



ADMINISTRATIVE OFFICE

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CEP Board of Directors
Wednesday, February 20, 2019 – 10:30 a.m.
CEP Office – Ashland, WI
Meeting Minutes

Present

Bill Kacvinsky
Donna Williamson
Joe Pinardi
Charlie Glazman
Sheryl Slaby
Dan Makovsky
Dee Gokee-Rindal
Emmett Byrne via conference call

Excused

Dave Willingham
Tom Mackie
Thomas Gordon, Sr.
Bill Voight

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.

Approval of the Meeting Minutes from 12/12/18

Dan Makovsky made a motion to approve the 12/12/18, meeting minutes 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 reported that his success story came from the Superior Job Center CEP staff. David is a 33 year old who CEP recently helped secure a job after being incarcerated. He asked for help to become a welder. CEP helped with resume, work cloths, interview and training. He was offered a job at Frasier Ship yard earning \$22 per hour working 40 to 50 hours a week.

Executive Director Report

Jeff reported an incident in the Superior Job Center where our partners are co-located. A man came in to receive services from DVR. The staff seen he had a knife and stalked a CEP employee. Safety training will be scheduled with the staff. He is not allowed on the premises and the police have been notified.

Staffing Updates

Jeff reported that Rachel Lee resigned from CEP as the payroll clerk. Darcey Bender was hired to replace her. Cory Kempf, HR Director resigned from CEP and took another position. Jeff reported that they do not plan to hire an HR Manager with 32 staff. Skyler Dural-Eder at CEP will become the HR Generalist which lines up with her educational background. She is also an ACA Navigator.

NORTHWEST WISCONSIN CEP

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

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Job Center Customer Counts

Jenny discussed the Job Center report for January 2019 for the Job Center locations included in the meeting packet. There were 867 total visits. It was noted that unemployment visits are equivalent to the number of job seekers coming in. There will be some work done on breaking down data by zip codes. Donna noted that Ashland County hired a new Veteran's Administrator.

OJT Report

Jeff Muse reported that beginning July 1, 2018, CEP has completed 14 OJT contracts to date and there are more in progress. The goal is to complete 15. CEP is also including DVR OJTs in the OJT counts as well.

Regional Employment Report

Jeff discussed the February Regional Employment Report that is put out by the Department of Workforce Development (DWD) which was included in the meeting packet. Our region's unemployment rate is at 3.9% but we are slowly creeping back up. He noted this report is not seasonally adjusted.

Grants Update

Jeff reported on the Falls Prevention grant was a \$5,000 grant to help prevent the aging from falling down. Ashland County had a curriculum that was not in our best interest and was not employment based. This grant was put on hold.

Jeff reported that CEP received the YouthBuild grant for \$1.1 million dollars in partnership with Western Dairyland and Workforce Resources to help train individuals to build housing on Tribal reservations upon which they will receive a credential. They will be hiring two full time people, hoping they will be of Tribal preference. Jeff explained how this program will work and that it will be a three year program.

Jeff reported that CEP submitted the CHIP grant that would help provide health coverage to children in our region. Jeff explained the partnerships involved.

Dislocated Worker Report

Jeff distributed an updated DW report. Jeff explained that Walmart is reducing hours in Ashland and some staffing as a result. They'll be closed from 1 a.m. to 6:00 a.m. He discussed some of the other closings on the list.

Proclamation for Doug Finn

Jeff reported that Lew Martin passed away. He was 102 years old. He was a well respected former CEP Board member who served as the Secretary of the CEP Board. He retired from the CEP Board at 99 ½ years old. There will be no funeral but there may be a celebration of life held at the Elks Club in Superior.

Jeff read the proclamation he prepared to honor Doug Finn for his 24 years of service on the CEP Board.

A motion was made by Dan Makosvky to issue a proclamation of appreciation to Doug Finn. Seconded by Dee Gokee-Rindal. Vote taken, carried unanimously.

Charlie Glazeman made a suggestion to contribute to a wall of fame for Board members who have contributed at least 15 years of service to the CEP Board.

Action Item: Approve OJT Proposed Procedures

Jeff discussed the handout included in the meeting packet which he explained. The WIB Strategic Directions and Development Committee approved this proposal yesterday. It was noted that while OJTs are important, there are other services CEP provides that are important as well. Nothing will change in how CEP does OJTs, but rather how we focus, measure and broaden our horizon on these services.

Donna Williamson made a motion to approve the OJT proposed procedures as presented. Seconded by Charlie Glazeman. Vote taken, carried unanimously.

Jeff explained the CEP Dashboard to measure where CEP is with meeting goals in programs we work with. Jeff noted that things are going really well at CEP.

A motion was made by Donna Williamson to remove agenda items #11 and #12 (closed session) from the agenda. Seconded by Dan Makovsky. Vote taken, carried unanimously.

Crex Meadows Update

Jeff updated the Board on the Crex Meadow's Camp. CEP is starting to receive applications from campers for this summer's sessions. Jeff noted that CEP will release \$5,000 to update the kitchen and by 2020, and we will have a new mess hall.

Jeff updated the Board on the Rescue Diva's EMT program that exposes middle school females to careers as a EMTs. He said we need around \$5,000 in funding for this program. CEP is looking for additional funds to raise to sustain the camp. A suggestion was made to check with local civic groups, local healthcare providers, etc.

State & Federal Update

Jeff reported that the new DWD Secretary is Caleb Frostman. He noted that Caleb is a very positive image for workforce development.

Comments & Announcements

Charlie Glazeman distributed a report generated by APEX titled "*Talent Forecast Regional Workforce*".

Next Meeting Date and Location

The next meeting of the CEP Board of Directors will take place on Wednesday, April 17, 2019, 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 11:45 p.m.