

NWCEP, INC. BOARD OF DIRECTOR'S MEETING

Wednesday, October 21, 2009 – 10:00 a.m.

Hayward Veteran's Community Center – Hayward, WI

MEETING MINUTES

Present:

Doug Finn
George Sears
Gene DuSell
Peg Kurilla
Dennis DeRosso
Dan Corbin
Lew Martin
Steve Sather
Dan Racette
Dave Willingham
Jack Sweeney
Hal Helwig
Ray Maday
Rollie Thumbs alt. for Al Beadles

Excused:

Dee Gokee Rindal
Bill Kacvinsky
Allen Beadles

Others:

Steve Terry
Jenny Baron
Marcy Pratt

Dan Racette, CEP Board Chairman called the meeting to order.

Roll Call/Public Meeting Notice Report

Roll call was taken, and a quorum was present. The public meeting notice was published in two class a newspapers and aired on area radio stations in the WDA.

Approval of September 15, 2009, Meeting Minutes

A motion was made by Steve Sather to approve the September 15, 2009, meeting minutes as presented. Seconded by Dan Corbin. Vote taken carried unanimously.

Re-budget Report

Steve Terry indicated that adjustments are being made to CEP's preliminary budgets and carryovers. Specific adjustments were made with the staff bonus which is being factored around four performance goals under the ARRA funding. The supplies budget had to be increased. A minor adjustment was made to the maintenance budget which would include additional private space in the Park Falls CEP office. Other adjustments included were to membership fees, software support fees, phones and internet. It was noted that employment

has ended for the limited term CEP Summer Youth Program staff now that the program is over. The adjustments resulted in a 2.8% increase in the budget.

Marcy Pratt explained budget allocations. She indicated that baseline funding for PY09 is less due to ARRA dollars we received in 2009. The Board budgets increased slightly based on the increase in Board meeting allowances. Marcy explained the carryover funds have reduced, which will continue. Marcy explained some of the increases in the non WIA grants that will offset staffing costs. Marcy indicated that WIA comprises 65% of CEP's overall money. She explained that some grants applied for are pending. Marcy discussed the budget pie chart and explained that the Board has indicated that 50% of funds should go into direct training. Grant specific activities were discussed and it was noted that they continue to grow. It was noted that CEP has the infrastructure and the staff to receive more grants to stay in operation.

Dan Racette reported that he recently met with Congressman Petri to update him on set aside accounts that would help keep the offices open. The state formula only supports the comprehensive Job Centers. The comprehensive Job Centers in our WDA are in Superior and Phillips.

A motion was made by Hal Helwig to approve the re-budget report presented. Seconded by George Sears. Vote taken, carried unanimously.

Review & Approval Excess Self-Insurance Distribution

Marcy indicated that when the self-insurance for CEP's health coverage was paid, extra funds were made available that would be back into the WIA budget. The auditors for the CEP organization indicated that this is legal to do.

A motion was made by Dan Corbin to give CEP authority to spend down the excess insurance dollars. Seconded by Steve Sather. Vote taken, carried unanimously.

WIA Reauthorization Update

Steve Terry reported that WIA reauthorization has been going on since 2003, but with a new administration, there is a push for a push toward virtual service, better performance measures and recognizing a local approach. Steve reported that policy letters are being put together to address concerns in the new standards. He will keep the Board updated on any progress.

Park Falls Office Renovation Review & Approval

Steve explained CEP's proposal to create a small expansion in the Park Falls CEP office to provide more confidential space for staff to meet clients. The projection cost for this proposal is around \$3,700 to implement. Board approval was requested to move ahead with the expansion.

A motion was made by George sears to approve the Park Falls office expansion proposal. Seconded by Dan Corbin. Vote taken, carried unanimously.

Dislocated Worker Report

Steve reported on the status of some of previous dislocations. Steve referred the Board to an article that indicates that the funds are running out in assisting dislocated workers. This will reduce the level of support we offer to assist students going to school. There were no new business closures in the past several months, but individual jobs being lost throughout our region are not being included.

Job Center Customer Counts

Jenny Baron discussed the Job Center Customer Count report which is a monthly report from each of the Job Centers which tracks the numbers of individuals who come into the Centers each day. It was noted that the number of people using the Job Centers have remained the same or increased in most areas.

Grants Update

Steve discussed the new grants CEP has applied for. The Geographical Information Systems (GIS) grant CEP applied for is through UW Stevens Point which will train individuals in GIS. The grant would train veterans in three different locations.

Steve updated the Board on the Green Energy grant that CEP applied for which will allow WDA to apply for funds to support individuals going into apprenticeship trades.

Steve discussed the DOL career pathways grants. This grant has an apprenticeship concept that CEP would provide support for. This grant has not been funded yet.

The final grant is Pathways out of Poverty, submitted by ICAA, who would contract with CEP to assist in providing training programs.

Staff Succession Planning

Steve indicated that the staff has prepared a succession plan for those in key positions. A question was raised on risk management. Steve will keep the Board updated on this issue.

Update on Chippewa Woodcrafters

Steve Terry referred the Committee to a letter from Roberta Gassman, DWD Secretary regarding DWD's denial for request of funds for CEP and LCO's Wood Crafting proposal to train apprentices in the woodworking trade. Her response indicates she will review other state grants that would fit this proposal's concept. It was also noted that LCO Tribal Council Chair also sent a letter to Secretary Gassman expressing concern over why the proposal was not funded. DWD did not accept the proposal due to apprenticeships being subsidized with other state fund. The state encouraged CEP to pursue the Sector initiative grant.

Other Business

Steve discussed the new CEP staff organization chart. He indicated that the Camp Gordon Correctional Center has hired a new position. Steve indicated that two Summer Youth positions will end their employment status due to the program ending.

Steve explained and distributed a handout to the Board which was an error in WDA WIA formula allocations made by DWD, indicating that our area was one that was over paid. Some options were presented to the state to offset this error, since CEP has already allocated their budgets for the coming year. A call was made by the Governor to our office, indicating that our budgets would be made whole. Other WDA's have been affected by this error. This will affect 2010 allocation, where CEP will be decreased to offset this over payment.

Next Meeting date and location

The next meeting of the NWCEP, Inc. Board of Directors will take place on Wednesday, November 18, 2009, or at the call of the Chair.

Adjournment

A motion was made by Gene Dusell to adjourn. Seconded by Lew Martin. Vote taken, carried unanimously.