

NORTHWEST WISCONSIN CEP REGULAR BOARD OF DIRECTORS MEETING

MEETING MINUTES

June 17, 2026 | 11 AM
Ashland CEP Office/Virtual

IN ATTENDANCE

BY TEAMS/PHONE

Bill Kacvinsky
Dave Willingham
Bob Kopisch
Emmett Byrne
Charlie Glazman
Brent Blomberg – Alt.

Dee Gokee-Rindal
Steve Kariainen
Bob Olsgard
Rollie Thums
Terry Wedwick

Excused

Larry Fickbohm
Elizabeth Franek
Jeff Ulrich
Larry Youngs

Staff/Guests

Skyler Dural-Eder, CEP
Michelle Smith, CEP
Sue Stephens, CEP
Mary Zinnecker, CEP

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

Bill Kacvinsky, outgoing CEP Board Chair, called the meeting to order at 11:36 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.

ELECTION OF CEP BOARD OFFICERS

Bill Kacvinsky nominated Bob Kopisch for Chair, and Charlie Glazman seconded the nomination. With no additional nominations, Rollie Thums moved to cast a unanimous ballot for Bob Kopisch, seconded by Bob Olsgard. Motion carried.

Bill Kacvinsky nominated Dave Willingham for Vice Chair. With no additional nominations, Emmett Byrne moved to cast a unanimous ballot for Dave Willingham, seconded by Bill Kacvinsky. Motion carried.

Bob Kopisch nominated Bill Kacvinsky for Secretary. With no additional nominations, Dave Willingham moved to cast a unanimous ballot for Bill Kacvinsky, seconded by Charlie Glazman. Motion carried.

The officers are Bob Kopisch, Chair; Dave Willingham, Vice Chair; and Bill Kacvinsky, Secretary.

APPROVAL OF MINUTES

MOTION: Approval of the minutes from the regular board meeting held on February 18, 2026. A motion was made by Bill Kacvinsky to approve the minutes as presented and seconded by Bob Olsgard. Motion carried.

REPORTS AND DISCUSSION

Organization and Program Update: Skyler reviewed the June Board Report and organization report addendum. CEP is preparing to launch Next LEVEL Northwest for eligible youth and young adults ages 14 through 24. Staff members have continued community events, school outreach, job fairs, partner meetings, and direct service activities across the region. Recent Ladysmith and Spooner job fairs showed increased attendance, and planning was underway for an Iron County job fair. CEP is maintaining both in-person and virtual access across the rural service area. The grant update showed that the WIOA Youth grant had been awarded pending federal and state funding, the Second Chance Community Re-entry proposal was submitted May 11, and a USDA business proposal remained in discussion and planning. The PSC was not awarded, the Bader Foundation replied that we were outside of their area of service, and health navigator funding was pending.

Program and Data Impact: Skyler reviewed enrollment and program data through May 31, 2026. Enrollment was trending positively. Regular DVR activity had reached 188.5% of the financial goal. The Summer YES! Program had 60 current enrollments. The report also highlighted impact that is not always reflected in formal performance measures. Examples included crisis support and referrals, work experiences, CDL and HSED progress, resume and application assistance, and practical barrier removal through access to phones, laptops, transportation, and other supports.

Financial Status and Executive Finance Committee Update: Skyler reported that CEP is debt-free. All county loans, the AADC loan, and other outstanding obligations from 2024-2025 had been paid. The line of credit remains available for occasional use and cash-flow needs while reimbursements are pending. Michelle discussed the financial reports and the formatting that the board would like to see each board meeting.

Governance and Administrative Items: The Board discussed ongoing WDA 7 governance questions and concerns from DWD's various communications. Discussion included the roles and responsibilities of CEP, the Northwest Wisconsin Workforce Investment Board, and the Chief Local Elected Officials. No formal board action was taken on governance at this time.

Direct deposit enrollment paperwork and conflict of interest forms for board members were also discussed. Staff will follow up with the required documents and information.

ACTION ITEM: BOARD MEMBER PER DIEMS, MILEAGE, & INSURANCE

MOTION: Charlie Glazman moved, and Terry Wedwick seconded, that effective July 1, 2026, through June 30, 2027, no per diems will be paid for meetings and mileage will be reimbursed at \$0.50 per mile. Proof of insurance must be provided before mileage is reimbursed, and the insurance documentation requirement will be formalized as a standing policy with no expiration.

Discussion followed.

Following the discussion, a roll call vote was taken. Voting yes: Bill Kacvinsky, Dave Willingham, Bob Kopisch, Charlie Glazman, Dee Gokee-Rindal, and Terry Wedwick. Voting no: Emmett Byrne, Steve Kariainen, Bob Olsgard, and Rollie Thums. Larry Fickbohm, Elizabeth Franek, and Larry Youngs were excused.

The motion carried by a recorded vote of 6-4.

ACTION ITEM: 2026-2027 ORGANIZATION BUDGET

Michelle presented the draft FY2026-2027 operating budget. Health Navigator and Rapid Response amounts remained unknown or pending and were not included. Other amounts are based on preliminary information.

MOTION: Approval of the draft FY2026-2027 organization budget as presented. Motion made by Terry Wedwick, seconded by Steve Kariainen. Motion carried.

ACTION ITEM: RESOLUTION 2026-001 - LINE OF CREDIT

Michelle presented Resolution 2026-001 to maintain CEP's line of credit with Northern State Bank. The resolution authorizes a \$100,000 line of credit at Prime, currently 6.5%, for July 1, 2026, through June 30, 2027, for general business operating expenses.

MOTION: Approval of Resolution 2026-001 as presented. Motion Bill Kacvinsky, seconded by Rollie Thums. Motion carried.

NEXT MEETING

The next regular meeting was scheduled for Wednesday, August 19, 2026, or at the call of the chair.

The meeting was adjourned.