



## ADMINISTRATIVE OFFICE

422 3rd Street W, Suite 200

PO Box 616

Ashland, WI 54806

P 715.682.9141 W [nwcep.org](http://nwcep.org)



A proud partner of the [AmericanJobCenter](http://AmericanJobCenter.org) network

### CEP Board of Directors

Wednesday, August 15, 2018 – 10:30 a.m.

CEP Office – Ashland, WI

### Meeting Minutes

#### Present

Tom Mackie  
Dave Willingham  
Bill Voight  
Emmett Byrne  
Donna Williamson  
Sheryl Slaby  
Dan Makovsky  
Bill Kacvinsky  
Joe Pinardi  
Dee Gokee-Rindal  
Thomas Gordon, Sr.  
Charlie Glazman  
Brent Blomberg, alternate

#### Excused

Doug Finn

#### Others Present

Jeff Muse  
Jenny Decker  
Mari Kay-Nabozny

#### 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. Jeff introduced Thomas Gordon, Sr. who is the new CEP Board member, appointed representing the Bayfield County Board.

#### Approval of the Meeting Minutes from 6/20/18

**Tom Mackie made a motion to approve the meeting minutes from the 6/20/18 meeting as presented. Seconded by Emmett Bryne. 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 two CEP clients from Superior. They were both out of school youth. One was a felon and the other was a high school dropout. They both took the welding class and are also taking the GED test. They took great pride in getting a certificate in the welding class and are working on towards their GED and feeling more confident in themselves.

#### Election of CEP Board Officers

Every two years, after the county board elections, the CEP Board has their election of officers in June and reappointment of CEP Board members. Mari Kay-Nabozny, NWWIB, Inc. CEO joined the meeting to explain that the State of Wisconsin Department of Workforce Development (DWD) staff will be up next week to conduct a monitoring of programs, fiscal procedures, EEO and governance. DWD has a question

# NORTHWEST WISCONSIN CEP

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

regarding the CEP Board Chair being a private sector representative rather than a Chief Elected Official (CEO). Bill Kacvinsky is currently serving as the CEP Board Chairman, and is therefore the Chief Elected Official representing private sector but is not an elected official. He was previously a County Board elected official representing Bayfield County. Mari explained the DWD Local Program Liaison (LPL) raised the issue of whether or not the Chief Elected Official can be a non-elected individual. DWD forwarded this question to the U.S. Department of Labor Region V office in Chicago and they responded that unless we could find a supporting letter, memo or citation on this matter, it could be a finding. Mari explained that the WIB/LEO Agreement was sent to DWD and consequently our Local Program Liaison (LPL) found the Job Training Partnership Act (JTPA) legislation language supporting the current structure. Mari said as of this time, the DWD LPL does not feel this is a finding, but it could possibly be without supporting documentation or further instruction from the U.S. Department of Labor. The DWD LPL said right now, the CEP Board could designate another board member who is an elected official to stand in as the Chief Elected Official or new officers could be elected. Discussion took place about the members who are not elected officials being able to serve as the Chair. It was noted that we would have to change the bylaws to reflect changing the CEP Board Chair status and criteria and there is a seven day notice for bylaw changes so no action can take place at this meeting. It was noted that the elected officials and their respective counties are responsible for the administration and proper use of the federal funds.

**Donna Williamson made a motion to elect Dave Willingham as the CEP Board Chairman and Bill Kacvinsky as the Vice Chairman to stay in compliance with state and federal rules until the CEP Board Bylaws are amended to reflect the compliance changes. Seconded by Emmett Byrne. Vote taken, carried unanimously.**

**Dave Willingham made a motion to postpone the previous motion by Donna Williamson until further review. Seconded by Thomas Mackie. Vote taken, carried unanimously. Donna abstained from the vote.**

**Dave Willingham made a motion for the staff to bring draft language to the October CEP Board meeting so that the CEP Board can amend the CEP Board Bylaws to reflect the necessary changes regarding the status of the CEP Chair position in order to stay in compliance with state and federal laws. Seconded Dan Makovsky. Vote taken, carried unanimously.**

#### **Executive Director Report**

Jeff noted that staff have been very busy. CEP had a recent staff meeting last week to get up to date with changes going on. Jeff discussed the DWD monitors coming up next week and the number of items we need to have ready to be in compliance. Jeff discussed some staffing changes. He noted that they had to lay Joleen Prentice off after 39 years. She was a part time, LTE employee. Jenny Decker will be taking on Joleen's duties. Jenny will be learning the Transitional Jobs Program system and she's also taking on the client authorizations payment system. Jeff noted that the Transitional Jobs Program will now service all ten counties in our area rather than just six. Jeff noted that we contracted for a part time position in Superior for eight hours to cover the front desk for one day a week as a LTE employee.

Jeff reported that there have been no dislocated worker reports. He recently heard that 203 employees from the Ojibway Minimum Correctional Facility in Marinesco will be affected as it is closing down.

#### **Job Center Customer Counts**

Discussion took place on the Job Center customer counts report included in the packet for the month of July. Jenny noted that visits are down, which is typical this time of year. She discussed the new question about age which is giving us new helpful information about demographics on who's coming in and that we're seeing an increase of older workers coming in. Discussion took place about lack of affordable housing and low wages that make it hard to afford housing.

#### **OJT Report**

Jeff Muse reported that beginning July 1, 2018, CEP had one OJT contract to date and seven more in progress. Jeff explained that OJTs are funded through the Workforce Innovation and Opportunity Act (WIOA) if someone is income eligible. Jeff noted that the budget allocations were just released on July 1<sup>st</sup>.

#### **Regional Employment Report**

Jeff discussed the Regional Employment Report that is put out by the Department of Workforce Development (DWD) addressing unemployment increases and decreases for the month of August. Jeff noted that the unemployment numbers are down and Iron County has decreased since the last report.

#### **Grants Update**

Jeff reported that CEP is working on a larger grant called YouthBuild for \$700,000. This grant has the intent of working with area Tribes Red Cliff and Bad River in training individuals in building affordable housing.

#### **ACA Capitol Campaign Update**

Jeff noted that CEP has been running the Affordable Care Act program by providing services through licensed Navigators to help clients find affordable healthcare in the Marketplace. With funding cuts to ACA, Jeff is looking at contracting with medical facilities to help fund a Navigator position. He reported that CEP is working with area medical providers to fund a position for around \$105,000. He explained competition with Workforce Resources (WRI). He talked about other partnerships he's working on for the ACA Capitol Campaign.

#### **Discuss the Implementation of a Crex Camp Fundraising Committee**

Jeff reported that at the last CEP Board meeting, the Friends of Crex group was there to question CEP on why we're unable to contribute more funds to the mess hall which is estimated at \$700,000 to renovate. Jeff noted that the services we provide the youth are more important than a stove. It was noted that if we can't use the Crex Camp due to the outdated kitchen, we will look at other sites to host the camp. It was noted that we're only one of several agencies who use the Crex Camp. It was suggested to the Board to provide any suggestions of alternative locations to hold the Crex Camp.

### **Comments & Announcements**

Jeff noted that CEP is celebrating 50 years of service and there will be events hosted in September and a cake after the next CEP Board meeting to commemorate this landmark year.

Charlie noted he's an Associate Dean at WITC in Superior. He explained that they're providing a one year Pharmacy Technician program that they're having a hard time filling. The program is being offered at WITC's Superior and New Richmond Campuses. He noted that the Pharmacy Technician field is a growing field that pays a good starting wage.

It was suggested to give an update on the staff flex schedule policy at the next meeting.

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

The next meeting of the CEP Board of Directors will take place on Wednesday, October 17, 2018, at 10:30 a.m. at the CEP Office in Ashland.

### **Adjournment**

**Dan Makovsky made a motion to adjourn, seconded by Joe Pinardi. The meeting was adjourned at 12:30 p.m.**