

CEP Board of Directors  
Wednesday, October 18, 2017 – 10:30 a.m.  
CEP Office – Ashland, WI

### Meeting Minutes

#### Present

Tom Mackie  
Charlie Glazman  
Bill Voight  
Emmett Byrne  
Donna Williamson  
Kay Pluemer  
Dave Willingham  
Dan Makovsky  
James Crandall  
Bill Kacvinsky  
Doug Finn  
Joe Pinardi  
Brent Blomberg, alternate

#### Excused

Dee Gokee-Rindal

#### Others Present

Jeff Muse  
Jenny Decker  
Maryann Ledin  
Mary Kay-Nabozny  
Josh Kinneman  
Cory Kempf

#### Call Meeting to Order

Bill Kacvinsky, CEP Board 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.

#### Approve the Minutes from 8/16/17

Charlie Glazeman made a motion to approve the meeting minutes from 8/16/17 as presented. Seconded by Tom 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 a success story from the Superior Job Center Office about a client named Bob. Bob is a veteran who hadn't worked since March 2015 due to a disability. Fawn at the Superior Job Center gave him a job lead at Benna Ford and contacted them about the OJT program. Bob ended up with a signed OJT contract. Within six days of the first meeting, Bob had a job at Benna Ford, with full benefits. Bob reported that he has sold his first car and continues to sell more. He changed from uncertainty, to a proud man.

#### Executive Director's Report

Jeff reported that staff members are present today to report on various agenda items. He noted that we've had audits and monitorings in the last couple months. The CEP management staff is in the midst

of developing a new strategic plan and we need to get in shape for possible cuts or different directions. They have been going over job descriptions. He noted that management put in a small 2% increase for WIOA funded staff.

### **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 for the month of September. She noted that the Job Centers are using the iPad sign in and the total count for the month of September is 689 visits for the Job Centers in our WDA. It was noted that 25% are new visits and the primary referral source is friends and family. She noted that there's been a decrease of people coming in. One reason is that summer UI recipients are back to work and things are slowly picking up again with job seekers, and things will become busier in November when seasonal workers are laid off and coming in for unemployment insurance assistance. There was discussion about how many veterans are coming in.

### **OJT Report**

Jeff Muse reported that beginning July 1, 2017, CEP had a total of 16 OJT contracts.

### **Regional Employment Report**

Jeff discussed October's Regional Employment Report that is put out by DWD with a change in color coding addressing unemployment increases and decreases. It was noted that Iron County is at 6% unemployment. As a whole, our WDA #7 is at 4.1% which is decent for our area.

### **Grants Update**

Jeff reported that Food Share Employment and Training Program (FSET) received a 22% cut or \$51,000 funding decrease. He noted that CEP had to do some staff shifting as a result. The Affordable Care Act (ACA) grant took a 42% cut, which is around \$42,000, and the staff there have moved more towards work with the CHIPs grant. They can still do the ACA enrollment but we have to ease up on the services. The ACA grant will end in 2018. It was noted that there is no funding for marketing ACA. A suggestion was made to use newspapers or radio to get the word out. It was noted we can do stories, but there is no funding for advertising. A suggestion was made to put up literature at hospitals and clinics to get the word out.

Jeff reported that he met with the AHEC Director who helped fund Medical Discovery Days and Rescue Divas about funding those projects again next year. However, the funding has been reduced, so therefore, we have to look at other funding opportunities from first responders, non-profits and other community organizations to help with contributions.

### **CEP Staffing Updates**

Jeff reported that there's money to be made partnering with DVR. CEP hired an internal employee to focus solely on DVR clients for the ten county area and it's a paid for piece type of situation. He will begin his duties by mid-November. The other Career Planner for WIOA will cover all territories in Ashland, Bayfield and Iron Counties. Jeff reported that we had a couple changes in staffing. CEP had a vacancy in the Employment Resource Consultant position and Winnie Momberg was hired who was

doing FSET duties in Hayward and Spooner. Cammie Bauer who was doing FSET part time, took over Winnie's FSET caseload. Jeff reported there are two interviews this week in the Park Falls for the Workforce Resource Specialist (WRS) and the FSET position in Ladysmith that was vacated. He noted that Mary Lois Bolka was hired as the new WIB Sectors and Strategies Coordinator. Jeff reported that beginning November 1<sup>st</sup>, CEP is locking the back door entrance for "employees only" for security purposes. Any Board members who use the back entrance will have to come in through the front doors that the public uses.

**Dislocated Worker (DW) Report**

Jeff reported on two dislocations. He noted the Daily Press Newspapers is ceasing operations in Ashland and moving to Eau Claire which will affect 26 workers. This transition will take place in November. Malmberg's Jewelers in Ashland is closing their doors and this will affect a few people.

**Action Item: Review & Approve PY16 Final Budget vs Spent Report**

Maryann Ledin, Finance Director discussed the budget handouts in the packet. She discussed the pie chart which had a breakdown of various services. Page two shows the variance which she explained in the various programs. She noted that AHEC did fully fund Rescue Divas this past year. She underfunded the Crex plan but the new Youth Services Manager helped get the program back on track. Training services were 67% spent. OJT and employer services were only 62% spent due to lack of participants in the Transitional Jobs Program (TJP). She discussed the cuts in the ACA grant and the CHIPs program. Admin services were 106% spent but more revenue was generated than expected to cover that. The following pages are the more line item detailed budget expenditures.

**Tom Mackie made a motion to accept the PY16 budget as presented. Seconded by Doug Finn. Vote taken, carried unanimously.**

**Action Item: Review & Approve PY17 Final Budgets**

Maryann discussed the PY17 budget handout included in the packet. She noted staff were given a 2% increase which will go into effect January 1, 2018. She discussed operational budgets and explained that WIOA will fund more than last year. It was noted that marketing decreased by \$10,000 and this is due to the lack of effectiveness. Maryann noted that space rental increased due to hours being allocated to ACA or WIOA. Page three shows how much is WIOA, other grants and how much indirect costs will pay for. Page four is a brief summary of the indirect cost pool where she would like to come out ahead. She discussed the PY17 WIOA allocations. She noted there was an increase of WIOA funds for this year. They're doing what they can with new grants and how they will fit in. She discussed the carryover figures and noted at the end of June, we met the 80% spent obligation. A suggestion was made to call carryover, fund balance instead. She discussed the summary of all services and board budgets. She explained the 2017 total pie graph and the breakdown of specifics.

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

**Action Item: Review/Approve Meeting Allowance Policy & Procedure**

Jeff explained that the meeting allowance policy and procedure issue was discussed at the last WIB and Executive Committee meetings. He indicated that when DWD conducted the audit here, they noted our policy for reimbursing board members did not match the practice in the CEP FPM. He explained that if there are three meetings in a day, members get paid individually for each one. That practice is not in our FPM. It was noted that the Board needs to decide if it's reasonable to pay three meeting allowances in a day and determine it a fair practice. It was noted that it would be helpful for the Executive Committee to get direction from the CEP Board on this issue. It was explained that during the last Executive Committee meeting on 10/9, there was discussion about having more than one meeting a day to reduce travel costs and to help members fit it in their schedule. A suggestion was made to reduce the second meeting allowance for a second or third meeting. It was noted that we should not pay for more than two meetings a day especially if a meeting only lasts 15 minutes. A comment was made that increasing the meeting allowance was to help get a quorum. Discussion took place on the time it takes to travel to a meeting. The bottom line noted was to change the term in the FPM from per diem to meeting allowance. A handout was included in the meeting packet that provided information on what other workforce areas compensate their Board members and CEP's current FPM policy language.

**Donna Williamson made a motion to change language in the CEP Financial Procedure's Manual (FPM) from per diem to meeting allowance. Joe Pinardi seconded the motion. Vote taken, carried unanimously.**

**Emmett Byrne made a motion that the meeting allowance should not exceed \$65.00 for a maximum of two meetings a day and that this issue be forwarded to the Executive Committee for their approval. Seconded by Donna Williamson. Vote taken, carried unanimously.**

**WIPFLI Audit**

Jeff reported that CEP had a clean audit. The only the thing the auditors indicated was that it is best practice for the WIB and CEP Finance Committee to track Jeff and Mari's travel. It was noted that Maryann Ledin signs off on their expenses. Jeff commended Maryann for keeping us on the straight and narrow. He noted that we have not received the annual audit report.

**Action Item: Review/Approve Staff Flexible Schedule Proposal**

Jeff reported that when the CEP Board last met in August, discussion took place about proposing a flexible schedule for staff to improve the way we do things at CEP. He noted that one of the things we're seeing universally, is the ability for workplaces to have more flexible schedules. This is something that is affordable to provide staff, at no cost to us and no impact on the budget. It was noted that most county offices operate on a four day work week. The staff could work nine days in a pay period. Cory Kempf, CEP HR manager explained that schedules have to be contained by the immediate supervisor. This is for salaried staff and it is a benefit, not a right. This has been the most requested benefit change by all staff. Cory referred to a Harvard Business Review report from 2015, noting that the flexible schedule is the second most valued benefit an employer can provide. He said there are about 30 staff, and 11 would not be eligible for it. The majority are salaried, exempt. A question was asked if we're looking for a policy for

a set schedule time or is this on an intermittent basis? The policy would be written to maintain control and would only impact Friday which is when Job Centers are closed to the public anyway.

**Charlie Glazeman made a recommendation to the Executive Committee for their consideration the adoption of the flexible schedule work plan presented. Seconded by Tom Mackie. Vote take, carried unanimously. Roll call vote was requested and taken.**  
**Those who voted no were: Donna Williamson, Tom Mackie, Doug Finn, Bill Kacvinsky, Bill Voight, Emmett Byrne**  
**Those who voted yes: Dave Willingham, Charlie Glazeman, Joe Pinardi, Jim Crandall, Kay Pluemer and Dan Makovsky.**

The recommendation failed to pass on a split vote.

**Doug Finn made a motion to postpone this topic until the next CEP Board Meeting. Seconded by Tom Mackie. Vote taken, carried unanimously.**

**Doug Finn made a motion to withdraw his previous motion.**

**Dave Willingham made a motion to direct the staff to further clarify how the schedule would work and take it to the Executive Committee for their consideration. Seconded by Doug Finn. Vote take, carried unanimously.**

#### **Crex Meadow's Final Report**

Josh Kinneman, CEP Youth Services Manager and Crex Camp Director reported on the summer Crex Camp program he ran. He reported that we had a little decrease in enrollment for females. He had to turn down 30 plus boys. He said they're going to work more with the recruitment of females. He reported it was a very successful summer and he explained the various projects the youth worked on. The Final Crex report was included in the packet. About half of the youth are return campers. Josh noted that he received a lot of positive feedback from the campers and many didn't want to leave at the end of their session. It was suggested to host a CEP Board meeting there in 2018.

#### **Discuss Joint WIB & CEP Meeting on 12/14**

Jeff reported that a suggestion was made by Board members to hold a joint CEP Board meeting with the NWWIB at the Lakewood's Resort in Cable on December 14<sup>th</sup>. The Boards will meet separately in the morning, and after lunch, the Boards will meet together.

#### **Action Item: Review/Approve Individual Training Account (ITA) Application**

Jenny reported that CEP needs the Board's approval for the Aviation Flight Program Individual Training Account application for a CEP client for final approval from DWD. Once the approvals take place, the ITA is placed on the state's site of WIOA eligible training providers.

**Jim Crandall made a motion to approve the Aviation Flight ITA as presented. Seconded by Dan Macovsky. Vote taken, carried unanimously.**

**Action Item: Review/Approve WDA #7 One Stop Operator MOU**

Mari noted that the WIB and the One Stop Operator (OSO) have to enter a MOU and the Chief Local Elected Officials (CLEOs) have to approve the MOU. She noted that there's no funding involved other than what the Job Center partners already contribute.

**Donna Williamson made a motion to approve the One Stop Operator MOU. Seconded by Doug Finn. Vote taken, carried unanimously.**

**Federal & State Updates**

**Monitoring Results**

Mari reported that the state was here last month and they monitored programs, fiscal and EO. The Fiscal monitoring went very well, the only finding was the Board per diem language which didn't match the policy piece. The program monitoring included a review of 35 files and six best practices of those files. Mari explained the continuous improvement plan. She said there were ten minor areas of concern and four findings which she explained, noting nothing outstanding. In terms of the EO monitoring, there's some work to do on getting our Job Center sites up to code. Mari said the OSO Committee is developing a three year plan to address the EO concerns of the Job Center accessibility. She noted that Cory Kempf worked hard to remedy many of the issues that were brought up. A suggestion was made to do something about signage. Mari noted that signage is an easy fix and is being addressed every location.

**Comments & Announcements**

None

**Next Meeting Date and Location**

The next meeting of the CEP Board of Directors will take place on Thursday, December 14, 2017, at 10:00 a.m. at the Lakewood's Resort in Cable, WI.

**Adjournment**

**Thomas Mackie made a motion to adjourn. Seconded by Bill Voight. The meeting was adjourned at 1:00 p.m.**