

**CEP Board of Directors
Wednesday, August 17, 2016
CEP Office – Ashland, WI**

Meeting Minutes

Present

Doug Finn
Charlie Glazman
William Voight
Emmett Byrne
Donna Williamson
Joe Pinaridi
Kay Pluemer
Brent Blomberg, alternate

Excused

Rollie Thums
Tom Mackie
Dave Willingham
Dee Gokee-Rindal
Bill Kacvinsky

Absent

Brian Goodwin

Others Present

Jeff Muse
Sue Stephens
Jenny Decker
Terri Wegener
Carrie Okey
Mary Dietrich

Call Meeting to Order

Donna Williamson 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 radio stations and reported on area radio stations in the WDA. Everyone introduced themselves.

Approve the Minutes from 6/15/16

Emmett Bryne made a motion to approve the meeting minutes from 6/15/16 as presented. Seconded by Joe Pinaridi. Vote taken, carried unanimously.

Action Item: Approve CEP Board Member at Large position

It was noted that after 26 years on the CEP Board, Lew Martin has decided to resign due to his age. Doug Finn sent a letter of interest to CEP for the At Large position on the CEP Board for final approval.

Joe Pinaridi closed nominations for the At Large position and made a motion to approve Doug Finn for the Member at Large position on the CEP Board. Seconded by Charlie Glazman. Vote taken, carried unanimously.

Mission Statement

Jeff noted the mission of CEP is to strengthen the economy by providing effective and efficient workforce development services to businesses and job seekers. Jeff discussed his transition as the new CEP Executive Director. He said so far, things are going very well and he's meeting with staff in the various Job Centers.

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. Jenny explained the report to the Board members.

Regional Employment Report

Jeff explained the Regional Employment report, noting there have been some decreases in unemployment in the Iron and Bayfield County regions. It was noted that Wisconsin is behind overall in unemployment than our neighboring states.

OJT Report

Jeff explained the recent OJT reports for the last fiscal year and for the beginning of the new fiscal year beginning July 1, 2016. CEP has 57 OJT contracts with the average wage of \$13.90 per hour and average training hours are at 330 with \$2,282 for training contract costs. Starting July 1, 2016, CEP had four contracts with an average wage of \$14.26 per hour, with 394 training hours at a cost of \$2,861.27 per contract.

Grants & Revenue Generation Update

Sue Stephens, CEP Workforce Systems Manager explained that CEP received the Affordable Care Act (ACA) grant and have CEP Navigators to assist people with finding them affordable insurances. She explained the recent grant CEP received called the Children's Healthcare Insurance Program (CHIP) grant which includes seven partners. This grant has the mission of helping to insure children who are eligible for BadgerCare get coverage. CEP will be hiring a Project Manager to work with this grant and the ACA grant. It's a three year grant divided up between all seven partners.

Sue explained the Transitional Jobs Program. It's a three and a half year grant which started on July 1st. This grant is funded through the state Department of Health and Families. CEP staff were trained a week and a half ago. It provides job training and experience for low income adults with barriers, ex-offenders, youth in foster care or non-custodial parents. It's a work experience program. This program provides a 21 hour orientation doing job readiness activities, workshops and referrals from partners, covering six counties. CEP has goals for each county that need to be met every month and we need to find work sites for clients for training. They can work up to 1,040 hours. We get reimbursed by the state for \$7.25 with hopes that employers will contribute more. The goal is permanent employment.

Action Item: Review/Approve FLOP Policies

Sue explained the Field Level Operating Procedures (FLOP) manual changes under the WIOA. The document was included in the packet. Sue explained the various changes in Supportive Services, Youth Programs, Customized Workers, Dislocated Worker, Individual Training Accounts and Jobs for Veteran's priority of service.

Supportive Services Policy Changes:

Sue explained the supportive services changes which were highlighted in the handout included in the packet.

A motion was made by Joe Pinardi and seconded by Doug Finn to approve the Supportive Services policy changes. Vote taken, carried unanimously.

Youth Program Policy Changes:

Sue explained the Youth program changes included in the packet.

A motion was made by Emmett Bryne and seconded by Bill Voight to approve the Youth Program policy changes be made as presented. Vote taken, carried unanimously.

Customized Worker Policy Changes:

Customized worker changes were explained and highlighted in the packet.

A motion was made by Kay Pluemer and seconded by Emmett Byrne to approve the Customized Worker changes. Vote take, carried unanimously.

Dislocated Worker Policy Changes:

Sue explained the dislocated work program and changes included in the packet.

A motion was made by Doug Finn, seconded by Emmett Byrne to approve the Dislocated Worker policy changes as presented. Vote taken, carried unanimously.

Jobs for Veterans of Priority Changes.

Sue explained there were three changes highlighted in the packet. A revised copy was distributed which she explained.

A motion was made by Joe Pinardi to approve the Jobs for Veterans of Priority changes as presented. Seconded by Kay Pluemer. Vote taken, carried unanimously.

Individual Training Account Policy Changes:

Sue explained that we needed to update our sectarian training language in our Individual Training Account policy. She noted that it is now allowable with strict requirements. Sue referred the Board to page six.

A motion was made by Emmett Byrne seconded by Charlie Glazman to approve the changes to the Individual Training Account policy. Vote taken, carried unanimously.

In School Youth (ISY) Basic Skills Testing Policy:

Sue distributed a handout on ISY. She said we do basic skills testing and explained the changes where we updated our testing policies that mirrors our Out of School (OSY) policies.

A motion was made by Bill Voight and seconded by Doug Finn to approve the In School Youth Basic Skills policy as presented. Vote taken, carried unanimously.

Crex Meadows Presentation

Terri Wegener, CEP Youth Services Manager and Crex Camp Director distributed a handout on some of the details of the Crex Camp this past summer. She noted that 36 campers were sponsored by DVR. Terri explained RILA Leadership program which is a rotary based camp that the counselors attended. Terri noted that we have a great relationship with the school districts in our WDA. Some areas didn't have any campers due to students finding other jobs.

Steve Hoffman was introduced to the CEP Board. Steve is the project manager of Crex Meadows. About four years ago, they had the DNR and Department of Administration do a study. They felt building a new kitchen would be best for the Camp since the current one is in very rough shape. It was estimated that the total cost would be \$500,000 for a new kitchen. The state would pay half and the rest would be funded by Friends of Crex and CEP. He explained how much money was raised by Friends of Crex and CEP. An MOU was put together but we're stuck where we can't raise anymore from the partners mentioned above. They explained that they're at the point on how to proceed from here. Do they look options such as scaling this back drastically or do they abandon it completely? A question was raised how did this go from a \$175,000 project to a \$700,000 project? It was noted that the state had added additional costs to the project as time went on. Terri noted that we're not meeting health code due to the water heater breaking down. Only one side of the stove works. They need a commercial stove for the amount of people served at camp. The kitchen needs to be done to meet the state health codes but currently, we are grandfathered in at this time. It was noted that CEP pledged to raise \$125,000 along with the Friends of Crex. It was noted that this is what the architect put together based on what the state requirements are. It was asked if Friends of Crex tapped into larger foundations such as Johnson Wax. It was noted that they have sought other foundation funding. It was noted this would include a classroom space to teach students in a classroom setting. Mary Dietrich distributed a handout on the current Crex Meadows Mess Hall & Classroom fundraising progress. Mary Dietrich, CEP Finance Director explained the handout that was created by Brad Gingras, but she started in 2014 so she is unaware of any additional funds that have been raised. Discussion took place on where they could scale back and they explained the additional fees that added up to the creep in the costs. It was noted that the DNR/Crex manages 45,000 acres of nature area. Crex has been there for 25 years. The current kitchen was built in 1964. The issue is raising money to redo the kitchen and if we can't raise the money, we may have to abandon the camp.

A suggestion was made to forward this to the next CEP Board meeting to discuss other possible funding sources or hold a special meeting with the Finance Director. It was noted that after information and hard numbers is gathered from the Friends of Crex, a special meeting will be held.

Joe Pinar di made a motion to proceed to call a special meeting to research the information forthcoming. Seconded by Doug Finn. Vote taken, carried unanimously.

Other Business

Charlie noted that he attended a meeting with the Duluth Workforce Board discussing career pathways and discussing ways to keep young people in the area.

Next Meeting Date and Location

The next meeting of the CEP, Inc. Board of Directors will take place on Wednesday, October 19, 2016, at 10:30 a.m. in Ashland.

Adjournment

Emmett Byrne made a motion to adjourn at 12:50 p.m. Seconded by Kay Pluemer. Vote taken, carried unanimously.