

**CEP Board of Directors  
Wednesday, October 19, 2016  
CEP Office – Ashland, WI**

**Meeting Minutes**

<b><u>Present</u></b>	<b><u>Excused</u></b>	<b><u>Absent</u></b>	<b><u>Others Present</u></b>
Dee Gokee-Rindal		Brian Goodwin	Jeff Muse
Charlie Glazman			Mary Dietrich
Bill Voight			Jenny Decker
Dave Willingham			
Emmett Byrne			
Donna Williamson			
Joe Pinardi			
Kay Pluemer			
Tom Mackie			
Dan Makovsky			
Doug Finn			
Bill Kacvinsky			
Brent Blomberg, alternate			

**Call Meeting to Order**

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 in the WDA. Everyone introduced themselves.

**Approve the Minutes from 8/17/16**

Emmett Bryne made a motion to approve the meeting minutes from 8/17/16 as presented. Seconded by Charlie Glazman. Vote taken, carried unanimously.
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**New CEP Board Member Update**

It was noted that Rollie Thums who represented Taylor County resigned due to too many Committees he was on and the new Taylor County Representative will be Dan Makosvsky who will be officially seated at the next CEP Board meeting.

**Mission Statement**

Jeff noted the mission of CEP is to strengthen the economy by providing effective and efficient workforce development services to businesses and job seekers.

### **CEP Staff Updates**

Jeff updated the Board that three people have resigned since June. He noted that Carrie Okey, CEP Focused Initiatives manager resigned to take a job with North Lakes. He reported that Becky Stanhope, Employment Educator/FSET Supervisor has resigned and Terri Wegener, Youth Services Manager resigned to move to a job closer to her family. Kayla Poppe is the new FSET Specialist in Ladysmith, Janell Sacharski is the new FSET Specialist in Spooner and Jeanne Waters is the new Project Manager for ACA and the CHIPS grant. Jeff explained that Sue Stephens supervises most of the case managers and Carrie supervised the business teams. He indicated that we will be changing the red and blue team set up because he doesn't want staff working in silos. He distributed a handout on a new plan to roll out to the Board. He wants Sue to supervise half the staff and someone designated to supervise those Carrie formerly supervised.

### **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. Jenny explained the report to the Board members. She noted she can create a schedule for the outreach offices and other Job Center offices.

#### **OJT Report**

Jeff explained the recent OJT reports for the last fiscal year and for the beginning of the new fiscal year beginning July 1, 2016. Starting July 1, 2016, CEP has eight OJT contracts.

#### **Dislocated Worker Report**

Jeff reported that today there is a Rapid Response meeting taking place in Ladysmith at the Owens' Corning that has affected 70 employees that were displaced. It was noted that Harley Davidson in Milwaukee is laying off 270 workers and another company make take it over. Jeff announced that Ashland Bulk Foods is closing, affecting four people. It was noted that the Cenex in Superior and Ashland will be closing. There will be a Kwik Trip built in Park Falls as well.

#### **Regional Employment Report**

Jeff explained the Regional Employment report. It was noted that there's an increase in unemployment in Bayfield, Iron and Sawyer Counties.

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

Jeff reported that a couple grants were submitted to the AHEC for the Rescue Divas program and the Medical Discovery Days event. We'll be serving eight of our ten counties, Price and Taylor will not be served. Last year we only served Ashland and Bayfield Counties. The Rescue Diva's camp hosts 20 middle school girls.

### **Windows to Work Program Update**

Jeff reported on the success of the CEP Windows to Work program which works with inmates being released from prison, helping them to get on their feet, get a job and place to live; in order to decrease recidivism.

### **Action Item: Review/Approve PY15 Final Budget Vs. Spent Report**

Mary Ledin, CEP Finance Director explained the PY15 budget on what was spent. The fiscal year is July 1 through June 30<sup>th</sup>. She explained the break-down of costs. She noted that 38% of the budget went to the OJT program. She noted that we're 98.7% spent. She discussed the other program expenditures that were included in the handout in the packet. She discussed grant specific activities.

**A motion was made by Charlie Glazman and seconded by Thomas Mackie to approve the PY5 Budget report as presented. Vote taken, carried unanimously.**

### **Action Item: Review/Approve PY16 Final Budgets**

Mary Ledin, explained that there were no increases or decreases in what she presented in the spring. Page two changed with staffing due to CEP receiving the Transitional Jobs Program grant. It was noted that there was a decrease in health insurance due to people leaving and younger staff. A suggestion was made to track data on why people are leaving through exit interviews to see if it's retirements or other reasons. Mary explained that half of our funding comes from federal WIOA funds which pass through the state and on to us. She noted that we apply for a lot of direct grants along with private foundations. She noted our funding is diverse. She discussed indirect cost rates that have to be reconciled. She discussed the Board budgets. Page six breaks out the WIOA allocations for this year. Page seven addresses the carryovers and the state waived the 80% which helped us get through the fiscal year. She discussed what was spent in the various programs and our partnerships with other programs and agencies such as DVR, the Children's Health Insurance Program (CHIPs) Grant, etc. She explained the pie graph where the budget is allocated based on services.

**A motion was made by Thomas Mackie and seconded by Doug Finn to approve the PY16 Final budgets as presented. Vote taken, carried unanimously.**

### **Crex Meadows Update**

Jeff noted that he will meet with Crex Meadows staff to discuss the funding situation with the kitchen mess hall. He explained that the CEP Crex Meadows Youth Camp is operated on DNR land and employs at risk youth with life skills, a curriculum where students can receive credit in high school for a two week period. It was noted that the increased costs of updating the mess hall will cause us to revisit this issue to see where we can scale back on the kitchen costs.

Jeff noted that two of the Crex meadows 15 passenger vans were stolen, but were found and the man was apprehended. One van will be replaced and one will be fixed. These vans were stored by the DNR where they were stolen.

### **Other Business**

Charlie Glazman noted that he's an associate Dean at WITC and he announced their CDL class B driver's license course and will begin in December. The cost will be about \$1,400.

Thomas Mackie noted that there is a deficiency in courses out there for heavy equipment operators.

### **Next Meeting Date and Location**

The next meeting of the CEP, Inc. Board of Directors will take place on Wednesday, December 14, 2016, at 10:30 a.m. in Ashland.

### **Adjournment**

Thomas Mackie made a motion to adjourn at 11:50 a.m. Seconded by Bill Voight. Vote taken, carried unanimously.