

**CEP, Inc. Board of Directors
Wednesday, August 20, 2014
CEP, Inc. Office – Ashland, WI**

Meeting Minutes

Present

Steve Sather
Jeff Muse
Bill Kacvinsky
Donna Williamson
Lew Martin
Dave Willingham
Doug Finn
Rollie Thums
William Voight
Mary Jesunas
George Sears
Dennis Pocernich

Excused

Joe Pinardi
Dee Gokee-Rindal

Others Present

Brad Gingras
Jenny Decker

Bill Kacvinsky 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.

Welcome & Introductions

Everyone introduced themselves.

Approve the Minutes from 6/18/14

Lew Martin made a motion to approve the meeting minutes from 6/18/14 as presented. Seconded by George Sears. Vote taken, carried unanimously.

Mission Statement/Success Story

Brad noted the mission of CEP is to strengthen the economy by providing effective and efficient workforce development services to businesses and job seekers. Today's success story is about a CEP client named Erin from Spooner who is a single mother, living with her parents. She applied at the WITC for CNA course and asked CEP for help. Erin passed her CNA test and state promissory exam and was hired at Spooner Benedictine Center earning \$12.50 p/h. She plans to career ladder into the nursing program.

Management Reports

Job Center Customer Counts

Jenny gave a brief report on the Job Center customer counts for our area Job Centers and outreach centers in our ten county area.

Brad discussed the Social Media Impact report. This report shows how many people are using Facebook on CEP's page along with a Twitter account. This report is done in a graph form to show the number of people who are following our Facebook and Twitter accounts. It was noted that there has been an increase in the number of people using social media for job search.

Dislocated Worker Report

Brad discussed the updated dislocated worker report included in the meeting packet. He noted that there have been some additional closures such as Johnson Flower Shop in Ashland, the Main Street Clinic in Ashland and the Marengo Gas Station which is in foreclosure. Brad asked the Board members if they were aware of any other closures in the community and there were none.

OJT & H1B Report

Brad discussed WIA OJT report included in the packet. He explained how the OJT program works and noted that we're into a new fiscal year. He discussed the final results from last year and noted that we had a goal set at 55 and we achieved 61 contracts with an average wage of \$12.70, average hours at 300 and average cost per contract at \$1,900. He said there was more emphasis placed in Douglas County for OJTs. He noted that on the current CEP OJT report from July 1, 2014, we're at 4 contracts.

Brad discussed the H1B OJT contracts, which is a four year grant, broken down by three different workforce areas. Those areas are Northwest, Fox Valley and North Central. The average cost per contract is \$4,600. The average wage is over \$20.00 per hour.

Grants & Revenue Generation Update

Brad discussed Food Stamps Employment and Training program (FSET). This program used to be run by the counties and it's up for bids now. CEP is in discussion with Workforce Resources which is West Central WDA to partner with them. Workforce Resources applied for this grant. The new regulations allowed agencies to apply through regions, which is the same ten counties CEP represents. Workforce Resources will provide the case management and our area will provide services such as job search, job development, job retention, etc. If we receive this grant, it will be a nine month contract. CEP will hire five new individuals who will be job coaches and business consultants and an employment educator to train the staff. This will be a new realm for us that would involve new employees if we submit and receive the grant.

Brad discussed the status of the OSHA grant. This is the third round of OSHA funding CEP applied for to provide combustionable dust training to employers. This grant for \$112,000 is still pending. Cory Kempf, CEP's HR Manager is project manager for this initiative. This project expands into west central MN and the Upper Peninsula.

Brad discussed the Career Closet grant for \$5,000 received from the Duluth Community Foundation. He explained the focus of the grant is to seek donations for professional clothing to help our job seekers in interviews or their first day of work. CEP will rent a space to create a closet next door to their office. Brad asked Board members if they had any professional clothing

they no longer need, they can donate it. Through this grant, CEP will also be able to provide gift certificates for second hand clothing stores for clothes and shoes if we don't have it at our closet.

Brad gave an update on the Skills WI grant, Sustainable Food and Farming Initiative. The local foods movement is really growing and this falls in line with industry partnerships. We received a grant to further the local foods initiatives with farmers, stores, restaurants. Brad noted that on Monday, he'll meet with Northland College to do a needs assessment on what we need to make this project grow. There would be the development of a website to promote this project and a mobile farmer's market to sell to rural communities. There could be the creation of an incubator farm as well. He noted that we are looking for a USDA slaughter house locally so farmers don't have to transport their product down state.

Brad discussed the ACA grant for \$340,000. The first ACA grant we received was for \$285,000. Brad noted that we'll keep the partnership going with other workforce areas. This grant is due in July and we should find out if we receive this grant in October.

Brad reported that the state of WI put out money for human services departments for the Brighter Future initiative to work with youth ages 12-17. CEP would partner with Bayfield County on this initiative. The grant is a minimum of \$75,000 to \$250,000 to help at risk youth get back on their feet. Brad also noted that this funding could also help send youth to the Crex Meadows Youth camp. By our next meeting, we should know if the grant was submitted and if we have a chance to partner on this project.

State and Federal Updates

Brad distributed a handout on the new WIOA legislation. Brad noted WIA has been around since 1998 and it's outdated in how we serve individuals and businesses. There is a new federal act signed into law by the President called the Workforce Innovation and Opportunity Act (WIOA) which would replace WIA. The implementation of this Act will begin on July 1, 2015. There will be some states chosen as early adopters and it is our hope that WI is not an early adopter due to staff turnover at the state level who may not understand this new legislation. The WIB will hold the power over how the services are provided. The WIBs will have to complete a state and local plan. This Act consolidates a lot of programs into a single program such as DVR, Job Service and CEP. All partners are working towards the same performance measures. One Stop Centers must exist in each county and they will now be called the American Job Centers. Funding levels are different under the new act and 15% of all of WIOA funds goes to the governor to decide what workforce initiative they want to fund. Funding levels will grow up to five years, which is subject to appropriations. There will be some implications on CEP. Under WIA, CEPs were protected and were automatically designated to receive the WIA funds. CEP will have to compete through RFPs and submit a proposal to the WIB to provide these services. Brad noted that we have a 46 year history of providing workforce development services and meeting and exceeding performance standards along with clean monitoring and fiscal audits. Brad noted that our youth funds will be impacted where we will have to serve out of school youth 18-24. Brad noted that this will affect our Crex Camp

since this serves in school youth. This act makes the WIB more powerful and accountable. The WIB Board will reduce some of the public partners on the Board. It does require state and local plans. The act eliminates the sequence of services that determines how we serve individuals and gives more flexibility to how we serve. The WIB now has the power to explore other service providers. It is believed that under DOL regulations, the fiscal agent cannot apply to be the service provider. Brad noted that he will continue to educate the Board on how this will roll out.

PY 2014 Performance Goals

There are nine WIA performance measures that we have to strive to meet and this last year, we exceeded seven of the nine and met the other two. He noted that we're high performers in meeting the performance measures and that sets our goals higher because it helps the rest of the state as a whole.

WIA Monitoring & Fiscal Review Update

Brad noted that two different monitorings took place for the WIB and CEP. The first was a fiscal monitoring by DWD in which they couldn't find a single thing wrong. DWD did a file review on our case management system recently and they cited some minor observations. There were no findings. There will be a report that will come to the WIB.

Other Business

Brad noted that CEP is looking for the best deal for health insurance. He asked if it was possible for CEP to go onto county health insurance. It was noted that you would have to be county employees or you could buy their services through a service contract, but it wouldn't be a benefit to a county.

Marcy Pratt, CEP Finance Director announced that she is retiring on October 31st, 2014. It was reported that CEP did write another ACA grant, and Marcy would continue to work as project manager for this grant if we receive this grant. The Board congratulated her on her retirement and thanked her for her years of service.

Next Meeting Date and Location

The next meeting of the CEP, Inc. Board of Directors will take place on Wednesday, October 15, 2014 at 10:00 a.m. in Ashland.

Lew Martin made a motion to adjourn, seconded by George Sears. Vote take, carried unanimously.
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