, Finances and WIOA programs. She explained some the changes, areas of concern, best practices and observations in each area. She noted that she interviews CEP and WIPFLI staff separately. All responses to this monitoring are due by July 1st. It was noted that Career Planners are trained on any findings or errors.

Tom Gordon Sr. made a motion to accept the NWWIB WIOA Internal Monitoring Report. Seconded by Tom Mackie. Roll call vote taken by CLEOs, motion passed. Rollie Thums voted no.

Action Item: Review/Approve CLEO/NWWIB Firewall Policy

Jeff explained the CLEO/NWWIB Firewall Agreement.

Emmett Byrne made a motion to approve the NWWIB/CLEO Firewall Policy. Seconded by Joe Pinardi. Vote taken, motion passed.

Action Item: Review/Approve PY2021 One Stop Operator MOU

Mari noted this is new but nothing much has changed. This is an agreement that the DOL requires and this MOU gets the partners to contribute. Charlie noted a couple edits, such as Deb Leslie's name should be changed as the signatory as she is resigning and the correct reference to COVID should be changed to COVID 19. This agreement runs July 1, 2021 to June 30, 2022.

Charlie Glazman made a motion to approve the PY2021 OSO MOU with the changes noted. Seconded by Tom Gordon, Sr. Vote taken, motion passed.

Action Item: Review/Approve CEP ISS/IEP Program Policy

Jeff explained that there were some language changes to the CEP ISS/IEP Program Policy which was included and highlighted in the meeting packet.

Tom Mackie made a motion to approve the changes to the CEP ISS/IEP Program Policy. Seconded by Emmett Byrne. Vote taken, motion passed.

Review/Sign Shared Liability Agreement

This is a Consortium agreement. It was noted to get the approval and signatures from the CLEO Consortium when they meet next to approve it.

Review/Sign Annual CEP Board Conflict of Interest Forms

Bill noted these are annual forms that are required to be signed by DWD.

Rollie Thums made the motion to approve the conflict of interest forms. Emmett Byrne seconded the motion. Vote taken, carried unanimously.

Action Item: Review/Approve Youth Incentive Policy

Jeff explained the language changes to the Youth Incentive Policy which were included in the packet.

A motion was made by Tom Mackie to approve the Youth Incentive Policy. Seconded by Joe Pinardi. Vote taken, motion passed.

Discuss Upcoming CEP & WIB Separation Transition on July 1st

Jeff explained that there's not much more to report other than the WIB staff are moving out of the office. Melissa noted they are officially moved to their new office yesterday in Ashland. Jeff indicated that he and Mari will have a joint meeting down the road after everything is compliant.

State & Federal Updates

Jeff noted that SOFTEC in Siren received a WEDC grant. Jeff said he met with the St. Croix Tribe and he wants to work more with them on workforce development activities.

Jeff announced that CEP received the Public Service Commission grant for \$43,000 to provide trac phones for consumers in need to help them get back to work.

Comments & Announcements

Discussion took place on moving out of the current CEP location. It was noted that being on the ground level would be better for the public. Jeff said there may be options on the first floor at the AADC. Another suggestion was to write a letter to the AADC Board about this issue.

Next Meeting Date and Location

The next meeting of the CEP Board will take place August 18th or at the call of the Chairman.
Adjournment of meeting at 12:00 p.m.

