

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

Monday, June 9, 2009 – 10:00 a.m.

NWCEP, Inc. Administration Office – Ashland, WI

MINUTES

The meeting was called to order by LeRoy Forslund, 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

EXCUSED:

Bill Kacvinsky
Walt Jaeger
Brett Gerber
Bambi Patterman
Jack Wichita

OTHERS

Mari Kay-Nabozny
Jennifer Baron
Steve Terry
Marci Pratt
Bill Eskola

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

APPROVAL OF THE 5/13/09, MINUTES

Lew Martin made a motion to accept the 5/13/09, meeting minutes as presented, seconded by Dick Nystrom. Vote taken carried unanimously.

NWWIB & NWCEP Joint Conference Committee Report

Dan Racette, Co Chair of the Joint Conference Committee reported that the Committee just met before the Executive Committee. He indicated that the Committee granted the Executive Director and WIB Director of Development and Oversight a performance increase and a three percent step increase to the current salaries.

Dan Racette made a motion to approve the Joint Conference Committee Report as presented. Seconded by Dick Nystrom. Vote taken, carried unanimously.

ARRA Stimulus Package Performance Update

Steve Terry distributed an updated ARRA Stimulus Performance Report. Steve explained the goals of the Dislocated Worker, Youth and Adult programs. Steve indicated that staff have exceeded goals for DW enrollments, and the goals for the youth and adult programs are close to being met. The plan is to spend the \$1.5 million in the ARRA funding to meet these goals. Steve noted that a staff performance bonus will be tied to meeting these goals.

Steve reported that CEP was recognized as part of the White House's 100 days, 100 projects news choices to highlight. He indicated that this information is on the internet, which was included in the meeting packet. Steve also noted that Time Magazine wants to follow up with CEP on their youth programs.

PY08 WIA 3rd Quarter Performance Report

Steve distributed the PY08 WIA 3rd Quarter report to the Committee. Steve pointed out that the WDAs are ranked according to their performance success. Our WDA #7 is second among the other 10 WDAs in successful performance. The one performance requirement that was not met is a difficult measure to meet. Steve indicated that our area is focusing on providing more OJTs. Steve indicated that this may be the last year we'll see this many performance measures due to the state making changes and minimizing the amount of standards to be met. A suggestion was made to send out a memo to the staff and partners thanking them for their hard work in meeting the performance standards.

Review PY09 Draft Budgets

Steve distributed the PY09 budgets to the Committee. The first page of the handout was a CEP and WIB organizational chart that Steve explained. He pointed out the current staff changes that have taken place due to the receipt of the stimulus money. Marci Pratt, CEP Finance Director explained that CEP spent \$217,000 on staffing and fringe benefits. A change in the equipment budget was noted for being decreased significantly due to the purchase of better equipment that more cost efficient and effective. Software expenditures have decreased and supplies have remained the same. Marci indicated that rental costs were based on last year's costs. Marketing and advertising went up some. There was an increase in support costs due to the virtual private network which is the agencies private network which is a needed upgrade to enhance reliability and efficiency. It was noted that the decreases in equipment and supplies has helped offset the increased staffing costs. Marci discussed estimated carryovers. She indicated that this year she's estimating 4.5 percent in carryovers. Marci noted that WIA money is covering staffing and support costs. ARRA requires 70 percent of funds to be spent on training activities. She noted that savings from other grant sources for staffing is \$900,000, which Marci explained further. Marci indicated that core services are being utilized more at the Job Centers based on the current unemployment figures and the receipt of the stimulus funds.

Actual allocations were reviewed for 2008, along with the preliminary allocations for WIA for PY09. It was pointed out that the ARRA funds are included to offset the reductions noted. A question was raised on whether we can get the numbers of eligible individuals receive TAA funding through the area dislocations. TAA funding is provided in a dislocation where it's proven that the shutdown was a result of foreign competition.

Discussion took place about the marketing that has taken place to highlight our programs. It was noted that there is a billboard on the junction of hwy 2 and hwy 63 which is very visible. A suggestion was made to consider placing one in Douglas County.

A motion was made by Dick Nystrom to approve the preliminary PY09 budgets as presented. Seconded by Lew Martin. Vote taken, carried unanimously.

Review Board Meeting Allowance Policy

Steve discussed a final Board meeting expense policy included in the meeting packet. The changes include an increase in Board per diem from \$50 to \$65 effective on July 1, 2009.

Dan Racette made motion to approve the final Board expense policy report as presented. Seconded by Peg Kurrila. Vote taken, carried unanimously.

Dislocated Worker Update

Steve Terry and Bill Eskola discussed the current dislocated worker report that provides pertinent details for area dislocations. It was noted that Bretting's Manufacturing in Ashland will be laying off 17 people and offering furloughs to some of the workers there. Bill Eskola, CEP Operations Director reported that Phillips Plating has happened recently laid off 15 workers. Bill discussed recent dislocation announcement at Jeld Wen Windows in Hawkins, noting that there isn't enough information currently on the status of the layoffs. It was reported that Jeld Wen Windows has filed a WARN report with the state. Bill reported that CEP has applied for additional rapid response dollars from the state to assist with the Jeld Wen Windows dislocation. It was reported that Non Typical in Park Falls will be moving out of Park Falls to Green Bay affecting seven employees, however, some staff will remain in the Park Falls location doing operations.

Job Center Customer Counts

Jenny Baron discussed the Job Center 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 out the increase in Job Center traffic in those areas where dislocations have taken place and a slight decrease in traffic in areas where the supportive services of the Job Center partners have taken place to assist with area dislocations.

DWD Grant Updates

Mari Kay-Nabozny reported that there has been no official word on the status of the two state Sector Strategy grants that the WIB applied for. She noted if our area does not receive the grants, we can apply for technical assistance.

Mari reported that the Emerging Industry Skills Partnership (EISP) opportunities have released solicitations for grant submissions. Mari indicated that our area is considering a grant strategy to apply for this opportunity with an emphasis on manufacturing. It was noted that most the service delivery for the EISP initiative will take place through the technical colleges. This grant is due on June 19th. Mari noted that MSSC grant has put out solicitation for proposals, but our area will not be applying. It was also noted that this initiative has not taken off in other areas. The DOL has put out a synopsis of grants to areas that will be eligible to apply for.

Mari reported that the WIA plan for our area was turned in on June 1st.

NWWIB Business Conference Update

Mari gave an update of the Business Conference that took place on May 6-7, 2009. She noted that there were 146 total registrations this year, with 12 no shows. She pointed out that the number of attendees is an increase from the last two years except for one. Mari discussed the conference revenues and the comparison of revenues from other years. Mari reported on the sponsorships, how many people attended each session and how it compares to past years. Mari distributed an event budget for the conference which provided a breakdown in costs for lodging, marketing, food, program, awards and other miscellaneous. Mari discussed the budget expenditures, noting that we'll have to draw from the conference budget reserves from previous years. The decrease in revenue is due in part to a drop in sponsorships. Mari indicated that based on the online surveys, the conference was successful and well received. A suggestion was made to increase the number of businesses in the future. Mari indicated that we've had more businesses this year than in the previous years. She noted that marketing efforts and other incentives can be used to recruit more business. It

was noted that the Business Conference Committee will be meeting next week to start planning next year's conference. It

was agreed by the Committee to host another Conference next year, with the provision that the staff have time to take it on and feel it's worthwhile. It was also noted that the Conference is a good way to continue networking and building partnerships with the business community.

RIG Update

Steve noted that he, LeRoy Forslund, Mari Kay-Nabozny, Bambi Pattermann and Andy Lisak attended the last meeting on May 15th in Duluth. It was noted that Bruce Lindgren will be joining the group and LeRoy will be leaving. The goal for the group is to continue working on creating an economic development and education collaboration plan for our region.

HHS-HRSA Direct Care Worker Grant Update

Steve reported that our area received \$375,000 federal grant through the Health and Human services department to train direct healthcare workers. The first year will start with \$150,000 to train healthcare workers in homes. There will be a meeting with the consortium with WPSA, WITC, CEP and Northern Bridges to start planning this out. Marcy Pratt indicated that a need was identified four years ago to recruit and train healthcare workers to keep people in their homes. It was noted that this is a great opportunity for individuals to begin at this level and career ladder in the medical field.

ITA Review/Approval

Jenny Baron distributed and briefly explained the following ITA that need Board approval to be placed on the state's website for eligible training providers:

Electronic Engineering Technology Computer Support AAS
Lake Superior College, Duluth MN

Doug Finn made a motion to approve the ITA presented. Seconded by Toby Johnson. Vote taken, carried unanimously.

Other Business

Doug Finn requested a report on the summer youth program that includes how many youth are being served, which county they're from and who they're working for. Steve indicated that we can have a report available for the next CEP Board meeting on June 17th.

Next Meeting Date and Location

The next meeting date will take place on, July , 2009, 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.