

**NORTHWEST  
WISCONSIN**

**CEP**

**ADMINISTRATIVE OFFICE**

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**CEP Board of Directors**

**Wednesday, April 19, 2017 – 10:30 a.m.**

**CEP Office – Ashland, WI**

**Meeting Minutes**

**Present**

Tom Mackie  
Charlie Glazman  
Bill Voight  
Emmett Byrne  
Donna Williamson  
Joe Pinardi  
Kay Pluemer  
Dave Willingham  
Dee Gokee-Rindal  
Dan Makovsky  
Brent Blomberg, alternate

**Excused**

James Crandall  
Doug Finn  
Bill Kacvinsky

**Others Present**

Jeff Muse  
Jenny Decker  
Mary Zinnecker

**Call Meeting to Order**

Dave Willingham, CEP Vice Chairman 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 2/15/17**

Charlie Glazman made a motion to approve the meeting minutes from 2/15/17 as presented. Seconded by Emmet Byrne. 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. Jeff explained CEP's Workforce System's Specialist, Tom Pufall's success story about a young man who always wanted to be a police officer and how CEP helped him reach his goals. The client was lined up with a summer job in Mellen with Public Works where he did very well. Over the past two years, CEP helped with tuition and other support services. He will earn an Associate's Degree in Criminal Justice and will gain more training beyond that in the police academy.

**Executive Director's Report**

Jeff announced that half the CEP management team and the WIB CEO are attending a WIOA training in Dallas this week. Jeff reported that he will be attending the National Association of Workforce Development Professional's (NAWDP) conference in New Orleans in May.

**NORTHWEST WISCONSIN CEP**

**Strengthening our region, one person, one business, one job at a time.**

Jeff reported that the CEP, WIB and WITC are providing a Construction Essentials program at CEP. He explained that students are taught the basics of framing and there are 80 hours of math required as well. There are 12 clients signed up for this class.

Jeff discussed that when he came on Board, there was money available to do marketing for CEP. Mary Zinnecker, CEP Information Manager/IT Manager showed the CEP Board the new video/commercials to promote CEP Services.

### **Job Center Customer Counts**

Jenny Decker 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 1,035 visits in the last month, across the ten county region.

### **OJT Report**

Jeff Muse reported that starting July 1, 2016, CEP had a total of 31 OJT contracts. He noted that we're at the 50% mark of where we want to be, but we have 31 to go before end of June. For this report, the average wage is \$13.53 per hour.

### **Regional Employment Report**

Jeff discussed April's Regional Employment Report that is put out by DWD. He noted that Bayfield and Iron Counties still need some attention in regards to bringing UI rates down. He noted that on a national level, we're doing better than many other states.

### **Grants Update**

Jeff reported that all the grants CEP staff have done were submitted. The WIOA Youth procurement has closed and CEP is the only one who applied. Jeff recommended having CEP staff seated on the WITC Board to partner on getting people with the right skills. The Youth Apprenticeship grant was also submitted.

The Youth Build project will be on hold for a year. The grant was due on May 8<sup>th</sup>, which wasn't enough time to submit a proposal.

### **CEP Staffing Updates**

Jeff reported that CEP is going to hire a new Employment Resource Specialist to replace Skyler Dural-Eder who took over as the ACA Project Manager.

### **Comments & Announcements**

Charlie Glazman reported that WITC's Superior Campus recently held a Job Fair where around 60 employers attended.

Discussion took place on area dislocations. Kay Pluemer reported on dislocations in the Price County area. She reported that the Prentice IGA and St. Anthony's Catholic School have closed. Two furniture stores in Phillips closed down. It was suggested to have a report of any dislocations and how they're being addressed. Jeff noted we'll continue to update the Board on new businesses opening in the region and area dislocations. It was noted that Pine Cone Ole's bar in Herbster burned down. There are no other details about it.

It was noted that CEP will be highlighted in an article in the Business North Newspaper. It was noted the advertisements for CEP have been published in area newspapers.

**Next Meeting Date and Location**

The next meeting of the CEP Board of Directors will take place on Wednesday, June 21, 2017, at 10:30 a.m. in Ashland.

**Adjournment**

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