

**CEP Board of Directors
Wednesday, February 15, 2017
CEP Office – Ashland, WI**

Meeting Minutes

Present

Doug Finn
Charlie Glazman
Bill Voight
Emmett Byrne
Donna Williamson
Bill Kacvinsky
Joe Pinardi
Kay Pluemer
Dave Willingham
Dee Gokee-Rindal
Dan Makovsky
James Crandall
Brent Blomberg, alternate

Absent

Ed Songetay

Excused

Tom Mackie

Others Present

Jeff Muse
Jenny Decker
Mari Kay-Nabozny

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 12/14/16

Emmett Byrne made a motion to approve the meeting minutes from 12/14/16 as presented. Seconded by Bill Voight. Vote taken, carried unanimously.

Mission Statement

Jeff Muse 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 job seekers.

Action Item: Review/Approve New CEP Board Appointment

It was reported that James Crandall will replace Brian Goodwin on the CEP Board representing Bayfield County. James is a member of the Bayfield County Board.

Bill Voight made a motion to approve Jim Crandall to the CEP Board representing Bayfield County. Seconded by Donna Williamson. Vote taken carried unanimously.

Management Reports

Job Center Customer Counts

Mari Kay-Nabozny distributed a report on the Job Center customer counts for our area Job Centers and Outreach centers in our ten county area. The goal of this report is to provide hard data as to why people are coming in. Job Center customers will sign in electronically on an Ipad. She noted that the sign in will ask what county a customer is from, whether they're a veteran, if they're under 24 years of age (targeting out of school youth to be served under WIOA), and the purpose of their visit. She noted that we had 595 new visits in January across the ten county region.

OJT Report

Jeff Muse reported that starting July 1, 2016, CEP has a total of 23 contracts. For this report, the average wage was \$13.07 per hour, with 340 training hours at a cost of \$2,128.86 per contract. A report was distributed that showed how many OJTs were done per quarter and where the place of employment is where the OJT is being done.

Regional Employment Report

Jeff discussed the Regional Employment Report and discussed that on the bigger picture, we're decreasing in unemployment. But in the break down, Iron and Bayfield County still have high numbers of unemployment. It was noted that Sawyer County fluctuates due to tourism trends.

Grants Update

Jeff reported that CEP is applying for a grant to the Public Service Commission (PSC) to provide telephone service to many of our customers who do not have a phone or help them keep their phone. This grant is for \$58,000.

CEP Staffing Updates

Jeff reported that CEP has filled a few positions. He announced that Connie Constantine who was formerly a case manager in Superior, has taken a position at CEP as a Regional Manager for the western part of the WDA. Connie's previous position was filled by Fawn Lowney who was a part time Workforce Resource Specialist. Jeff reported we hired a new Youth Services Manager and Crex Director. His name is Josh Kinneman. He will be moving to this area and will begin his duties on March 6th.

Action Item: Review/Approve Individual Training Accounts

Jenny explained that when a client is eligible for the CEP adult or dislocated worker services, some choose to get retraining. If the training provider is not on the state's list of eligible WIOA training providers, the training institute of their choice has to be approved by the CEP Board, WIB or Joint Executive Committee. After approval by the Board, the training provider is then reviewed by the state DWD for approval to be placed on the state's list of eligible WIOA training providers. Two ITA applications have been submitted for:

**CFP Certification Professional Education Program
Certificate Program
College for Financial Planning
Centennial, CO**

**Applied Management
Bachelor of Applied Science
Bemidji State University – Bemidji, MN**

A motion was made by Donna Williamson to approve the ITAs presented. Seconded by Doug Finn. Vote taken, carried unanimously.

WIOA Youth Procurement

Mari Kay-Nabozny, WIB CEO explained that the procurement for WIOA Youth funds is again due. The last procurement took place two years ago. WIOA has released the WIOA Final Rule and she distributed the new rule language regarding the procurement process. The most significant change between the NPRM and the Final Rule occurs in § 681.400. This section clarifies that youth activities may be conducted by the local grant recipient and that when the Local WDB chooses to award grants or contracts to youth service providers, such awards must be made using a competitive procurement process in accordance with WIOA sec. 123. Under the new rule it is allowable that the CEP Board, as grant recipient may conduct the youth activities if the Board does not elect to complete a procurement. Discussion took place on past performance and ISY and OSY numbers. The OSY funding comprises 75% of the youth funding. CEP only enrolled 17 OSY youth this year. It's hard to justify a single source procurement when the numbers are low. The goal is to increase opportunities for youth ages 18-24 or an out of school youth age 17. A suggestion was made to give the Board a report on how many OSY are being served and from where and in what areas.

A motion was made by Dan Makosvky to approve CEP, as the grant recipient, to retain the ISY funding only. Seconded by Joe Pinardi. Vote taken, carried unanimously.

Other Business

Jeff reported that he would like to change some things on the CEP Board agenda. He wants to provide goal orientated initiatives that can be measured by charts, or other visual handouts. A suggestion was made was to have the Director's report/status updates.

It was noted that former CEP Board member Lew Martin is having is 100th birthday party at the Elks Club in Superior. CEP will be sending him flowers and the public is invited.

Jeff noted that CEP is partners with local Chambers of Commerce in our region. There is a Business after five at Chippewa Valley Bank in Ashland. There was discussion that staff and Board members could attend more Chamber meetings to partner on area initiatives.

Charlie Glazman reported that Earth Rider Brewery company is opening up in Douglas County. They'll be hiring some people there. He noted that there was a DWD meeting in Superior regarding internships. WITC will partner with the Job Center to help individuals complete internships.

It was reported that the owner of Ashland Floral has passed away and the place is closed up, affecting three employees.

It was noted that on the CEP agenda in the past, success stories were included. It was suggested to include this on the agenda again.

It was noted that CEP will be featured in the next Business North publication, along with some advertisements.

Next Meeting Date and Location

The next meeting of the CEP Board of Directors will take place on Wednesday, April 19, 2017, at 10:30 a.m. in Ashland.

Adjournment

The meeting was adjourned at 11:50 a.m.