

**CEP, Inc. Board of Directors
Wednesday, October 15, 2014
CEP, Inc. Office – Ashland, WI
Meeting Minutes**

Present

Steve Sather
Jeff Muse
Dee Gokee-Rindal
Donna Williamson
Lew Martin
Dave Willingham
Dennis Pocerlich
Rollie Thums
William Voight
Mary Jesunas

Excused

Joe Pinardi
Bill Kacvinsky
Doug Finn
George Sears

Others Present

Brad Gingras
Jenny Decker
Carrie Okey
Suzannah Crandall
Mary Dietrich
Marcy Pratt

Dave Willingham called the meeting to order. Roll call was taken, a quorum was present. It was reported that the public meeting notice was published in two class A newspapers and reported on area radio stations.

Welcome & Introductions

Everyone introduced themselves.

Approve the Minutes from 8/20/14

Rollie Thums made a motion to approve the meeting minutes from **8/20/14** as presented. Seconded by Mary Jesunas. Vote taken, carried unanimously.

Mission Statement/Success Story

Brad noted the mission of CEP is to strengthen the economy by providing effective and efficient workforce development services to businesses and job seekers. Today's success story is about a CEP staff member who has been working on youth curriculum in the schools called HIRED. While teaching this program to 8th grade students, they were asked what they would like to be when they grow up. A young man was interested trucking thanks to the High Wage Highway event at Red Clay Classics which CEP put together.

Management Reports

Job Center Customer Counts

Jenny gave a brief report on the Job Center customer counts for our area Job Centers and outreach centers in our ten county area for the month of September.

Brad discussed the Social Media Impact report. This report shows how many people are using Facebook on CEP's page along with a Twitter account.

OJT & H1B Report

Brad discussed WIA OJT report included in the packet. He explained how the OJT program works and noted that we're into a new fiscal year. He discussed the final results from last year and noted that we have 17 contracts and over 50% in Dough County, with an average wage of \$12.30, average hours at 304 and average cost per contract at \$1,864. He said there was more emphasis placed in Douglas County for OJTs. He noted that on the current CEP OJT report from July 1, 2014, we're at 17 contracts. Brad noted we'll be doing more OJTs with the area Tribes.

Brad discussed the H1B OJT contracts, which is a four year grant, broken down by three different workforce areas. Those areas are Northwest, Fox Valley and North Central. There are 141 contracts to date, with an average wage of \$21.00 and the average cost per contract is \$4,800.

Grants & Revenue Generation Update

Brad discussed Food Stamps Employment and Training program (FSET). This program used to be run by the counties and the state put it up for bids. Each area of the state that applied has to be a region to be considered. CEP is in partnership with Workforce Resources which is the West Central WDA who received the grant for our regions. The FSET will not begin programmatically until April 1st. Workforce Resources will provide the case management and our area will provide services such as job search, job development, job retention, etc. It will be a nine month contract. For a two year period, it will provide \$750,000 in funding for this project. CEP will hire four new individuals who will be job coaches and business consultants and an employment educator to train the staff.

Brad discussed the status of the OSHA grant. This is the third round of OSHA funding CEP applied for to provide combustion dust training to employers. This grant is near \$113,000. Cory Kempf, CEP's HR Manager is project manager for this initiative. This project expands into northeast and west central MN and the Upper Peninsula in the wood manufacturing industry.

Brad discussed the Affordable Care Act (ACA) grant CEP received for \$279,000. Open enrollment starts November 15th through February 15th. The first ACA grant we received was for \$285,000. Brad noted that we'll keep the partnership going with other workforce areas. Brad noted that we'll be providing outreach and informational sessions along with one on one meetings with individuals who need insurance.

Brad discussed the Health Resources Services Administration (HRSA) grant. There was a HRSA grant we applied for in April for \$85,000 and we heard we did not receive it. About a month ago, we were informed that we did receive this grant. This grant is putting together a healthcare consortium, which we have in place and it will be administered by the WIB.

Brad reported that the state of WI put out money for human services departments for the Brighter Future initiative to work with youth ages 12-17. CEP would partner with Bayfield County on this initiative on who will write this grant. The grant is a minimum of \$75,000 to \$250,000 to help at risk

youth from Ashland and Bayfield County youth get back on their feet. Brad also noted that this funding could also help send youth to the Crex Meadows Youth camp.

Brad updated the Board on the funding status of the Crex Camp mess hall. There have been two more grant requests for funds for this camp. One is through the Kwik Trip foundation for \$20,000 and the We Energy Foundation for \$20,000. Another suggestion was to check with Jump River Electric for donations.

Youth Outreach & Career Pathways Initiatives

Suzannah Crandall, CEP Youth Services Manager and Crex Camp Director gave a presentation about youth projects. Suzannah referred to the colored handout in the meeting packet on events that CEP and area partners have put together for youth. She explained the various events such as manufacturing and medical discovery days which were described on the handouts to the Board.

Salesforce Initiative Update

Carrie Okey, CEP Focused Initiative Manger gave a success story about a man named Chris who was helped through an OJT upgrade with full time work and a wage increase. He worked with Tom Pufall at CEP who put him on Sales Force. Within one week we connected our employment side to the job seeker side and were able to find Chris full time employment at World Class Precision through Sales Force. She noted we've been using Salesforce since 2013 and have 572 job seekers on the site, 183 hires and over 647 job openings utilizing it. Our relationships come from our staff working with area employers.

Workforce Development Month Activities

Brad reported that September is Workforce Development Month and highlighted some of the activities that took place such as the grand opening of Career Closet to help job seekers on the first day of work or job interviews. We have received a number of donations. Brad noted that Cory Kempf provided a workshop through the chambers of the legalities of hiring which was a success.

Review/Approve Policy & Procedure Change to FLOP Manual

Brad reported that there are a few minor changes to our Field Level Operating Procedures manual. Brad explained the changes presented in the handout provided in the meeting packet. Brad distributed a WIA Applicant/Participant Certification Statement which would protect our agency if we know that a person is under the influence of drugs and alcohol and can be released from the work experience job site they are on. A suggestion was made to have our corporate counsel review this language to make sure it's accurate. Another suggestion was to offer help to our clients who have drug and/or alcohol issues.

A motion was made by Dennis Pocernich to approve the FLOP changes with a disclaimer that a drug test be mandatory for the client. Seconded by Donna Williamson. Vote taken, carried unanimously.
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Review/Approve PY14 Re-Budget & PY13 Final Expenditures Report

Mary Dietrich, CEP Assistant Finance Director discussed final expenditures for 2013 and reported that \$1.5 million was spent. She discussed the break down of expenditures. She said we spent more than we budgeted for on OJTs. She discussed our WIA funds and other grant expenditures.

Marcy Pratt, CEP Finance Director distributed an updated budget on other grants and revenue estimates. Marcy reported that for the first time in years, we have a nice cushion of funds to cover staff and program costs. She noted that we have an additional \$77,337.00 in funds we need to spend on programs. Marcy went over the pie chart budget that shows how workforce development activities are budgeted. Mary noted that our budget is at \$4.1 million dollars and last year it was at \$3.9 million. She noted that we may have to change the budget due to other revenue sources coming in.

A motion was made by Jeff Muse and seconded by Mary Jesunas to approved the PY14 Re-Budget and PY13 Final Expenditures Report. Vote taken, carried unanimously.

State and Federal Updates

Brad distributed a handout regarding the changes from Workforce Investment Act (WIA) to Workforce Innovation and Opportunity Act (WIOA) for the roles of the Chief Local Elected Official who are still responsible for WIOA funds. Brad discussed a section in the new Act, the CEPs are responsible for appointing members to the WIB. Brad recommended doing a strategic planning to start the implementation of the new WIOA. Brad noted that there will be early adopting states who will implement this new act and Wisconsin is not an earlier adopting state which gives us time. This new Act impacts the three remaining CEPs in the country. We may have to compete for the WIOA funds. CEP has a great track record of clean audits and monitorings and good performance. There will be other outside bidders who may come in at a lower cost. Currently, CEP is the administrative fiscal agent. Brad believes the WIB could become their own fiscal agent. The WIB could chose different service providers and funds could be broken up and given to other entities. There could be local or national organizations that could move into an area if the money is there. There is power for the Governor to change the workforce areas under this new legislation. It was agreed for Brad to create a document for the ten county officials to sign and possibly other partner agencies who may be affected by these changes.

Next Meeting Date and Location

The next meeting of the CEP, Inc. Board of Directors will take place on Wednesday, December 17, 2014, at 10:30 a.m. in Ashland.

Steve Sather made a motion to adjourn, seconded by Donna Williamson. Vote take, carried unanimously.