



## ADMINISTRATIVE OFFICE

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### CEP Board of Directors

Wednesday, December 12, 2018 – 10:30 a.m.

CEP Office – Ashland, WI

### Meeting Minutes

#### Present

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

#### Excused

Dave Willingham

#### 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.

#### Approval of the Meeting Minutes from 10/17/18

There was a change in the grammar of the motion regarding the CEP Board Chair. The motion shall read in accordance to the language in the CEP Board bylaws. The amended motion reads as follows:

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.

**Tom Mackie made a motion to approve the 10/17/18, meeting minutes as amended. Seconded by Thomas Gordon, Sr. 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 reported that Sandy Lang, CEP Case manager had Jennifer as a client. Jennifer had five children and wanted more education beyond her GED. She had a passion for the healthcare industry and enrolled in

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

training to be a CNA. She will start as a CNA after a 200 hour work experience at Aspen Acres as an Administrative Assistant.

**Executive Director Report**

Jeff distributed a handout of photos on CEP’s 50<sup>th</sup> anniversary events held in the ten county workforce region which he discussed. Jeff reported that we received a resignation letter from Doug Finn who represented the At Large position on the CEP Board. It was suggested to do a proclamation for him at the next meeting.

**Donna Williamson made a motion to approve a proclamation for Doug Finn for his years of service on the CEP Board of Directors. Seconded by Joe Pinardi. Vote taken, carried unanimously.**

Staff updates included Kayla Poppe who resigned in Spooner and CEP is in the process of a new hire. Rachel Lee who worked part time in fiscal is resigning at the end of January. Her position has been posted.

Jeff reported that DWD has reviewed our performance and we’re not coming up with the numbers. CEP has two performance failures. Mari Kay-Nabozny, WIB CEO explained how the performance is calculated. The youth credentials attainment and dislocated worker credential failed. The Youth Credential was missed by only two individuals. It was noted that a workforce region has to fail two years in a row before technical assistance is mandatory. There are some indications that we may be close to failing again in this area. Mari noted that we typically exceed or meet our performance measures. It was noted that failed youth performance can impact the OSY contract and procurement.

Jeff reported that we’re looking at a potential rent increase at AADC office that may push us to look at other alternatives. Jeff noted that there may be available space in another Ashland location to accommodate our needs. A suggestion was made to be more conducive to those with mobility issues when investigating other location options for CEP that is affordable and can accommodate everyone. It was noted that the current building CEP rents from is around 4,100 square feet.

Jeff reported that he attends the WIB Strategic Directions and Development (SDD) Committee meetings. He reported their Committee requested that CEP address their OJT program and increase the number of OJTs being done. This issue will be addressed at the next WIB/CEP Executive Committee meeting as well. It was noted there are other ways to serve clients outside of OJTs. It was noted that the SDD Committee wants to use the OJT program in a better way.

**Review/Approve Individual Training Account Application**

Jenny Decker explained that under WIOA, adults who apply for training programs must have any training programs not on the state site of eligible training providers approved by the Board and the state DWD before they can enroll in training. She distributed an ITA for the teaching certification program through CESA #12 and DPI for individuals to become licensed in substitute teaching.

**Tom Mackie made a motion to approve the ITA presented. Seconded by Bill Voight. Vote taken, carried unanimously.**

### **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 701 visits November. Discussion took place on whether Foxconn has reached out to CEP or WIB to recruit workers.

### **OJT Report**

Jeff Muse reported that beginning July 1, 2018, CEP has completed 10 OJT contracts to date and there are more in progress. CEP is also including DVR OJTs in the OJT counts as well.

### **Regional Employment Report**

Jeff discussed the December 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. As a region, the unemployment rate is around 3%. Iron County is a little higher but lower than they have been. Jeff explained how we compare to the rest of the state.

### **Grants Update**

Jeff reported on the Falls Prevention grant CEP applied for which has the focus to train staff to help prevent the elderly from falls. He noted CEP is working closely with the Aging Enrichment Center in Ashland on this initiative. It was noted that one CEP staff is trained to teach these classes. We'll hear soon on whether CEP receives this grant or not.

Jeff discussed the CHIP grant that CEP is applying for that would help provide health coverage to children in our region. He explained that as CEP broadens its services, we are looking to help those in the workforce who don't have insurance or children who do not have it, obtain it.

### **Dislocated Worker Report**

Jeff discussed the Dislocated Worker report that was distributed. He explained some of the closures on the report, including Jack's Fast Food Gas, affecting seven workers. He discussed the other closures on the report, noting how many workers are being affected and how they will be assisted. Discussion took place on White Cap Resort in Iron County opening under new investors as a ski hill and golf course.

### **ACA Capitol Campaign Update**

Jeff explained that the ACA Capitol Campaign started as a result from the Affordable Care Act (ACA) grant CEP received. Due to the funding being decreased to provide these services, CEP needed to raise money. CEP looked at partnering with Covering Wisconsin. Our area will receive about \$14,000 in partnership with them. However, this is not enough to fund the CEP Navigator positions. Jeff has met with various healthcare facilities and raised around \$50,000 to fund this initiative. The goal is to raise \$100,000 to cover wages, benefits and overhead. Jeff wants this sustainable for continued open

enrollment. It was suggested to meet with St. Lukes who competes with Essentia to seek funding. It was noted that other grants have been researched for this. Jeff reported that open enrollment for the Affordable Care Act Healthcare program began in November and ended on December 14<sup>th</sup>.

#### **DWD Monitoring Update**

The DWD monitoring was conducted and we received our letter with findings. CEP needs to respond to these findings by December 19<sup>th</sup>. The largest finding was board governance and staff case files. The other issues were EEO, as we're not compliant in all locations. Jeff noted that we have until June of 2019 to make these upgrades to meet their EEO requirements. We'll submit our response to the monitors and see if the state accepts them or not.

#### **Action Item: Approve CEP Board Appointment to the WIB/CEP Executive Committee**

Bill Kacvinsky made a recommendation to appoint Thomas Gordon, Sr., CEP Board Bayfield County representative to the CEP/WIB Executive Committee.

**Dee Gokee-Rindal made a motion to approve the appointment of Thomas Gordon, Sr. to the WIB/CEP Executive Committee. Seconded by Thomas Mackie. Vote taken, carried unanimously.**

#### **Comments & Announcements**

Charlie Glazemen asked Jeff if there's any way the CEP Board can assist in meeting the failed performance measures under WIOA. Jeff noted he'll make it a priority and will create a dashboard to monitor progress.

Jenny distributed the WIB Annual report for 2018 which includes performance numbers and success stories in the past year.

Jeff announced that CEP's emails were hacked and many people received malicious emails. He informed Board members to delete any suspicious emails.

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

The next meeting of the CEP Board of Directors will take place on Wednesday, February 20, 2019, 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.**