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CEP, INC. BOARD OF DIRECTORS

Wednesday, October 20, 2021 – 10:30 a.m.

CEP, Inc. Job Center Office – Ashland, WI & Via Teleconference

MEETING MINUTES

Present: Rollie Thums; Joe Pinardi; Dave Willingham; Emmett Byrne; Tom Mackie; Bob Kopisch; Charlie Glazman; Dee Gokee-Rindal-via zoom; Brent Blomberg-alternate; Dawn Petit-via zoom; Elizabeth Franek-via zoom

Excused: Bill Kacvinsky; Larry Fickbohm; Thomas Gordon, Sr.

Staff/Guests Present: Jeff Muse, CEP; Jenny Decker, CEP; Mary Zinnecker, CEP; Mari Kay-Nabozny, NWWIB; Thomas Michels, DWD

Call Meeting to Order/Roll Call

Dave Willingham, CEP Board Vice Chairman called the meeting to order. For the record, the public meeting notice was published on the CEP website, social media, the area Library System, and the area County government websites in WDA #7. Roll call was taken, a quorum was present.

Pledge of Allegiance: The pledge of allegiance was recited by all in attendance.

Approval of the Meeting Minutes from 9/15/2021

Rollie Thums made a motion to approve the 9/15/21, meeting minutes as presented. Seconded by Joe Pinardi. Vote taken, carried unanimously.

Mission Statement

Dawn Petit 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 workers.

Executive Director's Report

Jeff reported on the DVR program, where CEP provides job placement to DVR clients. He noted that we're expanding our geographic areas that include Barron, Polk and Chippewa Counties. CEP has one staff member who is our DVR service provider in that area.

Jeff reported that Becca Golden is the new FSET employee for Sawyer, Washburn and Burnett Counties.

Jeff indicated that we're still in conversations with the Bad River Tribe about providing digital literacy training and they're looking to expand this training in other areas. This would be to teach people how to use the internet and to contract with CEP to do this. It adds \$40,000 to our budget.

Jeff reported that we're looking for passenger vans for the Crex Youth Camp program next summer. Jeff asked if anyone knows of a reliable used 15 passenger van, to please let him know.

NORTHWEST WISCONSIN CEP

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

Jeff reported that he is participating with the City of Ashland to work on affordable housing with some grant funds and they asked CEP to be at the table for training and other opportunities where we can help.

Jeff was asked to help set up a collective and collaborative group between the four tribes we serve to look at what the Tribes use from the services that CEP provides. Dawn Petit works for the LCO College and encouraged Jeff to reach out to her if he doesn't hear from LCO.

Regional Employment Report

Thomas Michels, Local DWD Labor Market Analyst attended the CEP Board of Directors meeting to explain his monthly Regional Employment reports he puts together on our area's labor market data. Thomas explained the line graphs are 12 month rolling average and it is not seasonally adjusted. A question was raised why this report is not seasonally adjusted? He said it would cost more money and additional data collection. He explained the quarterly census report of employer wages. He noted that unemployment data doesn't capture everyone who is unemployed or looking for work. The labor force index was explained and has declined 7% because of retirees, and youth migrating to larger cities, he noted as part of the reason. Thomas noted that immigration makes up for the decline in birth rates. Thomas added additional graphs to show a more historical perspective.

Thomas asked board members for their input on any other data to include or any way he can change his report, as this document is not set in stone. Elizabeth noted she would like to see a graph of the underemployed, those who are working two jobs. Thomas said that cannot be done at the county or regional level. The bureau of labor statistics has cut funding for collecting this data. If he was ever to use these numbers, he would have to use a disclaimer to report that these numbers would not be very accurate with the low level of those surveyed. Elizabeth wondered if area colleges could do this data collection. It was noted that getting the data would be difficult. Thomas noted the data is accurate for large counties and at the state levels but more difficult for smaller counties which is not based on monthly surveys. It goes more on historical trends which is hard to say how accurate it is.

The labor force month to month report on individual counties was explained and it was noted these are estimates, not a census and not seasonally adjusted. Thomas said he was happy to come back and explain the reports anytime. The Board thanked him for his reports.

Grants Update

Jeff reported that CEP is teaming up with partners on the Worker Advancement Training grant initiative for around \$50,000. He noted that CEP is also partnering with the WIB on a \$100 million Workforce Innovation grant through the state, which won't be direct cash to us but will increase our numbers of those we serve. CEP is also teaming up with AADC on a grant, focusing on childcare. The third grant is for \$250,000 through the state to invest in a mobile Job Center. The barriers on this initiative are getting estimates from local dealers due to supply chain issues. The second round of funding will come due in February and is solely a CEP initiative. CEP is working on a Bremer Foundation grant for \$75,000 to update technology.

WIOA Youth Program Update

Jeff reported that CEP had 47 youth placed in summer work experiences and we also partnered with the Bad River Tribe to work with youth through the DVR program. He noted that CEP is proceeding with the operation of the Crex Youth Camp for the summer of 2022.

Jeff reported that CEP is working with nine area school districts on Youth Apprenticeships. He noted that we're looking to serve 70 students and we're up to 72. Emmett suggested checking with local school districts about renting a van in the summer.

Discussion took place concerning a labor shortage in the trades sector such as plumbers, electricians, construction workers and truck drivers, etc. Jeff suggested meeting with local trades groups on ways to encourage more people into the trades. It was noted that many high schools are working more with technical colleges to promote the trades.

CEP WIOA Job Center & Other Staff Updates

Jeff previously reported on staff updates. He reported that traffic in the Job Centers is increasing. Jeff noted that the state comprehensive Superior Job Center which houses various partners may open five days a week, instead of four days. Jeff noted that we need keep better track of veterans coming in for services.

Discussion PY20 Fiscal Audit

Jeff reported that the fiscal audit will take place November 3rd through Wegner Auditors.

Discussion on CEP Board Executive Finance Committee's Role & Meeting Schedule

Jeff noted that at the last meeting, the Executive Committee and Finance Committee will merge as one and meet at least quarterly. This motion for this new Committee was passed at the last CEP Board meeting. Discussion took place on the role of the Finance Committee. Jeff said according to WIPFLI, this Committee is the most effective method of overseeing the Finances as we've done in the past.

Jeff reported that CEP's Accounts Payable clerk is considering retiring next year. No date has been established yet at this time.

It was noted to schedule an Executive Finance Committee meeting in December.

Discussion on WIOA Final Budget Timeline & Approval Process

It was noted that we do not have any final numbers yet, but WIOA allocations were received Friday and we should get them via electronic docu-sign. It was noted that the budgets can be approved at the November meetings.

Review WIOA & Other Program Client Success Stories

The meeting packet included WIOA and other program success stories for Board members to review. The Board members expressed that they enjoyed reading them and they're a testament of the hard

work the staff does to help people. It was noted that we'll continue to share these at meetings as they come in.

Approved Final CEP Board of Director's Bylaws for File

Discussion took place on the updated CEP Bylaws that were approved last month. On page 8 under Standing Committees, one change was noted. That change is to include the chair as one of the five people on the Executive Finance Committee. The language shall state that the Committee will be comprised of five members "including the Chairperson".

Bob Kopisch made a motion to approve the changes to the Executive Finance Committee in the CEP Bylaws as amended. Seconded Joe Pinardi. Vote taken, carried unanimously.

Charlie Glazman made a motion to approve the CEP Board Bylaws as amended. Seconded by Thomas Mackie. Vote taken, carried unanimously.

State & Federal Updates

None

Comments & Announcements

Rollie Thums announced that Taylor County is getting close to putting in a conduit for the expansion of broadband in their county. It was noted if you write grants, do not note it's for wireless and that it's for fiber to the home.

Next Meeting Date and Location

The next meeting of the CEP Board of Directors will take place November 17th or at the call of the Chairman.

Meeting adjourned at 11:55 a.m.