

**NWCEP Board of Director's Meeting  
Wednesday, June 17, 2009 –10:30 a.m.  
Veteran's Community Center – Hayward, WI**

**Meeting Minutes**

**Present**

Ray Maday  
Gene DuSell  
George Sears  
Lew Martin  
Dan Racette  
Dee Gokee-Rindal  
Dennis DeRosso  
Jack Sweeney  
Dave Willingham  
Doug Finn  
Peg Kurilla  
Steve Sather  
Dan Corbin  
Hal Helwig  
Bill Kacvinsky  
Al Beadles

**Absent**

**Others**

Steve Terry  
Jenny Baron  
Cory Kempf  
Marcy Pratt  
Bill Eskola

The meeting was called to order by Dan Racette, Chairman. A quorum was present. It was noted that the public meeting notice was published in two class a newspaper and aired on the area radio stations.

**Approval of the April 15, 2009 Meeting Minutes**

George Sears made a motion to approve April 15, 2009, meeting minutes as presented. Seconded by Ray Maday. Vote taken, carried unanimously.

**CEP Board Personnel Committee Report**

George Sears reported that the Personnel Committee met prior to the CEP Board meeting. Cory Kempf, CEP Human Resources Manager discussed the changes CEP's healthcare plan. Once change was an increase in the rates and risk factor. Cory discussed the possibility of CEP joining a healthcare coop to spread out the risk factor with increased participation.

Cory reported that CEP's long term disability benefit provided by CEP have been changed to a self-funded option for staff. HE noted that it's rarely used and many people do not have short

term disability which would deactivate their active status if they did not have enough sick time until their long term disability benefits kicked in.

Cory noted that CEP provides ten percent to every full time employee's 401K plan. A new proposal was presented to the Board which would require staff to pay at least three percent of their salary in order to be eligible for the ten percent contribution. If an employee leaves, some of the contribution goes back to CEP.

Steve reported that an annual three percent wage adjustment was approved at the Personnel Committee for all CEP staff.

A motion was made by George Sears to approve the NWCEP Personnel Committee Report. Seconded by Lew Martin. Vote taken, carried unanimously.

#### **ARRA Stimulus Performance Update**

Steve Terry discussed CEP's ARRA stimulus performance report as of May 31, 2009. Steve indicated that if all the goals are achieved in the youth, adult and dislocated worker programs, a performance bonus will be tied for each full time staff.

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 3<sup>rd</sup> Quarter Performance Report**

Bill Eskola, CEP Operations Director reported on the PY08 WIA 3<sup>rd</sup> Quarter performance report that ranks all WDAs in the state based on their performance success. Our area (WDA #7i) ranked number two out of eleven WDAs. Bill explained that all measures were exceeded or met, except one measure due to focusing on the OJT component in the adult program.

#### **Review PY08 Draft Budgets**

Steve Terry explained that a staff organizational chart was included with the budget report to give the Board an idea of the changes that have been made with the increased dollars and staff work load due to the ARRA funds. He discussed the staff changes made. Marcy Pratt, CEP Fiscal Director reported that stimulus funds have been a challenge to manage due to all the restrictions tied to it. Marcy indicated that there has been an increase in core services. Marcy explained the actual allocations for this year. The preliminary allocation for PY09 is \$1.7 million dollars for direct client training. Marcy discussed estimated carryovers. Last year's carryover were \$173,000 and this year it will be under \$90,000. Steve pointed out other direct client funds that are from grant specific activities. Marcy discussed board and staffing costs.

A motion was made by Al Beadles to approve the budget presented. Seconded by Dan Corbin. Vote taken, carried unanimously.

### **Review Final Board Per Diem Policy**

Steve Terry reported that the Boards approved some adjustments to the Board meeting policy. The changes noted were that the per diem will go up from \$50 to \$65 a day and will not exceed more than two meetings a day, effective on July 1, 2009. Steve noted that Board members are eligible for per diem to be paid on travel days to conferences. The meal reimbursement policy will be the same as the CEP staff's policy.

Lew Martin made a motion to approve the new Board policy. Seconded by Dennis DeRosso. Vote taken, carried unanimously.
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### **Director's Report**

#### **DW Update & DW Special Request Update**

Steve distributed an updated dislocated worker information sheet to the board which he explained. He noted that Phillips Plastics has laid off 12 workers, Atypical in Park Falls laid off seven workers and BB engineering in Medford is laying off 7 workers. Steve noted that a bill is going through state assembly which will require employers to inform workforce boards of any layoffs.

#### **Job Center Customers Counts**

Jenny Baron explained that the Job Center totals spreadsheet is a monthly report that tracks the number of customers that come into the Job Centers. The information is gathered in our area Job Centers by having our customers utilizing any Job Center services and signing in at the front desk. She said that this spreadsheet corresponds with the dislocated worker report based on the area dislocations and fluctuations in unemployment rates. 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.

#### **General Mills Report**

Bill Eskola distributed and explained a report on the current status of the General Mills plant dislocation in Poplar. Bill noted that this dislocation took place over a year ago. The report details services the workers received under the Trade Adjustment and Assistance Act that is effective when a plant closure is a result of foreign competition. Bill explained CEP's role in service provision.

#### **Summer Youth Program Update**

Bill Eskola distributed a report that indicates the number of youth employed by county. It was noted that Price, Rusk and Taylor counties have higher numbers at this time, but the report will be updated as more information comes in. Steve noted that this is the first week that many of the students have begun their employment. It was noted that 54 slots have been identified in Douglas County. Doug Finn thanked Bill for this report and asked that this information be shared with the Board monthly.

### **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.

### **Other Business**

Steve discussed some news items and success stories from various clients being assisted in the Job Center. It was noted that these stories are very helpful in showing others how the services we provide positively impact the lives of those we serve.

A suggestion was made to include CEP as a sponsor at the next WIB Business Conference.

### **Next Meeting Date and Location**

The next meeting of the CEP Board of Directors will take place at the call of the Chair. It was noted that the next meeting should take place at another location.

### **Adjournment**

Dennis DeRosso made a motion to adjourn. Seconded by Ray Maday. Vote taken, carried unanimously.
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