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**CEP Board of Directors
Wednesday, December 11, 2019 – 10:30 a.m.
CEP Office – Ashland, WI
Meeting Minutes**

Present

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

Excused

Charlie Glazman
Dawn Petit
Bill Kacvinsky

Others Present

Jeff Muse
Jenny Decker
Mari Kay-Nabozny

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.

Approval of the Meeting Minutes from 10/16/19

**Dan Makovsky made a motion to approve the 10/16/19, 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 CEP's Rescue Divas program was recognized at the national level by the Rural Communities organization. The Rescue Divas program is a one week camp that provides middle school age females exposure to careers as an EMT.

Executive Director Report

Jeff reported that it has been a busy month due to the transition of the fiscal department to WIPFLI Accounting who has taken over for the Finance Director duties.

Jeff reported that we're in the last week of open enrollment for the Affordable Care Act (ACA) program. He noted we've been very busy with enrollments.

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

Jeff reported that CEP is doing very well with the state DVR program. One of CEP's staff, Tom Pufall is the DVR Counselor. CEP hired an additional staff person to assist him with his caseload. This program generates a lot of revenue in placing participants in work.

Jeff reported that Tasha Hagberg out of the CEP Spooner Office resigned for a new job. CEP hired Briana Bonneville for the Assistant Career Planner position which was vacated by Lauren Wolf-Micek who was hired for the CEP Payroll Clerk position. CEP is hiring a Youth Services Manager.

Jeff noted the CEP staff will hold their staff meeting on December 19th.

Job Center Customer Counts

Jenny Decker reported on the Job Center customer counts for the ten county region for the month of November. She noted that there were 729 visits to the Job Centers in our area. She noted an increase in traffic due to seasonal layoffs and people coming in for filing unemployment. Discussion took place on the need for more affordable housing in all areas.

Regional Employment Report

Jeff discussed the November 2019 Regional Economic Employment Report that is put out monthly by DWD. He noted that our region has a bit higher levels in unemployment than other parts of the state.

OJT Report

Jeff reported that we're moving slow on OJTs due to businesses not utilizing them as much as they used to. Some perspective employers do not utilize us because there are other programs that subsidize to assist them or they do not need it to hire people. There is more of an area of need in subsidized employment for those with disabilities through the DVR program.

Grants Update

Jeff reported that funding for the Affordable Care Act (ACA) program has come through and we're doing very well this year, broadening the program through the assistance of hospitals and clinics. Jeff is hoping this program continues to be something that hospitals help support and to have a sustainable plan in place. It was suggested to get a report on how many were assisted during the enrollment period. The enrollment period ends on December 15th.

Jeff discussed the YouthBuild grant and noted that it's going well. He noted the house in Bad River is up and it will take the youth all winter to finish the interior. Jeff said the youth have been a success even though the cards were stacked against them. Jeff noted we do career development with the youth by providing them business tours to businesses such as Brettings and Ashland Industries. CEP is looking at writing the grant again with Red Cliff and LCO Tribes to expand this project. Jeff noted that CEP has contracted with WITC for the instruction portion and to help the students get their GED.

Update on WIB/CEP Fiscal Services

Jean Christensen of WIPFLI Accounting has been working with CEP since October, closing the ledgers each month and looking at other processes we're using on a daily basis. To date, they're in the process

of closing ledgers in November. They try to close books by the 20th of each month. He said that WIPFLI looked at reconciliations for the month Maryann Ledin wasn't here and are looking at accounts on the balance sheet where they helped us prepare for the audit. They're wrapping up the DWD monitoring report. They may want to make an adjustment to the financial statements for the response to the monitoring report. She noted DVR is generating revenue and it's a performance based contract. The goal in January is to look at allocations. They will look at compensation for staff and what the grants can afford to cover and what the markets are driving for the goal of 2020. WIPFLI wants to have this completed by the end of May so it's ready for the beginning of Fiscal year July 1, 2020. She discussed recording travel in the ledger and to make sure travel is charged to the proper programs and coding which is an allowable costs. Jean noted that the organizations are doing very well this year financially and closing books with a small profit. If things continue the way they are, it is a good outlook. A question was raised in making changes to the Financial Procedures Manual to ensure coding for travel is validated and it was noted that new forms were created to reflect the changes. Mari asked WIPFLI if we closed out the year with the 35% training expenditures and Jean confirmed it was. Dave noted that the Joint Finance Committee meets to review expenditures but not sure it's an effective process as the Board members do not know all the vendors or eligibility requirements for programs. Dave asked for a tutorial to assist or school the Joint WIB/CEP Finance Committee. He noted that some boards provide training to members on reading financial statements. Jean noted that it's something she will work with Jeff and Mari on, by creating a dashboard for this. It was noted that they need help in the difference between business accounting and non-profit accounting.

Summary of PY18 DWD Monitoring Report

Jeff reported that DWD submitted their final report for their once a year monitoring. The three areas of concern were discussed. Jeff noted that the CEP management team will go through the program findings and will correct them. Jeff discussed the coding of his travel because the monitors review the three highest paid employees in the company which was corrected and reclassified. The third area was governance with the One Stop Operator (OSO). The CEP cannot be the OSO as we are the grant recipients of the WIOA funds so we will contract with the WIB to do this.

State & Federal Updates

Jeff reported that DWD is coming up next week for a meeting regarding the WIB and CEP functions. They feel the WIB and CEP should have separate books.

Comments & Announcements

None

Next Meeting Date and Location

The next meeting of the CEP Board of Directors will take place on Wednesday, February 19, 2020, at 10:30 a.m. at the CEP Office in Ashland.

Adjournment

The meeting was adjourned at 11:45 a.m.

