

**CEP, Inc. Board of Directors  
Wednesday, February 18, 2015  
CEP Office – Ashland, WI**

**Meeting Minutes**

**Present**

Steve Sather  
Jeff Muse  
Bill Kacvinsky  
Dee Gokee-Rindal  
Lew Martin  
Dave Willingham  
Rollie Thums  
William Voight  
Mary Jesunas  
George Sears  
Joe Pinardi

**Excused**

Donna Williamson  
Dennis Pocerlich  
Doug Finn

**Others Present**

Brad Gingras  
Mari Kay-Nabozny  
Jenny Decker  
Mary Dietrich

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 newspapers and reported on area radio stations.

**Approve the Minutes from 12/17/14**

Rollie Thums made a motion to approve the meeting minutes from 12/17/14 as presented. Seconded by Mary Jesunas. Vote taken, carried unanimously.
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**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. Brad reported that Tasha Hagberg, CEP Employer Resource Consultant at the Spooner Job Center is also an Affordable Care Act Navigator. He noted that she recently worked with a disabled individual who could not afford a new prescription he needed. Under the Affordable Care Act and Tasha's assistance, he was able to obtain affordable insurance to purchase the medication he needed at a reasonable price.

**Management Reports**

**Job Center Customer Counts**

Jenny gave a brief report on the Job Center customer counts for our Job Centers and Outreach centers in our ten county area. She distributed an updated report for 2013-2014. Brad noted we used to have the social media report in the past. He asked the Board if they felt there was much value to this report. Board members expressed interest in the social media report.

**OJT & H1B Report**

Brad discussed WIA OJT report included in the packet. He explained how the OJT program works. He noted that on the CEP OJT report, we're at 35 contracts. Average cost per contract is shy of \$2,000 and average wage is \$12.25 per hour and training hours is at 320. He noted the goal is to have all counties represented with OJTs.

Brad discussed the H1B Healthcare OJT contracts which are broken down by three different WDAs. Those areas are Northwest, Fox Valley and North Central. The average cost per contract is shy of \$5,000. The number of contracts written is 29 for our region and average wage is \$21.75 per hour and 400 training hours. This grant was monitored recently by the DOL and they were very pleased with the success and progress of our grant.

### **Regional Employment Report**

Brad noted that the Regional Employment Report is created by Thomas Michaels, DWD Labor Market Analyst. This report is one month behind and it is not seasonally adjusted. It was noted that unemployment has increased in our region. However, Wisconsin has seen a decrease overall, compared to the rest of the country.

### **Dislocated Worker Report**

Brad reported that there has been a rise in business closures in our ten county area. Included in the packet was a report that showed area dislocations and how many people affected by them. Brad explained each of the closures and what CEP is doing to help the laid off workers.

### **Grants & Revenue Generation Update**

Brad gave a grants update. Brad reported on the Food Share Employment and Training program (FSET) program and noted it is about to begin. CEP is in partnership with Workforce Resources on this project who will be the administrator. The focus of the project will be to recruit able bodied adults without dependents (ABAWDs). In order for people to collect food share, ABAWDs must be working. In our ten county region, we will have hubs where staff will be based out of. In Superior, there is office space available at the Job Center where W2 and FSET will be combined. In Spooner there is a temporary W-2 office to combine with. In Phillips, Workforce Resources will rent a space there. In Ashland, there is space next door to CEP. As far as staffing goes, there will be CEP hires and Workforce Resources hires. There will be case managers staffed at Workforce Resources. They will take care of the paperwork with the customers. CEP will hire a Work Readiness Specialists which is essentially a job coach who will work closely with the case managers to teach clients occupational skills and to match them up with the proper employment. This project will begin on April 1<sup>st</sup>. The job coach positions are posted now and the staff will be in place by March 30<sup>th</sup>. Workforce Resources will have their staff on board prior to that. Overall, we expect to serve 50 percent of around 900 individuals. This is a pay for performance contract. The budget we submitted to Workforce Resources is \$450,000, which is a year and a half of funding and then we can reapply to remain the service provider.

Brad noted that February 15<sup>th</sup> was the deadline for the open enrollment for Affordable Care Act. There will be a special enrollment period to sign up following that date. This ACA grant was a little different than the first grant due to much less publicity. CEP represented just shy of 200 outreach events that were hosted to educate and enroll people into the healthcare exchange. It was noted that participation was lower in the second grant. It was noted that the penalties are in place and have increased for those who have not signed up for insurance.

### **Review/Approve WIA Self Sufficiency Policy Change**

Brad explained that the Self-Sufficiency policy is in our Field Level Operating Procedures (FLOP) manual. The change noted is that in the past the federal poverty numbers were in this policy. We changed the language that rather than use an actual number we will use whatever the federal poverty guideline is set at.

A motion was made by George Sears to approve the Self-Sufficiency wage changes as presented. Seconded by Mary Jesunas. Vote taken, carried unanimously.

### **Discussed Enhanced Youth Programming**

Brad reported that one of the largest changes under the new Workforce Innovation and Opportunity Act (WIOA) is the change in funding which will be used for youth programs. He noted that 75 percent of youth funds will have to be used for out of school youth (OSY) and 25 percent will be used for in school youth. Out of school youth are generally a harder to serve population, which is ages 18-24. It was noted that today, the WIB released their Youth RFP and CEP has to compete for these dollars and have a program plan to submit. In school youth (ISY) funds will be used to support the Crex Meadow's Youth Camp. CEP increased the age for kids that can attend the camp and will use the OSY dollars to help fund it. He noted that DVR serves people who have disabilities and can pay for the youth to attend the camp which will help sustain it. In the past with OSY programs, CEP would send individuals to a CNA training (for example) or provide an OJT or work experience. CEP is gearing up for a program for the OSY with clear expectations to succeed. If they didn't graduate from high school, we'll work to get their GED or HSED. If they want to go through a career pathway at the technical college, we can assist. Career Pathways is a large focus under the new WIOA. CEP will funnel OSY into certificate programs and incentivizing this as well. Once they complete their certificate, we can put them into an OJT program. If they do have a high school diploma, we'll assess them and find the right certificate program that suits them. There will be performance measures that we will need to meet. Eligibility requirements were discussed.

### **Review/Approve CEP's Financial Procedure's Manual**

Mary Dietrich, CEP Finance Director discussed the recent changes made to the CEP Financial Procedures Manual. She noted that we have to be in compliance with the Uniform Guidance and this has to reflect in our Financial Procedures Manual. She explained some of the changes that were made in the Financial Procedures Manual. She noted that on December 26, 2014, there were changes made to the new Uniform Guidance. Mary discussed record retention, digital record disposal and some of the minor changes made to this policy. There was a suggestion to change section 1700 in regards to sealed bids and section 700 of the RFP process.

A motion was made by Steve Sather to approve the changes to the CEP's Financial Procedure's Manual with the modification process in section 700 to be reviewed at the next meeting. Seconded by George Sears. Vote taken, carried unanimously.

### **WIOA Updates**

Brad discussed the notes included in the meeting packet from the 1/21 joint WIB/CEP meeting. Items discussed were the WIB priorities, greatest opportunities under WIOA in our region and what members felt were the top three priorities. Brad thanked the Board members for their participation at this meeting. Brad suggested having a follow up meeting in June with both Boards along with John Chamberlin, Attorney at Law who specializes in WIOA law to explain the new Act. This would take place around June 15<sup>th</sup>. At that time, CEP will know if we will remain the youth provider and the federal regulations should be out by then and we will know if we will be designated as the provider for Adult and Dislocated Worker programs. Brad noted that we want to clarify the language with regard to the authority of the CLEOs under the new WIOA law. He noted that we need to submit our request for youth funds in early April.

**Other Business**

Brad noted that two days ago, Lew Martin had a birthday and he's 97 years young.

**Next Meeting Date and Location**

The next meeting of the CEP, Inc. Board of Directors will take place on Wednesday, April 15, 2015 at 10:30 a.m. in Ashland.

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