

**Fox Valley Workforce Development Board**  
**One-Stop Committee minutes** (approved at 2/12/15 meeting)  
**Thursday, November 6, 2014 at 10:00 AM**

**Committee members in attendance:** Ms. Behringer, Ms. Cronmiller, Mr. Westphal, Ms. Winn, Mr. Wehner, Mr. Stelter

**Others in attendance:** Ms. Lemieux, Ms. Valdez, Ms. Thoman, Ms. Rivera, Ms. Reinke

**Call to Order**

A group tour started at 10:00 given by Ms. Winn of Lakeside Packaging Plus. Meeting was called to order at 10:19.

**Approval of Minutes from 8/4/14 meeting** (*Action item*)

*Motion to approve the August 4, 2014 minutes first by Mr. Westphal, second by Ms. Behringer. All were in favor and motion carried.*

**RFP Process**

Ms. Rivera gave an overview of the Request for Proposal (RFP) process. This year, Dislocated Worker, Adult, Resource Room, and Youth programs are all going out for proposal. Ms. Rivera is currently looking at other WDA's RFP packages for best practices in an effort to streamline the RFP process. Ms. Rivera will get upcoming meeting notifications out as soon possible for the RFP scoring process, etc. These meetings will all be in the February to March timeframe.

**One-Stop Operator (OSO) Agreement**

The management teams are responsible for the day-to-day operations of our One-Stop Center. This was all completed, signed and sent off to the State until we were made aware of a small change. This change was made and we are now asking for all One-Stop Operators to sign the Agreement again. This was just for information, no action needed.

**Job Center Reports**

**Job Center Information**

Ms. Lemieux gave an overview of the total job center visits from July 1 to October 31, 2014. Generally, numbers are down slightly; but that is not necessarily a bad thing. This means that people are getting jobs, etc. Ms. Lemieux is looking into the ability to track job center usage more closely. This may include checking in to the job center via computer which would give us easier access to the data. Ms. Lemieux is working with BAWDB and other WDBs to find any best practices.

**FVWDB operated programs**

**Title V**

Ms. Rivera gave an update on the Title V program. One slight change was the realignment of counties whereby we swapped Outagamie and Manitowoc counties to another Title V provider, the Greater WI Agency on Aging

Resources, Inc. (GWAAR) for Winnebago and Fond du Lac counties. That change, with the addition of Ms. Thoman to our staff on a part-time basis, is enhancing the client's experience of the Title V program.

### **HIB Grant**

Ms. Valdez gave an update on the H1B grant. This grant is doing remarkably well. With being in the beginning of year 3 (of 4) – and with a yearly goal of 55 – Ms. Valdez is already at 70 contracts written. This represents \$815,679.57 in grant monies invested in on-the-job-training contracts to area medical facilities.

### **Windows to Work**

Ms. Lemieux gave an update on the Department of Corrections (DOC) grant on behalf of Mr. Sanderfoot, the DOC case manager. The DOC grant has a PY14 goal of 30 and is currently serving 35 which is 116.7% of goal.

### **Disability Resource Coordinator**

Mr. Lemieux gave the DRC update. This contract is currently funded through March 31, 2015.

### **WIA Subcontractor reports**

Ms. Lemieux gave updates on all WIA programs. A new snapshot of stats was given to the committee members with graphs instead of handing out monthly reports. Reports showed data from PY 12 to present. Performance results from PY 10 to present were also discussed with graphs to show trends.

### **Rapid Response process - progress report**

Mr. Stelter gave a brief overview of how this project to update the Rapid Response process came about, how it evolved and where it is today. Ms. Lemieux gave a brief overview of the 20 min. presentation and what our next steps are. It was very well received.

### **Identify committee spokesperson for 11/20 Board meeting**

Mr. Westphal will try to attend the meeting and give the overview; Ms. Cronmiller will give the update if Mr. Westphal is unavailable.

**Next Meeting Date:** Thursday, February 12, 2015@ 10:00 a.m. - location tbd

### **Adjournment** (*Action item*)

*Motion to adjourn meeting first by Ms. Cronmiller, second by Mr. Westphal and meeting adjourned.*