

**NORTHWEST  
WISCONSIN**

**CEP**

**ADMINISTRATIVE OFFICE**

422 3rd Street W, Suite 200

PO Box 616

Ashland, WI 54806

**P** 715.682.9141 **W** nwcep.org

**CEP Board of Directors**

**Wednesday, June 21, 2017 – 10:30 a.m.**

**CEP Office – Ashland, WI**

**Meeting Minutes**

**Present**

Tom Mackie  
Charlie Glazman  
Bill Voight  
Emmett Byrne  
Donna Williamson  
Joe Pinardi  
Kay Pluemer  
Dave Willingham  
Dee Gokee-Rindal  
Dan Makovsky  
James Crandall  
Brent Blomberg, alternate

**Excused**

Doug Finn  
Bill Kacvinsky

**Others Present**

Jeff Muse  
Jenny Decker  
Maryann Ledin  
Andrea Huggenvik

**Call Meeting to Order**

Dave Willingham, CEP Vice Chairman 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 in the WDA. Everyone introduced themselves.

**Approve the Minutes from 4/19/17**

Charlie Glazman made a motion to approve the meeting minutes from 4/19/17, as presented. Seconded by Thomas Mackie. Vote taken, carried unanimously.

**Mission Statement**

Jeff Muse reported that the mission of CEP is to strengthen the economy of northwest Wisconsin by providing effective and efficient workforce development services to businesses and job seekers. Jeff shared two success stories. He explained that Jane, the CEP Workforce System's Specialist in Spooner helped a client named Carol who was a displaced worker at Owens Corning's twice. Her dream was to get her GED. She passed her test and her CNA exam and got a job working as a CNA. Jeff read a thank you note she wrote to Jane for helping her out and giving her hope. The second note is from customers of ACA addressed to Jeff. These customers thanked the CEP Navigator staff for helping them get through the ACA system, which can be complicated and helped them get health insurance.

**Executive Director's Report**

Jeff distributed a handout on the Rescue Diva's summer camp event hosted by CEP for middle school aged females to get them interested in careers as an EMT due to a worker shortage in that field. The handout explained the activities that the students participated in. Jeff stated that he attended the

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**Strengthening our region, one person, one business, one job at a time.**

certificate ceremony for the girls who completed the camp. It was noted that Rescue Divas is funded by AHEC.

Jeff announced that the Affordable Care Act (ACA) enrollment season will begin November 1<sup>st</sup> through December 15<sup>th</sup>. The dates will be marketed throughout the area.

Jeff discussed the Construction Essentials course put on by the NWWIB and WITC, which took place at the Ashland Area Development Center where CEP is located. This project was funded through a grant from WITC. Jeff explained that it's a ten week program (300 hours) which included 80 hours of math, where students learn framing of buildings. The program is nine credits and results in a technical diploma. Andrea Huggenvik, NWWIB Sector and Strategy Coordinator distributed a handout on the construction Essentials program. She noted that there is a demand for skilled workers in the construction field. They will graduate five individuals with the technical diploma and a few will complete the program without the diploma. She noted they're hoping to retest those individuals so they can get the technical diploma. She noted that the math was a struggle for some of the students. They will add OSHA, CPR and first aid certification, and modify the math to the curriculum. They hope to run more of these courses in other areas throughout our WDA. The class has built two sheds that will be donated to two non-profits. CEP and DVR paid the tuition cost and book cost. She noted that we received a lot of media nationally on the success of this project.

Jeff distributed the In Demand Occupations report put out that will help us identify occupations we need to focus our workforce efforts on. Discussion took place on how to engage businesses and recruit the kind of people they need. Also discussed was how to address housing needs in our area. It was noted that the adult basic education will be built into these efforts for the future.

Jeff noted that there has been Job Center hours in Iron River since March with a total of eight visitors since then. There has been discussion with the North Lakes Clinic to see if we can co locate with them at their Iron River location to bring those numbers up. If those numbers don't pick up, we will not continue to staff hours there.

### **Job Center Customer Counts**

Jenny Decker distributed a report on the Job Center customer counts for our area Job Centers and Outreach centers in our ten county area from April 1<sup>st</sup> through June 30<sup>th</sup>. The goal of this report is to provide hard data as to why people are coming in. Job Center customers will sign in electronically on an iPad. She noted that the sign in will ask name, what county a customer is from, whether they're a veteran, if they're under 24 years of age and the purpose of their visit. She noted that there were 1,877 visits in the last month, across the ten county region in the Job Centers.

### **OJT Report**

Jeff Muse reported that starting July 1, 2016, CEP had a total of 51 OJT contracts. A new report was distributed. Jeff noted those numbers could increase if more funding is available before the end of June. CEP has a list of employers who have expressed an interest in doing an OJT. Our goal for next year will be about the same and we'll go at it more proactively.

### **Regional Employment Report**

Jeff discussed June's Regional Employment Report that is put out by DWD. Jeff explained that Bayfield and Iron Counties have the highest levels of unemployment. It was noted that Caterpillar in Phillips has decreased their wages and they're down to 40 people. Discussion took place on the lack of broadband in our rural area.

### **Grants Update**

Jeff reported that all the grants written by CEP staff have been submitted. The WIOA Youth procurement has closed and CEP is the only entity who applied. CEP received the funds for \$410,000. The Youth Apprenticeship grant was also received for \$26,000. Mary Ledin, CEP Finance Director wrote a grant to the Public Service Commission for \$40,000, which CEP received to provide cell phones for low income individuals who cannot afford phones and need it for job search.

### **CEP Staffing Updates**

Jeff reported that CEP is 100% staffed. CEP has hired Rick Tutor as the new Employment Resource Specialist to replace Skyler Dural-Eder who took over as the ACA Project Manager. Rick will also work on the ACA duties as well. CEP also hired Isabel Ford who will be the part time CHIPS/ACA Assistant. A question was raised on what will happen if the ACA goes away. It was noted, we're uncertain but there could be some reorganizing.

### **Crex Camp Update**

The Crex Meadow's Camp is in the second week of the first session. There are 60 kids participating. Half the youth attending are DVR referrals and the other are high school or CEP referrals. Jeff explained that the sustainability of Crex Camp funding is up in the air. Mary Ledin noted that it costs about \$101,000 to run the entire the camp. Jeff asked County officials if they know of anyone who could donate to the camp. It was suggested to create a donation button on the Crex website and the Crex Facebook site. It was noted that four grants have been written for Crex and three were received, but there still was a deficit this year in their budget. A suggestion was made to tap into local Kiwanis clubs or Knights of the Columbus for scholarships.

### **Dislocated Worker Update**

Jeff reported that Kmart in Medford is closing soon which will affect 57 workers. Eagle Forge in Ashland is closing down, affecting seven people. Jeff noted that Kwik Trip is opening three gas stations in Ashland and they're hiring quite a few people.

### **Conflict Interest/Code of Standards Form**

Jenny reported that filling out the Conflict of Interest and Code of Standards form is required to complete every year by the Board for the state. This was distributed for Board members to fill out and sign.

**Action Item: Review/Approve PY17 Preliminary Budget Review**

Maryann Ledin, CEP Finance Director gave a report on the PY17 preliminary budget. She noted this is an estimate for now until the final budget comes out this fall. She discussed the PY16 budget compared to PY17. She explained that we have not received our state allocations so she estimated an 8% decrease, noting we should get firm numbers by the end of this week. Staff wages decreased, due to a retirement; not filling a position that was vacated and due to another staff going part time, which was an \$80,000 savings. She noted there's a \$53,000 decrease in operational costs. She said there was not much of a decrease in CEP Board costs. She discussed the WIOA budget, which will have more of the operational costs and a decrease of 8%. She noted that WIOA will pay for 52% of costs and indirect budgets will show revenues, where we should come out \$6,000 ahead. Page five goes over the board budgets. Page 6 shows PY17 WIOA allocations, with a flat 8% decrease until she has firm numbers. CEP received the rapid response grant, which had a \$4,000 decrease. Other grants were discussed and it was noted there are not many grants out there to apply for at this time. The Public Service Commission grant has around \$8,200 in admin costs. She said we're on track with estimated carryovers and noted that carryover funds will help us in the coming year. Mary noted that we have the obligation to be 80% spent by June 30<sup>th</sup>. Page 9 shows revenues and expenses. She noted we'll have \$6,300 in the indirect cost pool. The pie chart on page 10 was discussed. She noted that 26% will go into OJTs and employer services. She explained how much money she can use from other grants, but it depends on the grant. Mary noted that with the diminimus, she doesn't have to reconcile the cost pool.

**Thomas Mackie made a motion to approve the PY17 budget as presented. Seconded by Donna Williamson. Vote taken, carried unanimously.**

**Action Item: Review/Approve Incumbent Worker Training**

Jeff explained that the Incumbent Worker Training (IWT) Policy is required under WIOA. This was not required under WIA. CEP needed a new policy to proceed under WIOA with the IWT policy. The policy was included in the meeting packet for review.

**James Crandall made a motion to approve the Incumbent Worker Training policy as presented. Seconded by Emmett Byrne. Vote taken, carried unanimously.**

**Federal & State Updates**

Jeff reported that he attended the NAWDP conference in New Orleans last month. He said it was a very worthwhile conference. He learned who our partners are, more about career services and he noted that the whole country is working to reinventing the wheel. He noted that our area is leading others with the Local Board.

**Comments & Announcements**

Dave Willingham commented that last week, the WIB and CEP Joint Conference Committee met to do performance evaluations for WIB CEO and CEP Executive Director. It was determined to change the concept of performance evaluations. Another meeting will be scheduled next month to determine

expectations and outcomes will be for the organizations. The performance of those positions will be based on meeting the goals and expectations for the organizations.

**Next Meeting Date and Location**

The next meeting of the CEP Board of Directors will take place on Wednesday, August 16, 2017, at 10:30 a.m. in Ashland.

**Adjournment**

Thomas Mackie made a motion to adjourn. Seconded by Emmett Byrne. The meeting was adjourned at 12:25 p.m.