

**NORTHWEST
WISCONSIN**

CEP

ADMINISTRATIVE OFFICE

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CEP Board of Directors

Thursday, December 14, 2017 – 10:30 a.m.

Lakewood's Resort – Cable, WI

Meeting Minutes

Present

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

Excused

Dee Gokee-Rindal
James Crandall
Doug Finn

Others Present

Jeff Muse
Jenny Decker
Cory Kempf

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 10/18/17

Dan Makovsky made a motion to approve the meeting minutes from 10/18/17 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 from one of our CEP staff from Ladysmith. He read a thank you note from the displaced worker from Owens Corning who was helped by the CEP Career Planner who funded her CNA classes and also helped her with gas money to get to her classes and gave her hope and friendship. She sent a note thanking Jane Thompson, CEP Career Planner.

Executive Director's Report

Jeff reported that WIPFLI did CEP's audit and that it went well. Jeff brought a few copies for Board members to review. He noted that tomorrow, marks the end of open enrollment for Affordable Care Act (ACA) grant. The ACA Navigators have been very busy with an increase of enrollments and new enrollments.

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

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Jeff noted that we received a notice from APEX which was distributed. It was noted they cover a service area of northeast MN and northwest WI and they are economic development professionals who are trying to bring growth to the region. He said they want to do a study and have partners contribute funding to help fund this survey. It was noted that we don't have a lot of money to help fund the survey. A question was made on what are they going to tell us that we don't already know? It was noted that the Development Association decided not to fund their survey. It was noted their objectives are similar to NWRPC. A suggestion was made to follow up with them and possibly have them give the CEP Board a presentation down the road to talk about what their goals are and what have they done in the past that has been successful, should we consider making a small donation.

Job Center Customer Counts

Jenny Decker reported that the year-end report for the Job Center counts aren't ready yet until the end of the month. She noted that the Job Center has been very busy with people needing assistance with filing unemployment insurance claims and job search.

OJT Report

Jeff Muse reported that beginning July 1, 2017, CEP had a total of 23 OJT contracts. There may be a lull in December because of ACA enrollment that staff will be busy with.

Jeff noted CEP hired an internal staff member for the Employer Resource Consultant position. He noted she has hit the ground running to bring up OJT numbers and she is also working with the Transitional Jobs Program.

Regional Employment Report

Jeff discussed December's Regional Employment Report that is put out by DWD with a change in color coding addressing unemployment increases and decreases. Jeff noted that Iron County is at an all time unemployment low at 4%.

CEP Staffing Updates

Jeff reported that CEP hired David Hibbard for the Workforce Resource Specialist (WRS)/FSET position and Kathleen Newby in Park Falls as the Assistant Career Planner. Cory noted that we'll be doing interviews for the CEP Career Planner position in Superior this week.

Dislocated Worker (DW) Report

Jeff reported noted that Bausch Packaging is closing in Shell Lake. A rapid response meeting took place on December 12th and 19 people showed up. The displaced workers will receive a severance package.

Meeting Allowance Policy & Procedure Update

Jeff noted that the Executive Committee recommended a motion that changes the language of per diem to meeting allowance on all forms and the Financial Procedure's Policy and to pay no more than two meeting allowances a day, even if there are three meetings in a day.

Donna Williamson made a motion to approve the Executive Committee’s recommendation regarding the change to the WIB and CEP Board meeting allowance policy. Seconded by the Charlie Glazeman. Vote taken, carried.

Action Item: Review & Approve CEP Bylaw’s Changes

Jeff noted that since the language in the FPM was changed to reflect the auditors request to use the word meeting allowance versus per diem, it needed to be changed in the CEP Bylaws as well.

Donna Williamson made a motion to accept the CEP Bylaw changes as presented. Seconded by Dave Willingham. Vote taken, carried unanimously.

Action Item: Review & Approve Staff Flexible Schedule Proposal

Cory Kempf, CEP Human Resources Manager explained the proposed Staff Flexible Schedule Policy would give staff more flexibility who are working more overtime and to keep our staff from leaving for other jobs. Jeff will report to the Board for review to see how this proposal is working out after six months.

Charlie Glazeman made a motion to approve the Staff Flexible Schedule Proposal as presented. Seconded by Donna Williamson. Vote taken, carried unanimously.

Action Item: Appoint New NWWIB, Inc. Board Member

Jeff noted that under WIOA, the Chief Local Elected Officials (CLEOs) are required to appoint new members to the NWWIB when there is a vacancy. Two new members need approval. One is David Kelm, representing long term care and Dawn Henk representing education and healthcare from Hayward who works at North Lakes Healthcare Center.

A motion was made by Thomas Mackie to approve the two new NWWIB members as presented. Seconded by Emmet Byrne. Vote taken, carried unanimously.

Comments & Announcements

Jeff noted that the CEP and WIB Joint Conference Committee met last week to evaluate Jeff and Mari’s performance. Jeff let the Board know that he enjoys his job very much and is dedicated to the mission of the CEP and WIB. He noted that there will be challenges next year with possible cuts at the federal level and we’ll need to look at other opportunities to fund what we do. Jeff thanked the Board for their support and he thanked Cory Kempf for his help and patience.

Dave noted that the Joint Conference Committee approved a salary increase that was the same as the one as the other employees received.

Jenny distributed a calendar of meetings for 2018 for the CEP Board and for those on the Executive Committee.

Next Meeting Date and Location

The next meeting of the CEP Board of Directors will take place on Wednesday February 21, 2018, at 10:00 a.m. in Ashland.

Adjournment

Thomas Mackie made a motion to adjourn. Seconded by Bill Voight. The meeting was adjourned at 1:00 p.m.