

**CEP, Inc. Board of Directors
Wednesday, April 16, 2014
CEP, Inc. Office – Ashland, WI**

Meeting Minutes

Present

Donna Williamson
Jeff Muse
Bill Kacvinsky
Lew Martin, via video conference
Doug Finn, via video conference
Hal Helwig, Via phone conference
Bob Kopisch, Via phone conference
George Sears, Via phone conference.

Excused

Joe Pinardi
Steve Sather
Dee Gokee-Rindal
Dave Willingham
Rollie Thums
Shawn Miller

Others Present

Brad Gingras
Mari Kay-Nabozny
Jenny Baron
Carrie Miller

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

Carrie Miller, CEP Focused Initiatives Manager, Mari Kay-Nabozny, NWWIB CEO and Bill Eskola, CEP Data Analyst were introduced to the Board.

Approve the Minutes from 2/12/14 & 12/18/13

Donna Williamson made a motion to approve the meeting minutes from **2/12/14 & 12/18/13** as presented. Seconded by George Sears. Vote taken, carried unanimously.

Mission Statement

Brad noted the mission of CEP is to strengthen the economy by providing effective and efficient workforce development services to businesses and job seekers. The success story Brad discussed is regarding Carrie Miller, CEP's Focused Initiative Manager's work on an OJT contract with Delta Diner. She was able to promote the Delta Diner's mission by keeping local talent working in the Diner. Two young men were working at the Diner and didn't know what they wanted to do. CEP is now doing an OJT for both individuals and Delta Diner is doing a condensed culinary training for these individuals. The owner said without our help, his business would not be able to expand and it has helped the lives of these two young individuals.

Donna Williamson made a motion to move agenda item #11 Skills Wisconsin/Sales Force Update next. Seconded by Doug Finn. Vote taken, carried unanimously.

Skills Wisconsin Update

Carrie Miller distributed a handout on the progress of the Sales Force program CEP uses. She noted we have 405 active participants and 373 job orders in the system. These job orders are

created by our staff. She noted that we're live with our auto skills matching piece which matches job seekers and openings. This feature will automatically tell us what percent of a match it will be. She noted that we're piloting this and it has been very successful.

Job Center Customer Counts

Brad noted that at the Hayward and Ladysmith outreach centers, there are now signs on the building. Jenny gave a brief report on the Job Center customer counts for our Job Centers and Outreach centers in our ten county area.

Brad discussed the Social Media Impact report. An updated report was distributed. This report shows how many people are using Facebook on CEPs page. 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 in our packet. There have been a few additions to the list. The BP station in Superior is closed and will be taken over by Kwik Trip. The Dairy Queen in Ashland was closed but has been bought by another business. Embellishments in Ashland closed affecting one worker. The Gilman Care center has closed and that affected 35 employees. CEP provided a rapid response meeting to those workers. The Happy Panda in Ashland has closed. We have heard reports that there has been a layoff at Ashland Industries but we don't have an exact number.

OJT & H1B Report

Brad discussed WIA OJT report included in the packet. He noted that on the CEP OJT report, we're at 38 contracts. Average cost per contract is \$2,000 and average wage is \$13.00 per hour. There has been an additional emphasis in Douglas County and there have been several done there. Business North featured CEP's OJT program and Positively Superior will also feature CEP's OJT program. There will be four OJTs done in Rusk County as well.

Brad discussed the H1B OJT contracts which are broken down by three different WDAs. The average cost per contract is \$5,000. The number of contracts written is 200 and average wage is \$21.00 per hour.

Grants & Revenue Generation Update

Brad reported that the deadline has passed for the public to enroll in ACA on March 31st. He noted that we were able to change many lives for the better with this project. CEP provided over 346 public events such as workshops, presentations and enrollment sessions. Brad noted that we impacted individuals just shy of 5,000 and helped enroll hundreds of people. He reported that we received lots of public media such as USA today, the Washington Post, New York Times, CBS news and other news outlets. All of the press we received was positive.

CEP submitted a grant to the Duluth Superior Community Foundation called the Community Closet for the purpose of helping job seekers who need more professional cloths to be donated for job interviewing. It was a \$5,000 grant. The grant is still pending.

Crex grants were discussed. Brad noted numerous grants have been submitted for Crex. He discussed them and noted they are all pending. Brad noted that we're continuing to work with the DNR and Friends of Crex to raise funds for the renovation of the Camp Kitchen.

Brad discussed the Disability Employment Initiative survey grant that we received from DWD through the DOL. It's a survey that the DOL is collecting on people who have disabilities. We ask individuals who come into the Job Center to find out if they have a disability. Our area received \$15,000 grant to do this.

TAACCCT Update

WITC received a large grant to help funnel TAA eligible individuals, veterans and the general public into IT careers and other Tech School programs. WITC asked us to partner with them on this initiative. CEP contracted with WITC to hire an employee who will work with WITC, the schools, veterans and others to funnel people into WITC programs and employment opportunities. We'll be interviewing individuals at the end of the month for this position.

Jeff Muse made a motion to adjust the agenda to move agenda items #8 and #7 around. Seconded by Donna Williamson. Vote taken, carried unanimously.

Action Item: Review/Approve WIA Policy Updates

Bill Eskola, CEP Data Analyst explained that we must receive approval by the CEP Board of Directors for modifications made to the WIA policies which was handed out to the Board. Bill explained the changes and updates to the following WIA policies as required by the state DWD:

- Policy for Supportive Services
- Supportive Services Application Form
- Supportive Services Referral Form
- Professional Discretion Form
- Selective Service Registration Policy
- Paid Work Experience
- Adult and DW Eligibility and Priority Selection

It was suggested to forward this to the next meeting for approval. It was noted that this has to be approved by April 28th. The supportive services and selective services are those we need approved via federal mandate. It was noted that we can highlight the changes that need to be approved in order to be in compliance.

A motion was made by Doug Finn to approve the mandated WIA policy changes of supportive services and selective services and forward the other policy changes to the next CEP Board meeting for approval so members can review it. Seconded by Hal Helwig. Vote take, carried unanimously.

A motion was made by Jeff Muse to send the WIA polices out for review at the next meeting. Seconded by George Sears. Vote taken, carried unanimously.

Action Item: Review/Approve CEP Board Personnel Report

Brad stated that there was a CEP Board Personnel Committee meeting prior to the CEP Board meeting. He explained changes that the Personnel Committee approved. He noted that there were changes in the CEP Industry Specialist positions. He proposed the elimination of those positions. Brad explained that two new positions were created instead. He explained that the Employer Resource Consultant position will work with OJTs, local employers to determine employment needs, work with our Workforce Systems Specialists and work with various partners. The next position proposed is brand new. The Employment Educator position has the goal to enhance the employability of job seekers. They would work as a go between with staff members that work with clients. They would also manage our Ticket to Work program to help get those on Social Security employed which would generate revenue for us. CEP would post these positions internally and externally to find the appropriate people for these jobs. The Employer Educator would not be posted until July 1st when the new budgets are out. It was emphasized that these are new jobs compared to the previous positions that are being eliminated. The two current individuals in the Industry Specialist positions will have to reapply for their positions. It was noted that everything is done by industry clusters and partnerships and we don't have enough individuals to cover the geographic area in our WDA.

Hal Helwig made a motion to approve the proposed position changes recommended by the CEP Board Personnel Committee. Seconded by George Sears. Vote taken, motion carried. Donna Williamson and Jeff Muse voted no.

NWWIB Inc. Update

WIA Performance Award Update

Mari reported that in our packet we have a letter from DWD indicating that we received a monetary award for meeting and exceeding our WIA performance awards. We are one of three workforce areas in the state to receive a monetary award of around \$24,000 to put in our admin line item at this time.

WIA Plan Changes

It was reported that the WIA state plan changes every year. Staff will make the updates and then submit and wait for approval of the WIA plan. We are waiting to hear what we need to change regarding policy updates. Other changes will be questions and interests about career pathways. The state will be here this summer to monitor us.

NWWIB Business Conference Sponsorship and Registration

Mari noted that the NWWIB Business Conference is taking place on May 7-8th at the Heartwood Conference Center in Trego in WI. She noted that if any CEP Board members are interested in attending, please let Jenny know. It was noted that registration, room costs and mileage are covered.

NWWIB Membership Composition

Mari gave an update on the NWWIB membership and a new membership list was included in the packet for review.

Review of CEP Board Personnel Committee Membership

It was noted that we are one person short on the CEP Board Personnel Committee. This will be taken up on the next CEP Board agenda to find out if anyone is interested in being on this Committee.

Other Business

None

Next Meeting Date and Location

The next meeting of the CEP, Inc. Board of Directors will take place on Wednesday, June 18, 2014 at 10:00 a.m. in Ashland.