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## ADMINISTRATIVE OFFICE

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**CEP Board of Directors**  
**Wednesday, April 17, 2019 – 10:30 a.m.**  
**CEP Office – Ashland, WI**  
**Meeting Minutes**

### **Present**

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

### **Excused**

Charlie Glazman  
Bill Kacvinsky

### **Others Present**

Jeff Muse  
Jenny Decker  
Maryann Ledin  
Skyler Dural-Eder

### **Call Meeting to Order**

Dave Willingham, CEP Board Vice 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. An amended agenda was distributed. Skyler Dural-Eder was introduced as the interim Human Resource Generalist at CEP.

### **Approval of the Meeting Minutes from 02/20/19**

**Donna Williamson made a motion to approve the 02/20/19, meeting minutes as presented. Seconded by Joe Pinardi. 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 Sandy Lang, CEP Career Planner in Hayward. CJ was a 29 unemployed single mom needing help in 2013 to ladder into nursing. She was in a car accident, but completed her licensing exam. In 2016, she was working as a CNA earning \$15 p/h. She finally earned her LPN license and earned her RN degree and is earning \$26 p/h.

A letter was received from a Red Cliff worker who was a case manager and earning \$16. She said that Tom Kovach, CEP Career Planner was very welcoming and understanding to her during her times of struggles. She wanted to become a social worker. She also took the CNA exam and forwarded her life.

**NORTHWEST WISCONSIN CEP**

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

### **Executive Director Report**

Jeff reported that in the first week of May he will be attending the National Association of Workforce Development Professionals (NAWDP) conference in Texas. Attending this event helps keep us up to date on the federal level and there's a track devoted to YouthBuild, which is a grant CEP received. CEP will be doing two interviews for YouthBuild on May 1<sup>st</sup>. One position is for a supervisor and the other is an instructor. This will serve youth ages 16-24. Jeff explained other details regarding the YouthBuild project.

The Crex Camp will begin in June 10<sup>th</sup> and runs through August 2<sup>nd</sup>. There are four, two week sessions. CEP is looking to hire a couple of female counselors and applications are coming in.

Jeff reported that CEP is still in talks with area healthcare facilities about donating towards an Affordable Care Act (ACA) Navigator position at CEP to help clients navigate through the marketplace. We have not heard from Marshfield and Spooner Healthcare Centers yet. Jeff noted that CEP needs to have around \$110,000 to ensure we have enough to cover operational grants. Jeff indicated that Covering Wisconsin is also working on a Navigator grant with a Medicaid match. He noted that we hope to hear about the Children's Health Insurance Program (CHIP) grant in June.

Jeff explained that the Transitional Jobs Program was a small grant written by ICAA who turned it over to CEP. It was a difficult program due to hoops to jump through. However, it has really taken off and we're becoming a state best practice.

Jeff reported that we still have a vacancy on the CEP Board for an additional Tribal member and noted some applications are being submitted.

Jeff discussed the Rescue Diva's program that provides a career exploration camp for one week in June for middle school aged females to learn about careers as EMTs, where there is a shortage. Jeff encouraged Board members to send any potential funding that can help sustain the camp and encourage more girls to apply. This will take place in Delta at Camp North Woods.

### **Job Center Customer Counts**

Jenny discussed the Job Center report for March 2019 for the Job Center locations included in the meeting packet. She noted that job search surpassed help for unemployment insurance assistance on reason for utilizing Job Center services, noting many seasonal workers are going back to work. There were 751 total customer visits during the month of March.

### **OJT Report**

Jeff reported that CEP has completed 15 OJTs contracts since July 1<sup>st</sup> plus two more in the works once the paperwork is done. The end of the fiscal year is June 30<sup>th</sup>. Jeff hopes to see these numbers increase in other counties in our workforce region. Discussion took place regarding area Veterans Representatives and getting in touch with them to show them our services and send referrals their way.

### **Regional Employment Report**

Jeff reported on the March 2019 Regional Economic Employment Report that is put out monthly by DWD which was discussed. There was an increase in unemployment due to seasonal work cycles fluctuating and some lay-offs.

### **Dislocated Worker (DW) Report**

Jeff discussed and distributed an updated DW report included. Jeff announced that New Horizons will be laying off their entire workforce which is about 40 staff. Discussion took place about who will take over and provide the developmentally disabled services. He discussed closures as Family Video in Spooner, the First National Bank in Park Falls closing and Living Adventures Outfitters in Bayfield as the owner is retiring. He discussed the Shopko closings. Jeff asked Committee members to let him know of any closures they may hear of. It was reported there's a new employer coming into Phillips, as part of BW Paper system, which is based out of Korea. Also mentioned was the Deltco expansion in Ashland.

### **Grants Update – YouthBuild**

Jeff reported that CEP received the YouthBuild grant and he distributed a brochure to market the program. They're doing youth recruitment, along with the site supervisor and instructor. CEP partnered with Western Dairyland, WRS and internally partnered with the Red Cliff and Bad River Tribes. This grant is for \$1.1 million (around \$450,000 for CEP) and has the mission of training individuals on home construction for low income in need of housing on the Native American reservations. He noted this is a two year program and explained how the youth will be compensated. The goal is to recruit for all out of school youth (OSY). The liability insurance is taken care of and it's in writing. The grant holder holds the building risk insurance.

Jeff discussed expanding a financial literacy program between CEP and WITC.

### **Action Item: Review/Approve New Vehicle Purchase in 2019 Fiscal Year**

Maryann Ledin distributed a handout of vehicle estimates for the Board to review. Maryann indicated that travel is the second highest line item on where can we save money. The CEP/WIB Joint Finance Committee wanted a cost analysis done on how to save money through the current fleet of company cars and to look into the purchase of a new vehicle. Maryann explained her analysis on how to save money through options such as purchasing a new car that suits everyone needs. She did her research on a low interest loan through the bank for a vehicle purchase. She would use the Malibu in Ashland as a trade in and blue book is worth \$1,000. She explained all the features on the cars listed on the proposal.

**A motion was made by Bill Voight to approve the vehicle purchase proposal as presented and to sell the CEP Malibu as a trade in. Seconded by Emmett Byrne. Vote taken, carried unanimously.**

### **Action Item: Review/Approve CEP Employee Handbook Updates**

Maryann referred to the four page attachment that was distributed. During the last DWD monitoring at CEP, the terminology did not match the practice in the Personnel Handbook. Mary explained each policy change in the handout that needed to match the FPM. Discussion took place on the social media policy and making language stricter if it reflects on your job or employer. It was noted to be cognizant of first amendment rights. It was determined it was covered in the Code of Standards. Discussion took place about how employees use and earn their vacation. Mary noted that we do go by the hour. It was suggested to address this with the CEP Board Personnel Committee if necessary.

**Thomas Gordon, Sr. made a motion to approve the CEP employee handbook changes as presented. Seconded by Dan Makosvky. Vote taken, carried unanimously.**

**EO Updates**

Jeff reported that when Cory Kempf was the HR Manager, he was responsible for any EO issues, particularly with building compliance at the Job Centers. Jeff noted that issues that need to be corrected are due in July and some issues will not be rectified by then but we are working on it. After July 1<sup>st</sup>, we'll look at hiring the Human Generalist at CEP.

**Comments & Announcements**

None

**Next Meeting Date and Location**

The next meeting of the CEP Board of Directors will take place on Wednesday, June 19, 2019, at 10:30 a.m. at the CEP Office in Ashland.

**Adjournment**

Thomas Mackie made a motion to adjourn, seconded by Joe Pinardi. The meeting was adjourned at 11:45 p.m.