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ADMINISTRATIVE OFFICE

422 3rd Street W, Suite 200

PO Box 616

Ashland, WI 54806

P 715.682.9141 W nwcep.org

CEP, INC. BOARD OF DIRECTORS
Wednesday, August 18, 2021 – 10:30 a.m.
AmericInn Hotel/Zoom – Ashland, WI
MEETING MINUTES

Present

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

Excused

Larry Fickbohm

Others Present

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

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 6/16/2021

Charlie Glazman made a motion to approve the 6/16/21, meeting minutes as presented. Seconded by Emmett Byrne. Vote taken, carried unanimously.

Mission Statement

Elizabeth Franek 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 the WIB staff have moved to their new office down the street from CEP. The vacated space the WIB staff moved from will be rented by the Workforce Resource, Inc. (WRI) and FSET staff, a total of three additional staff in CEP's office. This move will make it easier for the consumer to have access to additional partner agency staff resources in our office. Jeff explained the lease that CEP has with the AADC specifies that we cannot sublet without approval. We have received approval for the non CEP staff who have moved in. Jeff reported that DVR is moving down the block from east of us on Third Street in Ashland as well.

NORTHWEST WISCONSIN CEP

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

Jeff introduced Karl Eck, CEP's WIPFLI accountant. Karl explained that he replaced Jean Christiansen and he wanted to meet everyone in person.

Jeff noted that we're now in a new Fiscal year on July 1st and noted that the CEP Board approved the preliminary budget prior to that date and will finalize the budget this fall.

Jeff noted that CEP was going to have an all staff CEP meeting tomorrow. However, there were schedule conflicts and it will take place on Tuesday, August 31st at Prentice Park in Ashland. He noted that CEP needs to do a safety training and other required compliance items for staff to be involved in.

Jeff reported that Travis Patterson, CEP Youth Services Manager has resigned due to a new opportunity at the Bayfield School District.

State Updates - Governor's Workforce Initiatives

Jeff Muse and Mari Kay-Nabozny, NWWIB CEO discussed Governor Ever's workforce initiatives. Mari explained that there's money coming down from DWD for workforce initiatives. There are two sources of funds, one for \$20 million called the Workforce Advancement Initiative (WAI) and the Workforce Innovation Grant for \$100 million. The grant for the WAI grant was due last Friday. Mari and Jeff explained how the money would assist clients in need. There are five partners in the grant which include Northcentral Technical College, Northwoods Technical College, ICAA, CEP and Manpower that were included in the grant application. The total grant submitted was for \$2.2 million and will be divided up among the partners. They explained how each partner will deliver services, what counties they will serve and the client eligibility requirements, noting a customer would need to meet just one requirement. We're allowed to co enroll. The goal of the partners is to provide services for 375 people in three years.

A question was raised about help for the hospitality industry with these grants. It was noted that construction, childcare and one additional sector based on needs at this time will be the focus.

It was noted that the \$100 million Workforce Innovation grant can be found on DWD's website and is open to public entities and non-profits to focus on innovative projects. She explained who is partnering on various training initiatives, such as providing more CDL training and mentioned possible work opportunities for refugees coming in if people can agree on that.

Jeff noted that DWD was going to be here in person next week to conduct their monitoring but that changed due to travel restrictions so the monitoring will be done virtually. Jeff asked DWD to communicate with us more closely while conducting this monitoring virtually to eliminate confusion on the large volume of paperwork that has to be uploaded for their review.

Worker Advancement Initiative Grant Update

Jeff updated the Board on the YouthBuild grant and said it's almost done due to a no cost extension in partnership with Western Dairyland and WRI. CEP wrote for a second Youthbuild Grant that we did not receive. Jeff explained that the Tribe is offering CEP an opportunity to work on another housing training

project. CEP does not have the funds so we're having conversations with the Tribes and the Counties about this potential project.

Jeff discussed another grant through the Bad River Tribe for broadband expansion and the Tribe asked if CEP would like to partner to train clients on computers with this expansion. Jeff said we're looking at other foundations but trying to use unique methods to move forward during the changes under COVID.

Dave announced that ICAA received \$1 million dollar grant similar to the ACA initiative to work with communities to increase cooperation and interest with the COVID vaccine efforts. He noted there could be partnership opportunities through this grant.

WIOA Summer Youth Progress Update

Jeff reported that we did not hold the Crex Meadow's Youth Summer Camp this year. The reason it didn't happen was due to COVID and we couldn't recruit the counselors. We placed 42 youth in work experience opportunities across our region.

CEP WIOA Job Center Updates

Jeff reported that all the Job Centers are open. Superior is our only comprehensive center in the area. Mari noted that they're open to the public Monday through Thursday and we receive a report each week and the numbers are increasing.

Jeff reported that he attended a Park Falls City Council meeting to discuss the future of where the CEP location will go once the City Hall location is vacated. Bob explained where businesses are moving and where CEP might be placed, possibly with North Lakes, however, it's an evolving situation.

Jeff announced that Leslie Arf resigned from FSET and we're doing interviews to fill that position.

WIOA & DVR OJT Reports Update

Jeff said we fell a little short of our OJT goal for the last fiscal year but we were close. The good news is, we're up to four this current fiscal year with business picking up.

Regional Employment Report

Jeff explained the Regional Employment Report for the month of August. He explained the numbers are fluctuating. Discussion took place on changes in the workforce since the pandemic. Jeff noted that we're still working a lot with those on unemployment at the Job Center.

Discuss WIOA Internal Monitoring

Jeff reported that we work with Melissa Rabska, NWWIB staff on the internal monitoring and will be waiting for the state to come in next week. He noted that they haven't been here in two years and once they see the locations they'll update us on what's missing and what needs to be updated.

Discuss Draft CEP Bylaws & Committee Structure

Jeff discussed that we need to have updated CEP Board bylaws due to the changes in the separation and with the creation of the Consortium. He noted that one of the things we're monitored on, is our financial operations, which was done quarterly. Jeff asked the Board on their thoughts regarding the Committee structure. There was one correction on page six of the Bylaws, under voting; anything that says Consortium should be replaced with the CEP Board. A suggestion was made that "reply all" could be included rather than replying to one person during an email vote. It was noted this makes sense so Board members can view the vote count.

Discussion took place on the proposed CEP Board Executive Finance Committee. It was noted in the past that we randomly selected check registers, credit card payments, journal entries, etc. Mari suggested coordinating certain ledger accounts. Jeff noted that each entity has other grants outside of WIOA to review. He noted it's more of a procedural item in the bylaws.

Discussion took place on the Liaison Committee. Dave noted that the Consortium may have to resolve any conflict between the CEP and WIB through this Committee. Dave suggested that we reword or eliminate this Committee language and keep CEP issues pertinent to program operations. The changes will be made and brought back to the CEP Board for approval.

Discussion took place on the membership composition of the CEP Board. It was noted that some members wear two hats. Dave said we may want to add more non CLEO members to the CEP Board so there's no conflict with having a majority of CLEOs. Jeff said we'll create another draft with the changes recommended to present to the CEP Board at their next meeting.

State & Federal Updates

Jeff said that there could be an influx of refugees coming into this country from Afghanistan, roughly around 30,000 based on news reports. Jeff said we'll continue to keep the Board apprised on any other developments.

Comments & Announcements

Tom Mackie said the Washburn County Board invested as a coop \$100k to the Park Fall Paper Mill. Bob gave an update on the status of the mill on their application of receivership which is going through a bid process on who is going to purchase the mill.

Charlie Glazman said there are a lot of people leaving jobs to start their own business and asked what training is available. Mari explained how WIOA can help and the new WAI grant, as long as they meet one of the nine criteria. It was noted that UW Superior is starting an incubator initiative where people are developing their own products and selling them there. A suggestion was made to talk with NWRPC about this as well to fill in. Dave mentioned that ICAA has a business development program. Rollie reported that there are funds available through the Main Street Bounce Back initiative with grants around \$10,000 available. It was noted for CEP to contact to NWRPC about this initiative.

Next Meeting Date and Location

The next meeting of the CEP Board will take place September 15th or at the call of the Chairman.

Meeting adjourned at 11:50 a.m.