



A proud partner of the AmericanJobCenter[®] network

ADMINISTRATIVE OFFICE

422 3rd Street W, Suite 200

PO Box 616

Ashland, WI 54806

P 715.682.9141 W nwcep.org

CEP Board of Directors
Wednesday, June 19, 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
Bill Voight
Tom Mackie
Emmett Byrne
Bill Kacvinsky
Charlie Glazman
Brent Blomberg, alternate

Excused

Thomas Gordon, Sr.

Others Present

Jeff Muse
Jenny Decker
Maryann Ledin
Skyler Dural-Eder
Mary Zinnecker

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. The CEP Board Conflict of Interest Forms & Code of Standards Form was distributed for Board members to fill out. Mary Zinnecker showed a brief video of the Rescue Diva's EMT training camp that was held two weeks ago and received area media coverage. It was noted the program was a success.

Approval of the Meeting Minutes from 04/17/19

**Tom Mackie made a motion to approve the 04/17/19, meeting minutes as presented.
Seconded by Bill Voight. 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 Aaron. Aaron provided feedback on the Windows to Work program that helped him while he was incarcerated. Once he attended the Windows to Work class, he met with Nathaniel every Thursday. He was impressed with his help from Nathaniel and follow up from him. The program helped him emotionally, mentally and financially. Nathaniel provided him with the basic essentials such as a back pack, soap and other essentials to get started. He took him to Northwest Outlet and bought him a coat and hat. A few weeks later he was offered a job with U Haul Inc. working at home and he had no transportation so that worked out well. He needed a computer and USB headset. CEP helped him with purchasing a computer and now he can help his family financially. He said Nathaniel has helped him get his life together and he would not be where he is today without the

NORTHWEST WISCONSIN CEP

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

Windows to Work program. He was thankful for the resume he was helped with and other services to help him get his job. Jeff noted that Nathaniel is overwhelmed with his work and puts in around 60 hours a week. CEP is looking into providing additional help for him through the Department of Corrections.

Executive Director Report

Jeff reported that the Rescue Diva's camp just ended. CEP received televised coverage for the camp which Mary showed to the Board. It was noted that the camp was a success.

Jeff reported that we wanted to get over the 65% WIOA ratio funding. We had 35% in other revenues which helped significantly with the 21% WIOA decrease in funds.

Jeff discussed the EEO compliance for the Job Centers. They're making some progress in items that need to be corrected in order to be in compliance. We need to get the upgrades down to the Centers by end of June. Jeff explained some of the upgrades down to area Job Center offices.

Jeff announced that Maryann Ledin, CEP Finance Director has resigned to take another job at WITC. She will assist with the transition of training in new staff in the fiscal department prior to leaving. Her position has been posted. CEP will be hiring seven positions in the coming months. One of the YouthBuild hires also found another job. CEP will be posting for the HR Generalist which Skyler Dural-Eder is filling in for now. CEP staff interviewed for a payroll clerk yesterday. CEP is expanding in the DVR area and will be posting for a position for the southern counties we service. This is a great revenue generator and service. The WIB is hiring a part time staff to head up the Family Centered Employment initiative which Jeff explained.

Job Center Customer Counts

Jenny discussed the Job Center report for May of 2019 for the Job Center locations included in the meeting packet. Jenny noted there was an increase in Park Falls Job Center due to some dislocations in that area. The number of people looking for work, has increased and the total counts for May was 703 customers region wide.

Regional Employment Report

Jeff reported on the June 2019 Regional Economic Employment Report that is put out monthly by DWD was discussed. Jeff pointed out that there was an error on page one with some of the percentage points for unemployment figures. Jeff explained the line graph that shows the labor force index on those looking for work.

Dislocated Worker (DW) Report

Jeff distributed the Dislocated Worker report. Discussion took place on the large dislocation taking place in Park Falls at Flambeau River Papers which will affect around 187 workers. A WARN notice needs to be put out by the state. CEP and other agencies are holding rapid response meetings for the affected workers.

Discussion took place about the status of the New Horizons closure. The building is for sale in Ashland for \$60,000. The Children Family Services office at the County needs a larger location. Discussion took place on where the disabled will go for services. Discussion also took place about changes through the state in how to provide services differently for the disabled.

Grants Update – YouthBuild

Jeff reported on Youthbuild and noted it’s taking off. CEP hired the site coordinator. Tom Kovach, CEP Career Planner has been assisting in enrollments. There are eight students from Bad River who are interested so far. The land for the housing in Bad River has been cleared and there’s free transportation through BART for the youth who will be working on the homes. Some clients will have their own vehicle. The bussing is free for the whole two years of the grant. There will be free tools donated by the Tribe as well. Things are falling into place. Jeff will attend the next Tribal Housing meeting to discuss progress.

Jeff discussed expanding a financial literacy program between CEP and WITC. The literacy program will help people and CEP financially. This service will be provided on a case by case basis in various locations.

Action Item: Review/Approve PY19 Preliminary Budgets

Maryann Ledin discussed the PY19 preliminary budgets. Maryann noted that DWD delayed allocations and she received new allocations a little over a week ago. WIOA took a 21% decrease, however, other revenues made up for it. She discussed an increase in staffing and there will be a 3% COLA increase for staff on July 1st. Unemployment costs went down due to no claims. There was a slight increase in operational costs. There was an increase in software support fees with doing a data migration to the Cloud which Maryann explained further. Discussion took place on cyber security. Maryann noted she took out insurance for this security. The Board budgets remained the same. Maryann discussed the increases and decreases in other line items. She discussed the indirect cost pool and other revenues. She discussed the PY19 WIOA allocations and the decreases. Maryann explained other revenues and said we’ve added additional funding streams which she explained. She explained the carry over page and noted we’re no longer required to be 80% spent and those carryover funds will get us over through July 1st. Maryann went over the summary page and discussed how much we’ll be spending directly on clients. She went through each of the WIOA program expenditures and the other grants which she explained.

A motion was made by Tom Mackie to approve the PY19 preliminary budgets as presented. Seconded by Donna Williamson. Vote taken, carried unanimously.

Action Item: Review/Approve Field Level Operating Procedures Manual

Jeff reported that the language in the WIOA Youth policy presented is based to fit our needs and it was included in the meeting packet. There’s no change in direction, just language.

Donna Williamson made a motion to approve the Field Level Operating Procedures Manual changes as presented. Seconded by Sheryl Slaby. Vote taken, carried unanimously.

Action Item: Review/Approve Personnel Policy Update

Skyler Dural-Eder, CEP HR Generalist distributed an updated dress code policy for the Personnel Guidelines. The move is to create an overall dress code. A question was raised about why tennis shoes or athletic were deemed inappropriate. It was noted that this was the previous policy.

Bill Voight made a motion to approve the Personnel Policy changes as presented. Seconded by Emmett Byrne. Vote taken, carried unanimously.

State & Federal Updates

Jeff noted that the WIB will meet next Thursday on June 27th in Hayward.

Comments & Announcements

None

Next Meeting Date and Location

The next meeting of the CEP Board of Directors will take place on Wednesday, August 21, 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 12:10 p.m.