

NWCEP, INC. BOARD OF DIRECTORS MEETING

Wednesday, April 15, 2009 – 10:30 a.m.

Veterans Community Center – Hayward, WI

MEETING MINUTES

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

PRESENT:

Dan Racette
Dan Corbin
Steve Sather
Lew Martin
Gene DuSell
George Sears
Hal Helwig
Jack Sweeney
Dave Willingham
Ray Maday
Allen Beadles
Peg Kurilla
Doug Finn

EXCUSED:

Dennis DeRosso
Dee Gokee-Rindal
Bill Kacvinsky

OTHERS:

Steve Terry
Jennifer Baron
Marci Pratt
Bill Eskola
Bob Brown, Douglas Co. Board Supervisor

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

Marci Pratt, Finance Director and Bill Eskola, CEP Operations Director were introduced.

APPROVAL OF THE 2/18/09, MINUTES

Al Beadles made a motion to accept the 2/19/09, meeting minutes as presented. Seconded by Steve Sather. Vote taken carried unanimously.

Stimulus Package update

Steve Terry gave an update on how the federal stimulus package will impact Northwest CEP. A handout included in the packet highlighted the increase in budget allocations under the Americans Recovery and Reinvestment Act (ARRA). Steve referred the Board to the CEP staff organizational chart. Steve explained the new staff positions that were hired based on the increased work due to the stimulus funds CEP received. The recent hires include four individuals to operate the Summer Youth program, a CEP accounting assistant and a full time grant writer/public relations specialist. Steve also noted that the Customer Service Specialist positions in the Job Centers have been upgraded to Employment Specialist Assistants to assist the CEP Employment Specialists. Discussion took place regarding the summer youth program. Steve distributed a copy of the letter sent to employers in our

WDA, along with the project request form. Steve explained how the OJT program would work with the Summer Youth employment opportunities.

Steve Terry and Marci Pratt explained the break-down of WIA stimulus dollars for the adult, dislocated worker and youth programs. Marci discussed how services will be expanded and delivered, along with the staffing costs to deliver these services. She indicated that the bulk of the funding will go training services for clients and will be expended in a 15 month time period. Marci discussed the number of youth that will be served in the youth program and how the program will be operated. Steve discussed providing an incentive award to the staff for meeting and exceeding the performance standard requirements and the formula used to determine how much staff would receive.

A motion was made by Gene Dusell and seconded by Lew Martin to approve the ARRA stimulus budget and the staff incentive bonus. Vote taken, carried unanimously.

Review Draft Per Diem & Meeting Allowance Policy

Steve indicated that there is no formal policy on Board travel, per diem and meeting expenses. One issue to address is whether a Board member should receive a meeting allowance on days of travel when there isn't a meeting, above and beyond mileage and meals. As it currently stands, a meeting allowance is provided only for the day there is a meeting. Marci Pratt discussed the draft Board meeting policy. It was noted that the word per diem is defined as meals, mileage and other incidentals. Discussion took place on the daily meal stipend, and what meals are taxable and which are not. It was noted that the meeting allowance has not been increased since 2000. At that time, it increased from \$40 to \$50. Steve asked for input from other Board members on what they receive for their county meeting stipends. Marci Pratt distributed a sheet around to the Board members to indicate what they receive for meeting allowance for county board and committee meetings. Steve indicated that the Executive Committee passed a motion to include a meeting allowance on the day of travel without a meeting taking place and the day the meetings take place. Also included in the motion was to do some research on this matter and come back to the group with a recommendation.

A motion was made by Doug Finn to table this issue until a formal recommendation has been made by the Executive Committee. Seconded by George Sears. Vote taken, carried unanimously.

Dislocated Worker Update

Steve Terry discussed an updated information sheet on area dislocations that he's been providing the Board at every meeting. The status of the layoffs, such how many people are affected, program eligibility and other information are listed in the facts sheet provided. Steve noted that CEP is staying in close touch with these dislocations and are providing rapid response meetings to each dislocation so that workers are aware of the services available to them.

Job Center Customer Counts Update

Jenny Baron explained the Job Center handout in the packet is a monthly spreadsheet that tracks how many people are coming into the Job Centers for services. This information is kept track by having customers sign in at the front desk at the Job Centers. This month, reports were included for the last three years to show the gradual increase in customer traffic due to the rise in unemployment rates as a result of more lay-offs. Jenny pointed out the dislocated worker report corresponds with Job Center Customer Count report by showing the increase in traffic in those areas where more dislocations are taking place.

Job Club/OJT Report

Bill Eskola, CEP operations director distributed a handout on CEP's job club curriculum and the roles of the trainers. The Job Clubs are open to anyone in the public and will provide information such as resume writing and other job seeking tips. It was also noted that the Job Clubs are also a helpful method of providing support and networking between dislocated workers who attend. The workshops will begin in mid May and will be held one day a week for approximately two hours, lasting six weeks.

Bill distributed a CEP On the Job Training (OJT) program report which indicates how many OJT contracts that are currently active, and the location and wage at which the client is being paid. Bill noted that upon completion of their contract duration, the client will receive an increase in wage.

NAWB Report

Steve Terry, Dan Racette, Mari Kay-Nabozny and Judy Aspling, NWWIB Member recently attended the NAWB Conference in D.C. Dan noted that the group visited with both Wisconsin U.S. Senators and Congressman Obey. Steve indicated that he attended workshops that focused on better alignment between workforce development and economic development. Steve noted that former President Clinton presented at NAWB and explained how the stimulus package will work. Steve said that they visited area legislators and attended a reception in the evening with the WWDA Directors and legislative staff that could attend.

Update on Sector Strategy Initiative

Steve discussed a press release included in the packet from the Governor Doyle's office. The Governor has allocated \$5.8 million grant dollars set aside for WIA workforce initiatives. It was reported that there is \$500,000 available for the first grant round to do sector strategy training to conduct a gap analysis in the region. Phase II of grant is carrying out the needs identified in phase I for the training. The focus of the training will be building trades and manufacturing. The convener for this initiative will be the Northland Building Trades association for the builders and the convener for the manufacturing initiative will be AMFA. CEP will be the fiscal agent and grant recipient for the funds and the WIB will facilitate with the conveners on forwarding the project.

Review/Approve WIA Plan Modification Key Elements

Steve referred the Committee to the Workforce Investment Act (WIA) plan modifications that were included in the packet for review, which he explained. Steve reported that the WIA plan is updated every two years. Once the plan is completed, it is submitted for public review and comment for 30 days. He noted that the plan is due on April 30th.

George Sears made a motion to approve the WIA plan as presented. Seconded by Gene DuSell. Vote taken, carried unanimously.
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Business Conference Update

A brochure was distributed for the upcoming NWWIB Business Conference taking place on May 6-7, 2009 at the Lakewoods Resort in Cable, WI. A sign up sheet was distributed to Board members to sign up to attend. Steve encouraged CEP Board members to attend and to inform members of their county Board to attend as well.

Other Business

Bob Brown, Douglas County Board member discussed the breakdown of Wisconsin's prison systems. He indicated that his history included doing prison time when he was younger. Bob indicated that upon release, a good job and support from others helped to successfully transition him back into society. He received a pardon from Governor Thompson for his conviction, which has allowed him to become a public servant. Bob's mission is to advocate for programs that assist and prepare prisoners for successful re-entry into society. Steve indicated that CEP has a history of working with area minimum security camps providing services to help prepare prisoners for their release and hopes to continue providing those services at the camps.

Lew Martin read a news article that emphasizes the need for half-million additional nurses in the next decade. Lew emphasized the importance of programs that encourage more individuals to pursue a rewarding career in nursing and other careers in the medical field.

Next Meeting Date and Location

The next CEP Board Meeting will take place tentatively on Wednesday, May 20, 2009, at the call of the Chair in Hayward.

Adjournment

A motion was made by Gene DuSell to adjourn 12:10 p.m. Seconded by Lew Martin . Vote taken, carried unanimously.