

**CEP Board of Directors Meeting  
Monday, June 15, 2015 – 10:30 a.m.  
Lakewoods Resort – Cable, WI**

**Meeting Minutes**

**Present:**

Lew Martin  
Doug Finn  
Rollie Thums  
Dee Gokee-Rindal  
Donna Williamson  
Dave Willingham  
Steve Sather  
Emmett Byrne  
Mary Jesunas  
William Voight

**Excused:**

Dennis Pocerlich  
Bill Kacvinsky  
Jeff Muse  
Joe Pinardi

**Others:**

Brad Gingras  
Jennifer Decker  
Mary Dietrich  
John Chamberlin  
Brent Blomberg

**Call Meeting to Order/Report of Public Meeting Notice**

Doug Finn, CEP Board Vice Chairman called the meeting to order. Everyone introduced themselves. Emmett Byrne was introduced as the new CEP Board member representing Burnett County and Brent Blomberg was introduced as his alternate.

It was reported that the public meeting notice was published in two class A newspapers and aired on area radio stations in the WDA.

**Approval of 4/15/15 Meeting Minutes**

**Lew Martin made a motion to approve the 4/15/15 minutes as presented. Seconded by Rollie Thums. Vote taken, carried unanimously.**

**Mission Statement/Success Story**

The mission of CEP is to provide efficient and effective services. The success story Brad discussed came from Nathaniel Melton, CEP Correctional Specialist out of the Spooner Job Center office. Nathaniel has a client who moved to Ashland and didn't know anyone. Nathaniel assisted him with clothing and helped him find work. This individual found employment and went on to become the second best operator at his new job and he was able to help him find a new apartment as well.

**Action Item Review/Approve Cost Allocation Plan Section 1500 of the FPM**

Mary Dietrich, CEP Finance Director discussed the cost allocation plan of CEP. The purpose is to stay in regulations with grants and funding sources. The handout was included in the packet. She discussed the flow chart and explained some of the definitions to the Board and how

everything will be cost out. She discussed costs related to staff and noted she will direct charge as much as possible. Mary explained the 10% de minimis. It was noted that this is a new federal rule.

**Mary Jesunas made a motion to approve the section 500 of the Financial Procedures Manual (FPM). Seconded by Lew Martin. Vote taken, carried unanimously.**

**Action Item Review/Approve Section 1700 Record Retention**

Mary reported that DWD monitored us in April and they came up with one observation in regards to record retention. It's required to retain records for seven years. Our FPM policy said we saved them four and retained them for three and it needs to say we retain them for seven years.

**Dee Gokee-Rindal made a motion to approve the revised Section 1700 Record Retention. Seconded by Mary Jesunas. Vote taken, carried unanimously.**

**Action item Review/Approve PY2015 Preliminary Budget**

Mary discussed the PY2015 preliminary budget and noted that she's using the 10% de minimus in the budget. This budget has every single cost in it. Staffing increased by \$325,000 due to additional grants. She also noted there is also a three percent wage increase included for all staff with the exception of grant funded staff. The total operational costs were discussed. She noted that every single grant is included in this budget and there is a slight surplus this year. She discussed the Board budgets and noted a slight increase due to more meetings. She discussed the PY15 WIOA allotments. There was a total increase of \$251,000 dollars. The PY14 funds are being carried over to PY15 and we have to be 80 percent spent in all our programs. She explained the estimates of the various categories in youth, adult and dislocated worker programs. She discussed all other non WIOA grants. She discussed grants to be determined and she noted that CEP recently submitted their third ACA grant. She discussed the budget summary which includes revenues and expenses and she noted there is a \$31,000 surplus. She discussed her administrative costs which will be around eight percent.

**A motion was made by Mary Jesunas to approve the PY2015 preliminary budget as presented. Seconded by Donna Williamson. Vote taken, carried unanimously.**

**Director's Report**

**Job Center Customer Impact**

Brad discussed the Social Media reports that were distributed. He said each one of these pages represents demographics and statistics on what jobs are being posted. Jenny discussed the Job Center customer counts and noted there were no major changes in the number of clients coming in.

**WIA OJT & H1B Report**

Brad discussed the WIA OJT report and noted that the program is going very well. He reported that we have 59 contracts written, average wage is at \$12.40 per hour, with average hours at

340. Brad noted that we're trying to do more with other counties. He noted that we're working more with area Tribes on doing OJTs.

Brad discussed the H1B report staffed by the WIB in partnership with two other workforce boards. He noted that CEP has no role in this other than being the fiscal entity.

**Regional Employment Report**

Brad discussed the regional employment report. He noted that unemployment rates in Iron and Bayfield Counties have increased and this report is not seasonally adjusted. The second page compares all the workforce areas in the state and shows where Wisconsin ranks at the national level.

**Dislocated Worker Report**

Brad noted that there have been no recent changes or additions to this report. He asked members if they know of any dislocations or growth in their area. There were none noted.

**Grants & Revenue Generation Update**

Brad reported that grant writing has been more limited lately due to working on the youth procurement. Brad reiterated that Marcy Pratt and Mary Dietrich have worked on the Affordable Care Act grant that will be submitted.

**Review/Approve CEP COO Title Change**

Brad explained that the Chief Operating Officer (COO) of an organization is typically defined as someone who is second in command and his job title causes some confusion with his position at CEP. He noted that an Executive Director or Chief Executive Officer is the head of an organization.

**Bill Voight made a motion to approve Brad Gingras's job title change to Executive Director of CEP to be forwarded to the WIB and CEP Joint Conference Committee for final approval. Seconded by Emmett Byrne. Vote taken, carried unanimously.**

**A motion was made by William Voight to make an amendment to approve Brad's job title to be changed to Chief Executive Officer of CEP and to forward this recommendation to the Joint Conference Committee. Seconded by Dave Willingham. Vote taken, carried unanimously.**

**Action Item: Review/Approve Contract Staffing Model**

Brad explained the separation of duties between the CEP and Workforce Investment Board (WIB). Brad noted that the WIB will have a leased agreement between the CEP and the WIB for the three leased employees. Brad explained the handout in packet that explains the leased employee plan for the WIB.

**Donna Williamson made a motion to approve the WIB staffing plan. Seconded by Mary Jesunas. Vote taken, carried unanimously.**

**Discuss WIB/LEO Agreement for 2015-2017**

Brad explained that the WIB/LEO contract between the WIB and CEP Boards and noted that it is due to be resigned before the new WIOA legislation goes into effect.

**State & Federal Updates**

**WIOA Guidance Update**

Brad explained that the rules and regulations that came out denied CEP the initial designation as the service provider in our ten counties which was in conflict with the initial WIOA law. Brad contacted the other two CEPs in the nation and the Department of Labor and it was found that this was a misprint, allegedly. As long as we have fiscal integrity and good performance, we should be fine.

**Other Business**

Brad noted that we have a couple vacancies on the CEP Board Personnel Committee that addresses personnel issues within the CEP agency. Rollie Thums and William Voight noted they would be interested in serving on the CEP Board Personnel Committee.

**Next Meeting Date and Location**

The next CEP Board meeting will take place on Wednesday, August 12<sup>th</sup> at the CEP office in Ashland.

**Adjournment**

A motion was made by Lew Martin to adjourn. Seconded by Rollie Thums. Vote taken, carried unanimously.
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The meeting was adjourned at 12:00 p.m.