

**CEP Board of Directors Meeting  
Wednesday, December 16, 2015 – 10:30 a.m.  
CEP Office – Ashland, WI**

**Meeting Minutes**

**Present:**

Dee Kittleson  
Jeff Muse  
Steve Sather  
Dee Gokee-Rindal  
Donna Williamson  
Dave Willingham  
Emmett Byrne  
William Voight  
Joe Pinarci  
Bill Kacvinsky  
Brent Blomberg

**Excused:**

Rollie Thums  
Doug Finn  
Mary Jesunas  
Lew Martin

**Others:**

Brad Gingras  
Jennifer Decker

**Call Meeting to Order/Report of Public Meeting Notice**

Bill Kacvinsky, CEP Board Chairman called the meeting to order. Everyone introduced themselves.

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 10/21/15 Meeting Minutes**

**Emmett Byrne made a motion to approve the 10/21/15 minutes as presented. Seconded by William Voight. Vote taken, carried unanimously.**

**Mission Statement/Success Story**

The mission of CEP is to improve the economy by providing efficient and effective workforce development services. The success story Brad discussed was from one of CEP's case managers. The client, Desiree was a senior at Northwestern who wanted to take the RN program at WITC. Her hours at her part time job were cut and she eventually lost her job which encouraged her to start the CNA program early. She then transferred to the dental assistant program which she completed. She got job in that field earning \$15.00 per hour.

## **Director's Report**

### **Job Center Customer Impact**

Jenny Decker discussed the Job Center customer counts and noted that there was an increase in traffic in Ashland and other locations due to seasonal workers who have been unable to waive work search for their UI benefits, and other increases in traffic were due to some area lay-offs. Brad noted that staff at CEP and the WIB expressed their concerns with the seasonal worker's situation to DWD.

### **Dislocated Worker Report**

Brad noted that there have been a number of dislocations. He updated the Board on Georgia Pacific in Price County where CEP provided rapid response services. He noted that they may be TAA eligible which means their job was affected by overseas competition. Memorial Medical Center in Ashland laid off nine workers due to technology that replaced workers in the transcription department. Brad noted that Ashland Jewelers is closing due to retirement. They have been in business for 132 years. This closure affects three people, but they will remain open for repairs.

Target in Superior is closing, affecting 89 employees but most are being offered employment at the Duluth Target store. CEP staff were there Monday to provide rapid response services.

Brad reported that Enbridge Energy is doing substantial layoffs. There have been 40 people laid off between Duluth and Superior. The company plans to lay off 500 workers nationally, but it's possible some may be called back.

Marcus Theatre in Superior closed their doors due to outdated technology. Most of those workers have been offered employment at the Duluth Theatre.

### **Regional Employment Report**

Brad discussed the regional employment report which covers unemployment numbers in northern Wisconsin and other areas in the state. Brad reported that Iron County unemployment has decreased. Our area is still higher than other parts of the state. Brad noted that our area has the second highest in unemployment rates next to the Milwaukee area.

### **WIA OJT & H1B Report**

Brad discussed the WIA OJT report which was distributed and noted that this handout is a new format through our new case management system called TESSA. He noted that our old case management system is out dated and that's why we changed to an updated data management system. In order to make this transition to keep the same data as before, CEP has been working with Workforce Resources out of Menomonee who manages the TESSA case management system. The big difference in the report is that it goes by office and not by county due to offices serving more than one county. We had 18 OJTs by the end of November 18<sup>th</sup>. The average wage was \$13.50 per hour, training hours were at 200 and training costs at \$1,359.27 per person.

Brad explained that the H1B OJT report is 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. That project will be coming to an end on April 1, 2016. They reached all their goals and objectives for this grant in healthcare occupations.

### **Price and Progress Event**

Brad explained that the Price and Progress event in Price County is about helping employers find the right workers. Price County Extension put out a survey for younger workers. Price and Progress was developed as a result of this. This event took place last week. They facilitated sessions with the younger workers and the employers in that area. There will be another meeting to see where we go from here.

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

Brad reported that CEP received the Otto Bremer grant for \$55,000 for technology upgrades and marketing efforts. Brad noted that we have a lot of old outdated computers that need to be updated and this grant will supply many of our staff a new machine. He also noted that our case managers have become more mobile going to meet clients in other counties, where they will receive a laptop that hooks into a dock station with a screen. In addition, this grant will supply digital signatures and portable scanners.

Brad is waiting to hear from the Duluth Community Foundation on a grant which would provide occupational skills workshops in area high schools. The grant amount is for \$9,000.

Brad reported on the Connecting Kids to Coverage grant which is comparable to the Affordable Care Act grant by getting more children in the state's BadgerCare program. CEP is writing this grant with two other workforce areas covering 27 counties. The minimum amount to apply for is \$250,000 to one million dollars. We'll find out more about this grant in May.

### **Performance Incentive Award Update**

Brad discussed the handout in the packet which is a letter from DWD that indicates we missed a monetary bonus from the state by 1%. Brad explained some of the inconsistencies such as not knowing when these awards will be announced and how they are calculated, which could help us to better prepare. He noted that sometimes our performance awards are based on cumulative or one area, such as in our case, it was youth where we missed the measure by 1%. Our total average was at 108%. The Executive Committee instructed Mari Kay-Nabozny, NWWIB CEO and staff to ask DWD for some transparencies on how they calculate their performance measures. Brad noted that the Wisconsin WIB Directors let it be known that we want some transparency as a group statewide.

### **Action Item: Review & Approve WIB/CEP LEO Agreement Update**

Brad reported that the WIB/CEP LEO Agreement is an agreement that explains how the CEP Board and the NWWIB Boards work together. There was one minor change recommended by our monitors. It used to say, the local grant recipient was the CLEOs and CEP. It was noted that CEP was taken out since the CLEOs are the grant recipient.

**A motion was made by Willam Voight to approve the amended WIB/CEP LEO Agreement as presented. Seconded by Jeff Muse. Vote taken, carried unanimously.**

**LEO Consortium Agreement**

Brad noted that all the County Board Chairs have signed off on the LEO Consortium agreement which allows our area to continue to stay together as a consortium. This has been submitted to DWD for final approval. This protects our boundaries that we serve in the ten northwest counties.

**Action Item: ITA Approval**

Brad explained what an Individual Training Account (ITA) is under WIOA. Anytime we have a client interested in a training program, it has to be state approved. Once they finish that program, they will receive a credential that goes towards our performance measures. The following ITA below requires approval:

**Business Administration – Accounting Emphasis  
Credential Earned: Associate’s Degree  
Lac Courte Oreilles Community College - Hayward, WI**

**Jeff Muse made a motion to approve the ITA as presented. Seconded by William Voight. Vote taken, carried unanimously.**

**Next Meeting Date and Location**

The next CEP Board meeting will take place on Wednesday, February 24, 2016, at the CEP office in Ashland.

**Adjournment**

**A motion was made by Emmett Bryne to adjourn. Seconded by William Voight. Vote taken, carried unanimously.**

The meeting was adjourned at 11:40 a.m.