

**NORTHWEST  
WISCONSIN**

**CEP**

**ADMINISTRATIVE OFFICE**

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**CEP Board of Directors**

**Wednesday, August 16, 2017 – 10:30 a.m.**

**AADC Office – Ashland, WI**

**Meeting Minutes**

**Present**

Tom Mackie  
Charlie Glazman  
Bill Voight  
Emmett Byrne  
Donna Williamson  
Kay Pluemer  
Dave Willingham  
Dan Makovsky  
James Crandall  
Bill Kacvinsky  
Doug Finn  
Brent Blomberg, alternate

**Excused**

Dee Gokee-Rindal  
Joe Pinardi

**Others Present**

Jeff Muse  
Jenny Decker

**Call Meeting to Order**

Bill Kacvinsky, CEP Board 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.

**Approve the Minutes from 6/21/17**

Emmett Byrne made a motion to approve the meeting minutes from 6/21/17 as presented.  
Seconded by Donna Williamson. 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 shared a success story. Jeff noted that we received a thank you note from a customer. Another story Jeff discussed was about a man who farmed his whole life and then he worked in the woods. But then life changed when his employment ended, and he was unemployed and displaced. He never received his high school diploma in 1992 when he was to graduate, due to an unpaid fine. He was able to get his high school diploma, his CDL and is now employed full time, earning \$30 an hour. Another story Jeff discussed was regarding Crex camper who was having a hard time adjusting to being at camp. She made it through the session and had a very positive experience.

**Executive Director's Report**

Jeff explained that DWD is here from Madison doing a fiscal and program audit this week. The exit audit is tomorrow at 10:00 a.m. They go through performance and fiscal procedures.

**NORTHWEST WISCONSIN CEP**

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

A proud partner of the  American Job Center network

Jeff distributed a matrix that explains what CEP is responsible for under WIOA. This is for reference for the Board members.

He reported that he and Mari are meeting with the Department of Corrections in Superior regarding the Windows to Work program which Jeff explained.

Jeff distributed a marketing report that showed the return on investment for the ads CEP placed in area newspapers, etc. He noted that most people hear about CEP through friends and families. One of the goals of CEP is to publish success stories for free which will help with marketing efforts. It was suggested to use the Chamber and AADC to promote what CEP does with new businesses coming into Ashland. A suggestion was made to look at other ads that are successful which we could use as a template.

Jeff reported that CEP is unable to compete with other agencies for workers because our pay is relatively low in comparison to other comparable employers. He distributed a handout about an idea presented about implementing a more flexible work schedule where staff could work more hours during the week and have a three day weekend. He will ask the Board and the Executive Committee to approve this. He noted that we're not looking to have people work less, but provide them with a flexible schedule that provides them with an extra day off. Jeff distributed a handout from the Harvard Review which show what employees value for a productive workplace. Jeff noted number two on the list was a flexible work schedule. There was a concern that if you allow some employees to do this and not others, you run the risk of people feeling this is unfair. It should fit the individual job description and could cause internal resentments. It was noted that this proposal needs to be really defined, especially if some take a half hour lunch versus an hour. Coverage of Job Center offices was discussed. It was noted, that all offices are closed on Friday, except for Superior since it is a comprehensive center that includes a variety of Job Center partners who help cover the front desk. The Board suggested to refine this idea more and come back to them with a more refined process.

Jeff discussed the Food Share Employment and Training (FSET) program which he explained. The FSET program encourages people to volunteer time to gain their food share benefits. He explained that there's going to be a huge reduction in the FSET funding and there may be staffing hours that will be cut. They are working on finding additional responsibilities for those staff in the CEP budget which is also facing potential cuts. Jeff will be meeting the Director of Workforce Resources and possibly compete with them for the FSET contract. Workforce Resources was recently awarded an Older Worker grant and this is a population that we need to focus on as many older people are working longer. CEP may write a proposal for the Older Worker program as well. It was noted that this could be a Superior Days issue and CEP will be involved.

### **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 from April 1<sup>st</sup> through June 30<sup>th</sup>. Jenny discussed the recent Job Center customer counts report. She noted that the Job Centers are using the iPad sign in and the total count for the end of June is 2,781 visits for the Job Centers in our WDA. Only a quarter coming in are

new visits and the rest are return visits. It was noted that only 6% are veterans and 80% of customers do not want more info on Job Center services.

### **OJT Report**

Jeff Muse reported that starting July 1, 2016, CEP had a total of 60 OJT contracts. We had to put a hold on funds with the new fiscal year and the funds were released and those new OJTs will be reflected on the next report. CEP lowered their goal to 55 OJTs per year.

### **Regional Employment Report**

Jeff discussed August's Regional Employment Report that is put out by DWD. Jeff explained that unemployment has increased a bit in our region, along with Milwaukee. The state of Wisconsin is doing better as a whole.

### **Grants Update**

Jeff gave an update on all the grants CEP staff have been submitted. Jeff reminded the group CEP received a \$40,000 grant from the Public Service Commission to provide cell phones for low income people so they can be reached for jobs. CEP submitted two grants to AHEC for the Rescue Divas and the Medical Discovery Days. Jeff noted that CEP will be applying for an OSHA grant but we don't know the amount of the award yet. There will be a meeting to discuss the details of this grant. Jeff reported that CEP will be meeting with DVR to partner with them on youth initiatives.

### **CEP Staffing Updates**

Jeff reported that Rachel Lee who works in the front desk and fiscal department requested to go to fiscal part time, so we'll be posting for a part time front desk position this week. Jeff noted that Andrea Huggenvik, who was the NWWIB Sector and Strategy Coordinator resigned for another job opportunity closer to her family out of town. Mary Lois Bolka was hired to replace her and will begin this month.

### **Dislocated Worker (DW) Report**

Jeff distributed a handout on the dislocated worker report and he explained the small dislocations in the Ashland area. He also discussed Gordy's Grocery store in Hayward that is closing which CEP staff are working on. This closure will affect around 30 people. It was noted that Market Place grocery store in Hayward is expanding and will be doing some hiring. Jeff encouraged Board members to let him know of any small closures in their areas.

### **Comments & Announcements**

Doug Finn encouraged everyone that we need to keep in touch with legislators. Jeff noted that he keeps in touch with our area congressional and senate representatives about what's going on with workforce and other initiatives or cuts that could take place. A suggestion was made to invite congressional staff to some of our Board meetings for updates.

Charlie Glazman reported that he met with Husky representatives of Calumet who indicated that they don't plan to have any lay-offs. They are the third largest oil refinery in Canada and they feel the

Superior refinery will fit well with their company. The Superior refinery is up to 100% capacity in barrel production.

Charlie reported that Minnesota Power is starting a new natural gas power plant to begin in 2025.

**Next Meeting Date and Location**

The next meeting of the CEP Board of Directors will take place on Wednesday, October 18, 2017, at 10:30 a.m. in Ashland.

**Adjournment**

**Thomas Mackie made a motion to adjourn. Seconded by Donna Williamson. The meeting was adjourned at 12:25 p.m.**