

**CEP, Inc. Board of Directors  
Wednesday, April 15, 2015  
CEP Office – Ashland, WI**

**Meeting Minutes**

**Present**

Steve Sather  
Jeff Muse  
Bill Kacvinsky  
Dee Gokee-Rindal  
Lew Martin  
Dave Willingham  
Rollie Thums  
William Voight  
Mary Jesunas  
Joe Pinardi  
Doug Finn

**Excused**

Donna Williamson  
Dennis Pocernich

**Others Present**

Brad Gingras  
Becky Stanhope  
Jenny Decker  
Mary Dietrich  
Melissa Burris

Bill Kacvinsky 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.

A moment of silence was observed for George Sears who passed away on March 12<sup>th</sup>. He was a dedicated member of the CEP Board since 1991 representing Burnett County.

**Approve the Minutes from 2/18/15**

Rollie Thums made a motion to approve the meeting minutes from 2/18/15 as presented. Seconded by Lew Martin. Vote taken, carried unanimously.

**Mission Statement**

Brad noted the mission of CEP is to strengthen the economy by providing effective and efficient workforce development services to businesses and job seekers. Brad reported that today's success story is from Stacey Plemon who is the Workforce System's Specialist at CEP. A client met with Stacey in the summer of last year to get some entry level computer training. Her body could not take the factory work anymore. She bought a computer and got assistance learning how to use it. Stacey felt if she was going to get out of manufacturing, computer skills would be needed. The client followed through with Stacey's suggestion. She decided to be a dental assistant and within a year, she completed her training and found a job at a dental facility which she loves, working four days a week.

**Management Reports**

**Job Center Customer Counts**

Jenny gave a brief report on the Job Center customer counts for our Job Centers and Outreach centers in our ten county area. She distributed an updated report for 2014-2015. Brad noted that there are changes at WITC with their hours which could affect Job Center hours.

### **OJT & H1B Report**

Brad discussed WIA OJT report included in the packet. He explained how the OJT program works. He noted that on the CEP OJT report, we're at 39 contracts. Average cost per contract is shy of \$1,964 and average wage is \$12.50 per hour and training hours is at 320. He noted the goal is to have all counties represented with OJTs.

Brad discussed the H1B Healthcare OJT contracts which are broken down by three different WDAs. Those areas are Northwest, Fox Valley and North Central. The average cost per contract is shy of \$5,000. The number of contracts written is 245 for our region and average wage is \$21.75 per hour and 420 training hours. He noted that we are one of the best performing workforce areas in the state for our OJT programs.

### **Regional Employment Report**

Brad noted that the Regional Employment Report is created by Thomas Michaels, DWD Labor Market Analyst. This report is always one month behind. On page two, it was requested that the state be broken down by each WDA for unemployment. It was noted that our area has the highest rates of unemployment due to it now being seasonally adjusted.

### **Dislocated Worker Report**

Brad reported on some new dislocations. He discussed the report in the meeting packet. Hampton products in Shell Lake, laid off 29 employees and kept 12. But they have since laid off the final 12 and they are ceasing to operate. CEP provided assistance to those laid off workers. The recent dislocations not on the list are the Benedictine Living Center in Spooner which has reached an agreement to sell its assets to an Illinois senior housing entity. This affects 108 salaried employees and 103 hourly employees. Most employees will transition to the new entity. Gemini Cares is going through major changes and this will affect 701 employees statewide and will affect 87 people in Sawyer County. Over half of the laid off workers have transferred to the new entity. There may be 50-60 individuals overall that will not have jobs on May 1<sup>st</sup>.

### **Grants & Revenue Generation Update**

Brad gave a grants update. He discussed the Wisconsin of Rural Health Grant which was for \$75,000 to supply a health insurance educator staff person to provide people with health care information. One healthcare entity did not sign off on the MOU and therefore, the proposal could not be submitted. However, within a day or two, CMS which oversees the ACA announced that there will be a three year funding cycle coming out, so the grant has not be released. He noted that we stand a good chance to get this grant since we have been doing this work successfully. He noted that we will be looking for grants that fit our mission.

### **FSET Program Basics**

Brad introduced Becky Stanhope who is the CEP Employment Educator. He reported that part of her job is to work with the FSET program which is in the startup phase. Becky noted that our Park Falls office is taking the lead at this time. She explained how the program works in helping those with no experience. She explained who is working in the other areas which are Ashland, Superior, Spooner and Park Falls/Phillips. FSET is the Food Share Employment and Training program to assist those on Food Share find employment. It was noted that clients have three months to find a job before their benefits are cut. She noted that we will assist ABAWD which stands for Able Bodied Adults Without Dependents ages 18-49 that meet this requirement.

### **Introduce New Youth Model**

Brad reported that under the new WIOA legislation, there was a shift of funding from in school youth (ISY) services to allocate more money for out of school youth (OSY). CEP has developed a new program delivery model. He discussed the flow chart included in the packet. Brad noted that CEP submitted a letter of intent to the NWWIB, along with another agency who did not submit a RFP, so therefore CEP will be awarded the funds to provide the youth services. Brad explained how the services will be provided. The model we developed is based on research and criteria of the legislation. There are two different tracks OSY can go into for services which Brad explained on the flow chart. Brad discussed the future of the Crex Meadows Camp. He noted that we will recruit youth through DVR and CEP which will help sustain the camp. A suggestion was made to recruit Tribal youth as well. Brad noted that it costs around \$110,000 to operate the camp and most of that goes back to the youth for the work they provide for the DNR. Brad reported that Suzannah Crandall, current CEP Youth Services manager will be leaving the country to lead youth in educational opportunities in other countries. Interviews for a new camp counselor will take place tomorrow.

### **Action Item**

#### **Review/Approve Update to Section 700 in FPM**

Mary Dietrich, CEP Finance Director gave an update on section 700 in the FPM in reflection to the Uniformed Guidance. She made changes to the purchasing/procurement section. Her changes were included in the packet from the Uniform Guidance which we have to do. She explained the other changes highlighted in the handout.

A motion was made by Jeff Muse to approve the changes to Section 700 in the Financial Procedures Manual as presented with the amended typo. Seconded by Dave Willingham. Vote taken, carried unanimously.

### **Action Item:**

#### **Review/Approve Performance Incentive Award Proposal**

Brad reported that DWD awarded our area with one of the best performances in the entire state. Our area, WDA #7 was awarded with a performance bonus for \$50,000. Brad discussed that the funds they awarded us are from PY13 and must be expended by the end of June this year. He explained a plan to use this money which was included in the packet. He said \$25,000 would be allocated for workforce initiatives. CEP set aside for \$8,700 to offset the costs for the summer camp and \$6,000 to help our adult program. For our staff who worked during 2013 who helped to succeed in our performance, there would be a \$500 bonus. He noted that Mari Kay-Nabozny, NWWIB CEO will send in the clarification today on how we plan to spend this money to get state approval.

A motion was made by Mary Jesunas to approve the Performance Incentive Award Proposal based on the state's approval. Seconded by William Voight. Vote taken, carried unanimously.

### **Discuss Joint NWWIB & CEP Meeting in June**

Brad reported that we are having another joint WIB and CEP Board meeting on Monday, June 15<sup>th</sup> at the Lakewoods Resort. The CEP Board meeting will take place at 10:30 a.m. and then lunch. In the afternoon, John Chamberlin, WIOA Attorney will explain how the CLEO's and the WIB will work together and what our roles will be on the Boards.

### **Discuss NWWIB/LEO Agreement for 2015-2017**

Brad explained that the new WIOA Act is not that much different than WIA. It remains to be seen if we will be the Dislocated Worker and Adult service provider, but with our performance, we should remain that provider. It was noted that the WIB/LEO agreement is a two year contract. Included in the packet was the old agreement and the new version.

### **State & Federal Updates**

Brad reported that the new rules and regulations were released for WIOA. Brad referred to the handouts in the packet that provided timelines for the WIOA transition. Brad noted that the CLEOs have even more authority than they have in the past. He will keep the board updated on changes as they come.

### **NWWIB Business Conference Update**

Melissa Burris, NWWIB PR Coordinator updated the Board on the upcoming NWWIB Business Conference on May 13<sup>th</sup> in Ashland at the AmericInn. She noted that it's a one day conference. She distributed a handout which is a sign-up sheet for those who wish to attend and may need lodging. She noted that we're focusing on employee recruitment and retention at the conference and there will be a finance and HR panel as one of the workshops. There will be labor and employment law updates as well. Board members attend for free and if they require lodging, to please let Melissa or Jenny know.

### **Other Business**

Brad reported good news that Mari Kay-Nabozny had a baby boy named Alexander on March 29<sup>th</sup>.

### **Next Meeting Date and Location**

The next meeting of the CEP, Inc. Board of Directors will take place on Monday, June 15, 2015, at 10:30 a.m. in Ashland.

Lew Martin made a motion to adjourn, seconded by Jeff Muse. Vote take, carried unanimously.
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