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**CEP Board of Directors**

**Wednesday, June 20, 2018 – 10:30 a.m.**

**Crex Meadow’s Wildlife Center – Grantsburg, WI**

**Meeting Minutes**

**Present**

Tom Mackie  
Dave Willingham  
Bill Voight  
Emmett Byrne  
Donna Williamson  
Sheryl Slaby  
Dan Makovsky  
Bill Kacvinsky  
Joe Pinardi  
Brent Blomberg, alternate

**Excused**

Doug Finn  
Dee Gokee-Rindal  
Thomas Gordon, Sr.  
Charlie Glazman

**Others Present**

Jeff Muse  
Jenny Decker  
Maryann Ledin  
Josh Kinneman  
Steve Hoffman, DNR  
Kyle Anderson  
Dick Sandve  
Jerry McNally  
Lauren Finch, Wildlife Educator

**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. Jeff introduced Steve Hoffman, DNR employee who will talk about Crex later on in the agenda.

**Approve the Minutes from 4/18/18**

Tom Mackie made a motion to approve the meeting minutes from the 4/18/18 meeting as presented. Seconded by Donna Williamson. Vote taken, carried unanimously.

**Crex Presentation**

Steve Hoffman of the DNR explained the Crex Camp used to be a YCC camp in 1964 which was through the Ernie Swift Camp out of Minong who sent people here. YCC was eventually taken away. Steve indicated that the Crex Mess Hall has had issues with compliance codes that could alter the Crex Program. He discussed the options with the state such as a remodel of the current mess hall or building a new one. The remodeling would cost more than building a new mess hall. The DNR was willing to kick in \$295,000 and Friends of Crex would each bring in \$125,000. CEP had committed to \$25,000. Then the cost estimate went over \$700,000 via the state estimate. They talked about closing out the project in 2017. To date, they have raised \$191,000 for the Friends of Crex for the mess hall. They have \$253,000 in hard money in pledges right now. They said brick and mortar isn’t their thing, but management wildlife is. He explained some additional funds that meet other requirements for Crex. Crex is a seasonal facility and CEP is the largest occupant. Steve wants CEP to know where they’re at and whatever means CEP can do to bring money in for the mess hall would be helpful. They noted that \$150,000 would be a nice start to raise. Dave Willingham suggested the county use the state loan fund and the Friends of

Crex could pay that back in a period of time. It was suggested to get legislators involved. A question was raised on whether NWRPC contributes funding for projects like this and it was noted they do not. Jeff talked about Bremer and Thrivent Financial contributing. Friends of Crex noted that they wasted a lot of time writing grants that they didn't receive for the mess hall. A question was raised about if the Crex Camp was scheduled and the stove went out, what would CEP do? It was noted that we would have to look at another location. It was noted that CEP utilizes buildings at Crex and the DNR at no cost. It was noted Crex would be better off continuing a capital campaign. Jeff reported that at our last Executive Committee meeting, discussion took place to create a Crex Fundraising Committee of both WIB and CEP members. It was noted most of CEP's budget is slated for staffing and programs. Suggestions were made to look at Kiwanis, Knights of Columbus, Boys and Girls club, youth detention and 4H as well. Steve noted groups who use this facility do contribute. A suggestion was made to draft a letter on behalf of the CEP Board to area legislators regarding this Crex funding issue.

### **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 a CEP client from the Spooner area. The client was a low income, 21 year old male with autism who didn't have a GED and lived with his parents. He submitted a reading and TABE test and he was assessed at a 5<sup>th</sup> and 7<sup>th</sup> grade level. He enrolled with CEP's Out of School (OSY) program and started as a dish washer. He wanted to get into manufacturing training at LCO. JB passed his first three GED tests. He worked with CEP and worked with Bee Hive Botanicals but he was not a good fit. However, he was a good fit for production and is working there full time. He's thankful for CEP and wants to be a spokesperson for CEP.

### **CEP Board Orientation 101:**

Jeff welcomed Sheryl Slaby to the CEP Board. She is a new CEP Board member representing Price County and is a member of the Price County Board. Jeff referred to the CEP Bylaws explained how the CEP and WIB Boards work together and how they oversee our budgets and programs. Jeff said we are a non-profit who answers to the Board. Jeff noted that while the County Elected Officials (CLEOs) have the authority over the WIB Board, WIB manages the oversight and programs of WIOA funds.

### **Election of CEP Board Officers**

Every two years, after the county board elections, the CEP Board has their election of officers in June and reappointment of CEP Board members.

**Nominations were open for the Chairperson of the CEP Board. Thomas Mackie nominated Bill Kacvinsky as Chairman of the CEP Board and Emmett Byrne moved to close nominations. Motion made by Dan Makosvky to close nominations, seconded by Donna Williamson. Vote taken, carried unanimously.**

**Nominations were open for a Vice Chairperson of the CEP Board. Tom Mackie nominated Dave Willingham as Vice Chairman of the CEP Board and Dan Macosvky moved to close nominations. A motion to close the nominations were made by Joe Pinardi and seconded by Tom Mackie. Vote taken, carried unanimously.**

**Nominations were open for the Secretary/Treasurer of the CEP Board took place. Joe Pinardi nominated Tom Mackie for Secretary/Treasurer position. Dave Willingham made a motion to close the nomination and seconded by Joe Pinardi. Vote taken, carried unanimously.**

#### **Job Center Customer Counts**

Discussion took place on the Job Center customer counts report included in the packet for the month of May. Jenny noted that we weren't able to include the JCW online registrations numbers yet, but they will include them next time. She noted that we're seeing visits drop off a bit due to seasonal workers going back to work. Jeff noted that we need more skilled workers for employers and more clients needing to upgrade their skills. Jeff also talked about working with the older workers as many want to work or have to work because they need the money.

#### **OJT Report**

Jeff Muse reported that beginning July 1, 2017, CEP had a total of 37 OJT contracts to date. Jeff explained that OJTs are funded through the Workforce Innovation and Opportunity Act (WIOA) if someone is income eligible. He said we're not running anymore for this project year (for dislocated workers) since we have not received our budget allocations yet. It was noted there was an error in the report in the average wage per hour. It should state \$13.00 per hour for average wage.

#### **Regional Employment Report**

Jeff discussed the Regional Employment Report that is put out by the Department of Workforce Development (DWD) addressing unemployment increases and decreases for the month of June. It was noted that Iron County has increased. The entire region is at 4.5% unemployment.

#### **Grants Update**

Jeff reported on the MySkills grant through DWD for \$6,000 that CEP has applied for. CEP is working on a larger grant called YouthBuild for \$700,000. This grant has the intent of working with area Tribes in training individuals in building affordable housing. Jeff noted that the Rescue Divas EMT program for middle age girls that took place last week, was a great success.

#### **Action Item: Review & Discuss Changes to the CEP Board Bylaws**

Jeff recommended changing language in the CEP Board Bylaws regarding the nomination of a Native American representative from GLITC to having the Board make the selection. Jeff noted that GLITC works with all 11 tribes in Wisconsin. He noted that GLITC is not as focused on the northern region. Jeff discussed the two proposed language changes included in the packet for the Board to decide on. It was noted proposed language should read Tribal Councils rather than Council. The new language will read:

One (1) Native American representative chosen from names submitted by the Tribal Councils of the Tribes within the CEP service area and confirmed by a majority vote by the CEP Board of Directors.

**Donna Williamson made a motion to approve the second proposed language change, as noted above with the amendment of Councils. Seconded by Thomas Mackie. Vote taken, carried unanimously.**

**Action Item: Review & Discuss PY2018 Budget**

Maryann Ledin, CEP Finance Director distributed a mock preliminary PY18 budget since our actual WIOA allotments are not in yet. The draft budget she presented includes a 5% decrease. She discussed that Wisconsin is changing data sets which affects the funding allocation based on the number of economically disadvantaged. The next time the CEP Board meets, she will have the actual figures. She explained the decrease in the budget and how this impacts personnel and programs. She said the scenario may look better if the allocations change. She discussed program, board and non WIOA budgets. She explained the rapid response grant. Maryann discussed carryovers and noted there are none at this time because of decrease last year. There is youth money and admin funding. Maryann discussed the pie graph line items on the handout. She noted there's more money going in youth, training, OJT and employer services. The total budget is \$2.6 million.

**A motion was made by Tom Mackie to give the PY18 preliminary budget temporary approval until the final numbers come in. Seconded by Emmett Byrne. Vote taken, carried unanimously.**

**Action Item: Review & Approve EEO Policy**

Jeff explained that the state monitors came up and worked with CEP's HR manager to make sure we use the proper language in regards to EEO compliance issues in the area Job Centers.

**Action Item: Review & Approve CEP Field Level Operating Policy Procedure Changes**

The CEP Field Level Operating Policy Procedure manual changes were reviewed and discussed.

**Donna Williamson made a motion to approve the EEO policy changes and the CEP Field Level Operating Policy procedure changes as presented. Seconded by Thomas Mackie. Vote taken, carried unanimously.**

**Action Item: Review & Approve the Staff Flex Schedule**

Jeff reported that after hearing Maryann discuss the budget uncertainties, management has tried to boost morale by offering a flex schedule for staff. The flex schedule has been piloted for six months and has been going extremely well, helping with morale and productivity. It was noted that this benefit should be subject for review. A report of the comments made by staff was included in the meeting packet.

**A motion was made by Thomas Mackie to approve the CEP staff flex policy that will include an annual review. Seconded by Donna Williamson. Vote taken, carried unanimously.**

**Review/Sign CEP Board Conflict of Interest /Code of Standards Form**

Jenny distributed the Conflict of Interest/Code of Standards Form for all Board members to sign. These documents will be reviewed by the DWD monitors in August.

**Comments & Announcements**

Jeff thanked the CEP Board for approving the Field Level Operating Procedures Manual policy changes. Jeff noted we were audited by DWD and these changes needed to be approved by August.

Jeff reported that he and other CEP staff have been talking to all area healthcare providers in the region about assistance with funding an ACA position at CEP to help individuals in the marketplace.

**Next Meeting Date and Location**

The next meeting of the CEP Board of Directors will take place on Wednesday, August 15, 2018, at 10:30 a.m. at the CEP Office in Ashland.

**Adjournment**

**The meeting was adjourned at 12:30 p.m.**