

NWWIB, INC. & NWCEP, INC. EXECUTIVE COMMITTEE MEETING

Monday, November 9, 2009 – 10:00 a.m.

NWCEP, Inc. Administration Office – Ashland, WI

MINUTES

The meeting was called to order by Dan Racette, Co-Chairperson. Roll Call was taken. The members present constitute a quorum.

PRESENT:

LeRoy Forslund
Dick Nystrom
Peg Kurilla
Dan Racette
Doug Finn
Lew Martin
Toby Johnson
Bambi Patterman
Jack Wichita
Walt Jaeger
Bill Kacvinsky
Bruce Lindgren

EXCUSED:

OTHERS

Mari Kay-Nabozny
Jennifer Baron
Steve Terry
Bill Eskola

For the record, it was noted the public meeting notice was published in two Class A newspapers and aired on eighteen radio stations in the WDA.

APPROVAL OF THE 10/12/09, MINUTES

LeRoy Martin made a motion to accept the 10/12/09, meeting minutes as presented, seconded by LeRoy Forslund. Vote taken carried unanimously.

Dislocated Worker Update

Steve Terry indicated that there have been no major updates on the latest dislocated worker chart that is presented to the Board monthly. Steve reported that Jeld Wen Windows in Hawkins has laid off 200 people from various shifts. There was discussion concerning the possibility of Weather Shield manufacturing changing hands at the Ladysmith plant, which could cause a reduction in force.

Discussion took place on left over DW state funds. It was noted that special response funds are rolled over in the following year and the state has three years to expend those funds. However, the state does not have much left over in carryover funds. Mari indicated that an area has to be 95% spent in order to apply for additional federal funds through the DOL. Discussion took place on other avenues such as requesting an extension on a special response grant wood products industry.

Job Center Customer Counts

Jenny Baron explained that this report is distributed to the Board monthly to provide them with the numbers of how many people are utilizing the Job Center services and resources. The number of individuals coming in for services and resources for the month of October have increased in many areas. It was noted that this report has been useful for the One Stop Operator and Strategic Directions and Development Committees in their joint work in maintaining the resources and funding at the current Job Centers.

Grants Update

Mari Kay–Nabozny distributed a handout on the EPA Brownfield training grant which would be a collaborative effort between the NWWIB, WITC and area tribes. Four trainings were outlined in the handout which would be coordinated between CEP and WITC, who would be providing training for these opportunities. Steve explained what the training certifications consist of. It was noted that the green occupations and renewable energy training are specialized fields.

Steve distributed a narrative on a Department of Corrections and Bayfield County grant to mentor juvenile delinquents and counseling to those coordinating this project. This is a three year grant, in which CEP will be contracted with to provide services. CEP would be an employer of record for the employees who will provide the youth mentoring services. It was noted that the Red Cliff Tribe will be the area targeted in helping youth.

Steve discussed the state sponsored program called the Skills Jump Start Initiative which is a program designed to bridge learning gaps and struggling students the skills needed to successfully complete the CNA program. It was noted that area flow through dollars go to tech colleges for this grant. CEP receives a 5% administrative fee to administer the grant. The training will take place at NTC-Phillips and NTC-Meford.

Staff Succession Plan Update

Steve distributed a second draft succession plan to the Executive Committee. He reviewed the NWWIB/LEO agreement and the NWWIB and CEP Bylaws that do not contain any language that conflicts with the succession plan. It was pointed out on the plan, a paragraph was included that allows the Joint Conference Committee or the Joint Executive Committee to endorse this plan. Permanent vacancy of the Executive Director position was addressed, and it was noted that the plan allows the Board to look outside the agency for a replacement for the Executive Director. The plan also includes language that it is to be reviewed annually. It was noted that the Joint Conference Committee would make a recommendation regarding this document to the Executive Committee for final approval. Steve noted that a paragraph can be included that specifies that the Joint Conference Committee would take the lead on this matter and bring a recommendation to the Executive Committee.

A suggestion was made about not listing names of individuals, just position titles. It was noted that other staff name suggestions, beyond those listed on the plan would go to the CEP Personnel Committee for recommendation. A suggestion was made about how the process should be laid out and what time of year this would be reviewed. It was noted that this should fall in line with our fiscal year in June.

Doug Finn made a motion to present a final draft based of the changes outlined today on the staff succession plan and to review this contract every year. Seconded by Walt Jaeger. Vote taken, carried unanimously.

A suggestion was made to hold a meeting the same time of year with the Executive Committee to review the succession plan, Board bylaws and any other changes that would reflect on these contracts. It was noted that the Board bylaws will not require any changes based on the proposed succession plan. It was noted that the bylaws could include what the Committees is responsible for, in regards to succession planning. It was noted that oversight over staff payroll should be included in the annual review in which the Executive Committee can decide who would sign the checks in the absence of an Executive Director.

End of Year WIA Final Performance Report

Steve Terry reported that ten of our area's performance standards were exceeded and five were met. It was noted that a recommendation was made by both Boards to congratulate the staff and to award the staff a bonus based on the success of these difficult measures. Steve noted that the state is shifting down to seven common measures rather than the 17, which are cumbersome to meet.

End of Year Final ARRA Performance Report

Steve Terry discussed the specific goals created for ARRA funding. The enrollment goals exceeded the targets in a timely fashion and for the overall plan submitted to the state. It was reported that our area served 319 dislocated workers and 226 youth under ARRA.

Northland Works Update

Steve discussed a handout in the packet that highlights what has been taking place with the RIG grant. The next meeting will include a trainer from Purdue University to help develop a plan for our regions. The goal is to complete a plan for the project by the end of this year.

Other Business

Mari noted that the WWDA Day at the Capitol has been scheduled on February 11th in Madison. It also backs up with the WCA conference.

Next Meeting Date and Location

The next meeting date will take place on December 14th or at the call of the Chair.

Adjournment

Lew Martin made a motion to adjourn. Seconded by Dick Nystrom. Vote taken, carried unanimously.

The meeting was adjourned at 11:40 a.m.