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CEP Board of Directors
Wednesday, August 21, 2019 – 10:30 a.m.
CEP Office – Ashland, WI
Meeting Minutes

Present

Dave Willingham
Donna Williamson
Joe Pinardi
Sheryl Slaby
Dan Makovsky
Dee Gokee-Rindal
Bill Voight
Tom Mackie
Emmett Byrne
Bill Kacvinsky
Charlie Glazman
Thomas Gordon, Sr.
Brent Blomberg, alternate

Excused

Others Present

Jeff Muse
Jenny Decker

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.

Approval of the Meeting Minutes from 06/19/19

**Emmett Byrne made a motion to approve the 06/19/19, meeting minutes as presented.
Seconded by Donna Williamson. 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 reported that his success story came from James who came to the CEP Office three years ago looking for work. He had no high school diploma and was a former offender. He wanted to get his high school diploma and become a truck driver. Through CEP, he met with a literacy instructor at WITC for his HSED. The CEP Career Planner set a goal for him to pass one of the HSED tests, pass his CDL and continue to work on the rest of his HSED course work. Over the next two years, he completed his homework for his HSED and graduated in April with his diploma. He's a full time truck driver and is working for himself.

Executive Director Report

Jeff explained that the Maryann Ledin, CEP/WIB Finance Director resigned last month to take a job at WITC. She is still working about five hours a week to help out the CEP and WIB until someone is hired.

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

The issue of refilling her position was brought to the WIB/CEP Executive Committee on 8/12 for discussion. The WIB/CEP Executive Committee made suggestions to either fill the position with a person onsite, check with a headhunter or possibly contract with a local accounting firm. Jeff noted that a candidate was interviewed on Monday who is very qualified. The candidate may start on September 15th. In the interim, the WIB and CEP organizations will be contracting with North Central WDA for the organization's finance services, who will work with staff until the new hire comes on.

Jeff reported that the Board approved the purchase of a new company vehicle back in April. A Chevy Traverse was chosen, however other options are being reviewed due to costs and efficiency.

In Sawyer County, CEP is looking to do more in house training in the jail, partnering with the WIB and Workforce Resources. CEP will provide the clients for welding and culinary training. Dave noted that Rusk County has some options in their area for training.

Jeff reported that next week, DWD will be here to do the organization's monitoring. WIPFLI will move their audit to late November or early December due to the changes in the CEP/WIB Finance Department.

It was noted that the Crex Meadows Youth Camp is over for the season and the Camp Director, Josh Kinneman will be leaving CEP in a month or two. He noted that the Crex vans have been fixed but the Dodge Van has a cracked frame. Jeff noted that the YouthBuild instructor resigned for a permanent position at a school district. However, Josh will fill in temporarily for the YouthBuild position before he leaves and until a new hire is made.

Regional Employment Report

Jeff discussed the August 2019 Regional Economic Employment Report that is put out monthly by DWD. He noted our area's unemployment is creeping up a little.

Dislocated Worker (DW) Report

It was noted that the Park Falls Flambeau Rivers Paper Mill still remains open but no other additional information is known at this time about the plant.

Grants Update – HII

Jeff reported that CEP is trying to supplement funding for the budget cuts made to the Affordable Care Act (ACA) program. This program provides services through licensed CEP Navigators for those who need health insurance and assistance navigating in the ACA Marketplace. Staff have been meeting with local hospitals for potential funding to keep this service open for a year. Jeff heard from Spooner and Marshfield Hospitals that they will contribute. Essentia Health said no to funding us last year, but we'll make another request this year. A suggestion was made to check with Prevea Clinic in Ladysmith and Rice Lake.

CHIP Update

CEP did not receive this grant and neither did anyone else in Wisconsin who applied.

Staffing Updates

Jeff noted that school districts are facing skill shortages and we're losing staff because we can't compete with wages that the schools offer. CEP hired a new assistant Career Planner, Jane Ehlers in Superior who started a couple weeks ago. CEP hired a new DVR Case Manager Scott Schultz to cover the southern counties. He will be based out of Park Falls. Jeff noted that CEP is growing with DVR services.

Action Item: Review/Approve Executive Committee Recommendation for Fiscal Services

A motion was made by Tom Mackie to accept the Executive Committee's recommendation to hire an individual on site for the Finance Director Position. Seconded by Thomas Gordon, Jr. Vote taken, carried unanimously.

Action Item: Review/Approve Field Level Operating Procedures Manual

Jeff explained that language was adjusted in the CEP Field Level Operating Procedures Manual under youth policy to approve utilizing WIOA funds for the YouthBuild program until the funding comes in. Jeff distributed a handout which explained the changes. There were questions about worker's compensation and it was noted that this is taken care of. It was noted that September 5th is groundbreaking ceremony for YouthBuild and the Board and other elected officials will be invited.

Thomas Gordon, Sr. made a motion to approve the Field Level Operating Procedures Manual changes as presented. Seconded by Charlie Glazman. Vote taken, carried unanimously.

State & Federal Updates

No news at this time.

Comments & Announcements

Charlie Glazman noted his job is to provide customized instruction and it's possible for staff at WITC to provide this training for CEP's new Finance Director.

Donna noted that Jeff Beirl, Ashland Administrator retired. They've conducted interviews and one of their candidates took the Administrator position in Park Falls. Ashland County has made a decision.

Donna noted that New Horizons is now under Ashland Health and Human Services. The City of Ashland bought the building where New Horizons was located.

Jeff reported that the WIB is working on their Strategic Plan. Jeff noted that CEP needs to work on their Strategic Plan. He discussed some of the ideas the WIB and CEP are looking at. Jeff noted that he would like to retain training dollars for the 55+ population. Jeff noted that the EverGrow Childcare Center will be opening in the coming months. Jeff thanked the Board for their support with all the changes taking place and we'll continue to see growth in our programs.

Next Meeting Date and Location

The next meeting of the CEP Board of Directors will take place on Wednesday, October 16, 2019, at 10:30 a.m. at the CEP Office in Ashland.

Adjournment

Thomas Mackie made a motion to adjourn, seconded by Joe Pinardi. The meeting was adjourned at 11:45 a.m.