



## ADMINISTRATIVE OFFICE

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### CEP Board of Directors

Wednesday, October 17, 2018 – 10:30 a.m.

CEP Office – Ashland, WI

### Meeting Minutes

#### Present

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

#### Excused

Doug Finn  
Donna Williamson

#### Others Present

Jeff Muse  
Jenny Decker  
Maryann Ledin  
Josh Kinneman

#### 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.

#### Approval of the Meeting Minutes from 8/15/18

**Tom Mackie made a motion to approve the meeting minutes from the 8/15/18 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 said part of our success story is that CEP is celebrating its 50<sup>th</sup> anniversary in business this year. Jeff met a volunteer in Superior who was homeless and kept losing jobs. She enrolled in CEP programs and she is now able to work, found an apartment and is continuing her education. Jeff noted the CEP management team is working on our strategic plan. He noted that CEP is people orientated and a small, caring organization.

Jeff reported that CEP's relationship with DVR is strong.

Jeff noted that open enrollment for the Affordable Care Act (ACA) health coverage starts in two weeks and CEP is continuing to seek funding to sustain this service to the public.

**NORTHWEST WISCONSIN CEP**

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

### **Executive Director Report**

Jeff reported that at 1:00 p.m. the public has been invited to enjoy some cake to celebrate CEP's 50<sup>th</sup> anniversary. Jeff explained where all the CEP 50<sup>th</sup> anniversary events have taken place. Jeff noted that at the Superior 50<sup>th</sup> event some of the attendees include Charlie Glazman of CEP Board, LeRoy Forslund, WIB Chair and State Representative Nick Milroy.

Jeff noted that Kayla Poppe at CEP has resigned because she found a job closer to where she lives. There was no dislocated worker report. Yesterday we heard that Raven Cross Bow laid off 27 people but called nine employees back. Raven just moved into the Target building in Superior. Discussion took place about the lay off.

### **Job Center Customer Counts**

Jenny discussed the Job Center report for 2018 for the Job Center locations included in the meeting packet, noting there have been 761 visits in September. Jenny noted that we're organizing the list on page nine regarding customer's age to look at remediating the workforce shortage. Discussion took place about increasing minimum wage.

### **OJT Report**

Jeff Muse reported that beginning July 1, 2018, CEP has completed three OJT contracts to date and there are more in progress. Jeff noted that the NWWIB Strategic Directions and Development Committee met yesterday and they discussed the effectiveness of OJTs. CEP has been tasked to come up with a report on how to conquer the OJT topic and to utilize our funding more efficiently. It was questioned if we should look at other options to create training opportunities outside of just depending on OJTs. A concern was raised on whether this begs the question on continuing to focus on OJTs more than other programs CEP offers. It was suggested to identify employers who will take workers we provide them which may mean that we may have to stick with the lower wage level or have the employer do a step by step wage increase. Discussion took place on the follow up process on how the OJT contract is going.

### **Regional Employment Report**

Jeff discussed the Regional Employment Report that is put out by the Department of Workforce Development (DWD) that was included in the meeting packet. This report addresses unemployment increases and decreases for the month of September. He noted our area is doing better than the rest of the country as a whole. It was pointed out that we're looking at higher unemployment numbers in Iron County and lower numbers in Taylor County.

### **Grants Update**

Jeff reported that CEP submitted the YouthBuild grant in partnership with Western Dairyland and WRS, along with Bad River and Red Cliff tribes. He'll keep the Board informed on when we hear some news.

Jeff discussed a couple small grants to help with the Crex Camp and Rescue Divas EMT camp. The Kiwanis issued CEP a check for the Rescue Divas camp for \$1,200. He mentioned the Stepping On grant

which has the focus to train staff to help prevent elderly from falling. Jeff noted that we need to procure additional funds of around 50% and WIOA constitutes 65% of our overall funding.

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

Jeff reported that open enrollment for the Affordable Care Act Healthcare program starts in two weeks. Funding for ACA has been decreased and we need a minimum of two people to work with clients during enrollment. Jeff met with area hospitals to get donations and a commitment to help fund a position at CEP to assist customers in the Marketplace. We're looking at a minimum of \$70,000 to \$80,000 for one position. CEP covers most of Essentia's area. We need another \$100,000 to cover a second ACA Navigator position. Another plan is to include the North Lakes Clinic and to also partner with the Tribes. Jeff asked Board members if they may have any connections to Aspirus and Essentia to attend some meetings with him to assist in encouraging the funding of these positions.

#### **DWD Monitoring Update**

##### **Action Item: Review/Approve CEP Bylaws Amendment**

Jeff reported that the DWD monitoring report came in last Thursday and we were directed to focus on a finding regarding the CEP Board structure and the Officers of the Board. Jeff directed the Board to the page on the Board finding. He noted that our area is doing much better than the other workforce boards across the states. The findings we have are very small and correctable. We need to get a response to the findings by December 19<sup>th</sup>. The current designated Chief Elected Official (CEO) is not a CEO. Included in the packet was a bylaw amendment to respond to the finding and we need to have a CEO designated to be chair of the Board. Jeff distributed the CEP Board Bylaws and explained the board composition. It was noted that the Vice Chair could be the Chief Elected Official designated as the CEO of the Board.

**Charlie Glazeman made a motion that the CEP Chair shall function as the Chief Elected Official. In the event where the CEP Chairperson is not an elected official, the CEP vice chair will be appointed as the Chief Elected Official. One officer (Chair or Vice Chair) of the Board must be an elected official, thus functioning as the Chief Elected Official for the Board of Directors. Seconded by Thomas Mackie. Vote taken, carried unanimously.**

It was reported that Doug Finn resigned from the CEP Board because he would like to scale back on committees. There will be an appointment of Doug Finn's position to the Executive Committee by the Board Chair. It was noted that Doug Finn is Charlie Glazman's alternate on the CEP Board.

#### **Review PY17 Budget vs Actual Spent**

Maryann Ledin, CEP/WIB Finance Director discussed the budget included in the packet. In total, \$2.8 million dollars was spent, including participant break outs. She explained all the break out of services and staffing. She discussed what was budgeted and what was spent. She noted that training was overspent. She pointed out that we need to spend where the need is for our clients. Mary mentioned the Transitional Jobs Program (TJP) funding. She explained the state Rapid Response grant which is based on state availability. She was able to serve 100% dislocated workers with this funding. She discussed grant specific activities which were overspent and explained some of these activities.

**Action Item: Review/Approve PY18 Final Budget**

Maryann explained the PY18 budget. She noted that we were under the assumption that we would receive a huge budget cut but we did not. We received a small increase of 2%. The state of Wisconsin took a cut as a whole. Maryann discussed decreases but explained increases such as health insurance. It was noted that we bid out every year on health insurance. She indicated that we could face a 30% increase next year and we will look at all options, including a health savings account. She noted that CEP contracted for new IT services and bought a new copier. She discussed the WIOA budgets. The overall decrease to the WIOA budget is \$19,000. She discussed indirect costs and other grants. Maryann would like to switch over to writing and receiving more grants. She discussed carryover and said there wasn't much to carryover this year. It was noted that we would like to have carryover but not excessive amounts. She discussed the summary and noted that 25% of the budget is there to serve clients. OJT and employer services has increased. Overall the budget is down \$26,000.

Charlie wanted to note how impressed he was with Maryann's work on the budget.

**A motion was made by Bill Voight to approve the PY18 Final Budget as presented. Seconded by Dan Makovsky. Vote taken, carried unanimously.**

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

Jeff distributed the Crex Camp Final report from this past year's summer sessions. He noted that the Executive Committee directed CEP staff to begin a fundraising effort to assist with camp costs. Jeff distributed a fundraising brochure that has not been finalized. Josh Kinneman, Youth Services Manager/Crex Director explained the composition of campers that attend the Crex Camp and the struggles they face prior to coming to camp. It was noted that the Friends of Crex Group do their own fundraising. It was noted that on the brochure, the donations need to be made to Crex and not to Friends of Crex. Josh explained how he does recruitment for the program. Follow up on the youth was discussed and it was noted they collect testimonials from students on how the camp was beneficial to them. A suggestion was made to have an alumni gathering with the former campers.

It was noted that the CEP Board is supportive of the Executive Committee's recommendations on fundraising.

**Comments & Announcements**

None

**Next Meeting Date and Location**

The next meeting of the CEP Board of Directors will take place on Wednesday, December 12, 2018, at 10:30 a.m. at the CEP Office in Ashland.

**Adjournment**

**Tom Mackie made a motion to adjourn, seconded by Dan Makovsky. The meeting was adjourned at 12:35 p.m.**

