

**CEP Board of Directors Meeting
Wednesday, August 12, 2015 – 10:30 a.m.
CEP Office – Ashland, WI**

Meeting Minutes

Present:

Lew Martin
Doug Finn
Rollie Thums
Dee Gokee-Rindal
Donna Williamson
Dave Willingham
Steve Sather
Brent Blomberg alt. for Emmett Byrne
Mary Jesunas
William Voight
Joe Pindari
Bill Kacvinsky
Dee Kittleson

Excused:

Jeff Muse

Others:

Brad Gingras
Jennifer Decker
Mari Kay-Nabozny

Call Meeting to Order/Report of Public Meeting Notice

Bill Kacvinsky, CEP Board Chairman called the meeting to order. Everyone introduced themselves. Dee Kittleson was introduced as the new CEP Board member representing Bayfield County.

It was reported that the public meeting notice was published in two class A newspapers and aired on area radio stations in the WDA.

Approval of 6/15/15 Meeting Minutes

Rollie Thums made a motion to approve the 6/15/15 minutes as presented. Seconded by Lew Martin. Vote taken, carried unanimously.

Mission Statement/Success Story

The mission of CEP is to provide efficient and effective workforce development services. The success story Brad discussed was from Connie in Superior. He noted that her client Diane met with Connie about a lay off from Charter Films to get retrained to be CNA and then went on to become a RN in an open a group home. Diane was enrolled in CEP's program and passed all the certifications necessary to get through her trainings.

Director's Report

Job Center Customer Impact

Jenny discussed the Job Center customer counts and noted there were no significant increases or decreases in the number of clients coming in.

WIA OJT & H1B Report

Brad discussed the WIA OJT report and noted that the program is going very well and reflects the final report for the program year. He reported that we have 65 contracts written, average wage is at \$12.50 per hour, with average training hours at 320, average cost per contract was under \$2,000. Brad noted that we're trying to do more with other counties. He noted that we're working more with area Tribes on doing OJTs. Brad noted that a lot of employers have been working with temp agencies for their employment needs in the Rusk and Taylor County region which has affected the OJT enrollment numbers.

Brad discussed the H1B OJT report staffed by the Workforce Investment Board in partnership with two other workforce boards. He noted that CEP has no role in this other than being the fiscal entity. Brad noted that this is a very successful program focusing on placing workers in the healthcare industry. He noted that there are 107 contracts with an average wage of over \$21.00 per hour and training hours is at 400.

Regional Employment Report

Brad discussed the regional employment report which covers unemployment numbers in northern Wisconsin. He noted that unemployment rates has increased in Bayfield and Iron counties and overall our area is higher than the rest of state.

Dislocated Worker Report

Brad noted that there have been no recent changes or additions to this report. He noted that most news related to transfers in ownerships with the recent larger lay-offs and most affected employees have been rehired by the new ownership.

Grants & Revenue Generation Update

Brad discussed the Bremer Foundation grant for \$90,000 for technological upgrades for the CEP agency and to assist with marketing. He noted that we should know in late October or early November on whether we receive this grant. He explained some of the technology upgrades that will take place if we receive the grant.

Brad discussed the Affordable Care Act (ACA) grant that CEP has been operating for the last two years. Marcy Pratt, CEP ACA Navigator submitted another grant to continue this project for another three years. The grant is for \$305,000.

Mari noted that the WIB wrote a grant to the USDA to do entrepreneur work for farm business and for sustainable food systems with area tribes. This grant is for \$88,000.

LEAP Program Update

Brad explained the Learn, Experience, Achieve and Perform (LEAP) program for 16-24 year olds that are not in high school. Brad distributed the handbook that will be used for the program and it is aimed to educate an individual in items such as obtaining their GED or HSED training, or getting them back into high school to get their diploma or in post secondary training and into employment. There are required workshops that the youth will participate in and other optional workshops. A question was raised on how we plan to market this program and it was noted that there is a plan that will target specific agencies and a variety of ways to find those who need assistance.

Designation Update

Brad reported that with the new WIOA legislation, there are a few items we need to take action on to make sure the CEP and WIB are in compliance. Designation means that CEP is the service provider for northwest Wisconsin. Brad explained the handouts in the packet that need to be completed by December 31, 2015 which will keep our ten county service area the same.

Mari noted that the colored map shows where the boundaries are.

Review/Approve LEO Consortium Agreement for 2015-2017

Brad noted that we need to take action on the LEO Consortium agreement and have it signed by all the county board Chairs or their appointees. The CEP Board appoints the WIB members. The consortium names a chief elected official which is Bill Kacvinsky. They work with the WIB to conduct oversight on area workforce activities. Our area certifies the One Stop Operator system which is a partnership with other agencies in helping individuals. Brad explained the rest of the contract to the Board which was included in the packet. It was noted that CEP is the local grant recipient and the CEP Board are liable for any misuse of funds.

A motion was made by Doug Finn to approve the LEO Consortium agreement as presented and forward it to the County Boards for approval. Seconded by Mary Jesunus. Vote taken, carried unanimously.

Board Certification Update

Mari explained that the WIOA law requires the WIB to get a letter of appointment from the WIB Board member's respective organizations. Once this is done, the slate of WIB Board members are brought to the CEP Board for approval. Mari distributed a handout of the WIB composition as required by the law and what members represent in the various sectors. The Board has to be 51% private sector. She explained the other required sectors. This will reduce the size of the WIB Board. It is the LEOs role to approve this and then Mari has to get this to Madison by September 15th.

A motion was made by Steve Sather to approve the WIB composition of 24 members as presented. Seconded by Mary Jesunus. Vote taken, carried unanimously.

WIOA Impact on OJT Program

Brad explained some changes under WIOA to the On the Job Training program. He explained that we have to prove now if clients are low income or on public assistance, and we need to test them in math and reading. Brad noted that this could be impediment to hiring someone on an OJT contract, because this could delay the hiring process.

Other Business

It was reported by a Board member that Hayward has experienced one of the largest tourist upswings. It was noted that there were not enough people to fill the hospitality/seasonal jobs such as bartenders, waitresses, hotel workers, etc.

Jenny distributed the Conflict of Interest and Code of Standards form for Board members to fill out. Forms were completed at that time.

Mari reported that Visions Northwest did a skills gap analysis with UW Superior. She has eight copies if anyone is interested and it is also on the WIB website as well, electronically.

Next Meeting Date and Location

The next CEP Board meeting will take place on Wednesday, October 21st at the CEP office in Ashland.

Adjournment

A motion was made by Rollie Thums to adjourn. Seconded by Dave Willingham. Vote taken, carried unanimously.

The meeting was adjourned at 12:00 p.m.