

NWCEP, INC. BOARD OF DIRECTOR'S MEETING

Wednesday, December 16, 2009 – 10:00 a.m.
CEP, Inc. Administrative Office – Ashland, 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
Al Beadles
Bill Kacvinsky
Dee Gokee Rindal

Excused:

Others:

Steve Terry
Jenny Baron
Marcy Pratt
Cory Kempf

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 October 21, 2009, Meeting Minutes

A motion was made by Lew Martin to approve the October 21, 2009, meeting minutes as presented. Seconded by Dan Corbin. Vote taken carried unanimously.

Personnel Committee Report

Steve indicated that CEP did not receive the five bids necessary for their health insurance due to three insurance underwriters that delayed the process. Cory Kempf noted that there are five insurance agencies that cover our area, and we have to make sure all staff in our ten counties have access to coverage. Cory listed the providers in our area. He noted that most bids are in underwriting at this time. Cory discussed the health cooperative that was formed in western

Wisconsin, which allows organizations to join a consortium, which had a high deductible, due to the low number in the consortium. Cory noted that going to a self insured option, choices have become limited due to risk factors ranked against demographics. CEP will either join a health reimbursement account or wait for the bids to come back at an agreeable rate. It was also suggested to put out a request for proposals for different insurance agents, with our end date with the current agent ending on June 30th. Steve will keep the Committee updated on developments. It was noted that the Personnel committee made a motion for CEP to put RFPs out for a new health insurance agents.

FMLA/Medical Leave Update & Recommendations

Steve indicated that CEP is currently covered under the federal and state FMLA laws. CEP is an employer of less than 50 staff and is not required to follow the federal FMLA laws. CEP has recommended to go with their own staff medical leave policy. It was noted that if someone is gone on medical leave, there is a loss of productivity and no one to fill in as someone is on leave. Cory Kempf discussed CEP's current sick leave policy that allows staff to accrue 120 hours of sick leave a year that they can utilize that are better than FMLA benefits, but are restricted from utilizing that time due to the constraints of FMLA. Cory distributed an opinion letter from CEP's attorney that outlines who FMLA applies to and liabilities that CEP is subject too, which allows staff to utilize sick time, continue to be covered under CEP's health coverage and other benefits. Staff also have the option to apply for short term and long term disability. If someone does not have sick time accrued, there is a personal leave of absence policy. The elimination of FMLA at CEP does not discriminate against those with disabilities.

Dan Corbin made a motion on behalf of the CEP Board to allow CEP to drop FMLA and to put out bids for RFPs for other insurance agents. Seconded by Bill Kacvinsky. Vote taken, carried unanimously.

Draft Cellular Phone Policy

Steve noted that Cory Kempf has done some research on cellular phone policies through the national SHRM Human Resources organization. Particularly, safety is the issue with staff who travel on company time and use their phone or text while driving. This creates a liability for the organization unless a policy is put into place. Cory created a policy for the Board to review for consideration. Cory indicated that the policy bans the usage of cell phones, texting and downloading emails while staff that travel on company time. If a cell phone has to be utilized during company time during travel, either you pull over or use a hands free device. CEP can provide a hands free device for staff that travel and use cell phones or blackberries. It was noted that the options recommended allow the process of business to continue as a staff person is traveling for extended periods of time. Cory noted that the state of Wisconsin is currently working on legislation to ban texting while driving. It was noted that it is illegal in some other states as well. It was noted that those who use cell phones at work, use it for business, and have a company phone. Cory indicated that he can see what other organizations are doing and draft a policy to restrict the usage of cell phones during work time.

George Sears made a motion to approve the Personnel Committee's recommendation to adopt CEP's proposed Cellular phone policy. Seconded by Gene Dusell. Vote taken, carried unanimously. Vote taken, carried unanimously.

Dislocated Worker Update

Steve discussed the current dislocation status in our area. Steve updated the Board on a dislocation in Sawyer County to lay off 19 personal care workers. Rusk County, Jeld Wen has laid off 66 individuals permanently. Weather Shield in Ladysmith and Medford has laid off some staff. Steve noted that CEP has lost 40% of their dislocated worker funds and the state will be writing for some grant funds to the state.

Job Center Customer Counts Update

Jenny Baron discussed the Job Center Customer Count handout in the Board packet. The handout is a monthly spreadsheet that tracks how many people are coming into the Job Centers for services. She pointed that traffic has remained steady and increased in those areas where unemployment rates have remained high.

Grants Update

Steve Terry reported on the grants that the CEP and the WIB are currently working on. Steve discussed the Special Response grant that provides funds to assist with the influx of dislocated workers in our area.

Steve reported on the special response grant for the woods industry to assist those affected by the loss of jobs in the industry.

Steve discussed the Skills Jump Grant which funds the implementation of the Adult Basic Education CNA Bridge program created bridge learning gaps and provides struggling students the skills needed to successfully complete the CNA program

Steve updated the Board on phase two of the Sector Strategy Grant that focuses on bringing together industry stakeholders to discuss energy production and new green technologies and address the issues surrounding workforce development in this industry.

Steve discussed the Brownfield Grant which is an EPA funded opportunity to provide training for residents of the communities with identified sites to provide cleanup and redevelopment of Brownfield identified sites and to prepare individuals for green related jobs.

PY08 Annual Report

Steve reported that CEP had an outstanding year with meeting and exceeding their WIA and ARRA performance standards. The Board congratulated the CEP staff and Job Center staff for their hard work in meeting and exceeding these measures.

ARRA Report

Steve reported that this is a summary of the Summer Youth program funded through the federal ARRA dollars. The summary involves state monitoring and responses. There were a couple items that were addressed regarding sectarian institutions, where CEP made immediate adjustments. Some of the students who were successfully impacted under the ARRA summer program were discussed.

Industries in Demand Day Report

Steve discussed the second annual Industries in Demand Day event that allows students to meet with business to discuss in demand occupations in our area and what is required educationally for these jobs. The event took place in Siren, Wisconsin, hosting schools in Burnett and Washburn County. The surveys indicated that the event was a success and that the goal is to move this event around to other areas in the WDA for those schools who have not experience this day.

Review/Approve ITA

Jenny Baron requested approval on the attached ITA for a CNA course in the Lake Superior College.

A motion was made by Bill Kacvinsky to approve the attached ITA. Seconded by Al Beadles. Vote taken, carried.

Annual Report

The WIB and CEP annual report was distributed for review. This report highlights the programs and successes our organizations have had in serving clients under WIA and ARRA.

Re-budget Report

Marcy Pratt explained that 69% of expenditures in September that have been allocated for training under the ARRA funds. Employer services were 3% spent, core was at 10% spent and intensive services were spent at 6% spent. Marcy discussed non WIA revenue generated projects. Marcy discussed the overall budget expenditures.

Next Meeting date and location

A meeting calendar for 2010 Board and sub-committee meetings was distributed. The next meeting of the NWCEP, Inc. Board of Directors will take place on Wednesday, January 20, 2010, or at the call of the Chair.

Adjournment

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