



## Northwest Wisconsin Chief Local Elected Official Consortium Workforce Development Area #7

A proud partner of the American Job Center network

*The mission of the Consortium is to maintain the integrity of the WIOA funds.*

**Date & Time: Wednesday – June 15, 2022 - 11:30 a.m.**

**Location: CEP, Inc. Office – Ashland, WI & Via Zoom**

### MEETING MINUTES

#### **CLEOs/LEOs Present:**

Dave Willingham, Rusk County  
Joe Pinardi, Iron County  
Charlie Glazman, Douglas Co  
Emmett Byrne, Burnett County  
Terry Wedwick, Rusk County  
Larry Fickbohm, Bayfield County  
Elizabeth Franek, Ashland County – via zoom  
Brent Blomberg, Burnett County – alternate Burnett County

#### **Excused:**

Rollie Thums, Taylor County  
Patricia Stephan, Price County  
Tom Mackie, Washburn County  
Michael Maestri, Sawyer County

#### **Staff/Guests:**

Jeff Muse, CEP  
Jennifer Decker, CEP  
Mary Zinnecker, CEP  
Bob Kopisch, CEP Board  
Melissa Rabska, NWWIB

#### **Call Meeting to Order**

Dave Willingham, Rusk County Consortium Chairman called the meeting to order.

#### **Roll Call & Report of Public Meeting Notice**

Roll call was taken, a quorum was present. The public meeting notice was published on the CEP website, social meeting, area library websites and County Government websites.

#### **Approval of the 11/17/21 Meeting Minutes**

Larry Fickbohm made a motion to approve the 11/17/21 meeting minutes as presented. Seconded by Joe Pinardi. Vote taken, carried unanimously.

#### **Mission Statement**

Elizabeth Franek stated that the mission of the Consortium is to maintain the integrity of the WIOA funds by the Chief Local Elected Officials.

#### **Action Item: Review/Approve NWWIB Bylaws Change**

Dave Willingham explained the changes to the NWWIB bylaws. The change allows the NWWIB Chair the authority to appoint an acting officer during a vacancy until the election can be conducted at the next NWWIB meeting.

Emmett Byrne made a motion to accept the NWWIB Bylaws change as presented. Seconded by Joe Pinardi. Vote taken, carried unanimously.

**Action Item: Review/Approve Firewall & Internal Control Policy**

*Elizabeth Franek made a motion to accept the NWWIB/CLEO Firewall and Internal Control as presented. Seconded by Larry Fickbohm. Vote taken, carried unanimously.*

**Action Item: Review/Approve Fiscal Agent Report**

*Charlie Glazman made a motion to accept the Fiscal agent agreement as amended. Seconded by Joe Pinardi. Vote taken, carried unanimously.*

**Action Item: Review/Approve NWWIB PY22 Preliminary WIOA Budget**

Melissa Rabska explained NWWIB WIOA PY22 budget which was included in the meeting packet. She said they reduced their budget 8.6% due to budget cuts and diversified their budget from other grant sources. Dave Willingham requested that the Consortium would like to see a more itemized NWWIB budget from time to time.

*Emmett Byrne made a motion to accept the NWWIB PY22 preliminary budget as presented. Seconded by Larry Fickbohm. Vote taken, carried unanimously.*

**Action Item: Review/Approve NWWIB WIOA Monitoring Report**

*Joe Pinardi made a motion to accept the NWWIB WIOA Monitoring report as presented. Seconded by Emmett Byrne. Vote taken, carried unanimously.*

**Action Item: Review/Approve the NWWIB One Stop Operator MOU**

Melissa explained that the NWWIB OSO MOU which was distributed.

*Larry Fickbohm made a motion to accept the NWWIB One Stop Operator MOU as presented. Seconded by Emmett Byrne. Vote taken, carried unanimously.*

**Summarize & Plan Next Steps**

Dave discussed some steps about taking time at our next meeting to discuss the Consortiums roles and responsibilities and oversight.

**Comments and Announcements**

None

**Next Meeting Date & Location**

The next meeting of the Consortium will take place at the call of the Chair.

**Adjournment**

The meeting was adjourned at 12:30 p.m.