

## **One-Stop Committee Minutes** **Thursday, February 12, 2015 - 10:00 AM**

**Committee members present:** Margaret Winn, Mark Westphal, Craig Wehner, Deb Behringer (via phone)

**Member excused:** Deb Cronmiller

**Others present:** Paul Stelter, Al Hesse, Kim Lemieux, Bobbi Miller (all from FVWDB)

### **Call to Order**

Meeting was called to order at 10:00 am. Introductions were made.

### **Approval of Minutes from 11/6/14 meeting (*Action Item*)**

*Motion to approve minutes from 11/6/14 meeting first by Mr. Westphal, second by Mr. Wehner. All in favor, motion carried.*

### **Approval of OJT Policy (*Action Item*)**

Ms. Miller led a discussion explaining the need to streamline our OJT Policy from the original policy version over to a policy *and* a procedure – two separate documents. Discussion ensued. *Mr. Westphal made a motion to approve OJT policy and procedure split, second by Ms. Behringer. All were in favor, motion carried.*

### **Approval of Support Services Policy (*Action Item*)**

In a discussion very much the same as Ms. Miller explained, Mr. Hesse discussed the need to separate policies and procedures in the Support Services Policy into a standalone policy and a separate procedure manual. Discussion ensued. *Mr. Westphal made a motion to approve the Support Services policy, second by Mr. Wehner. All were in favor and motion carried.*

### **WIOA Impact on RFP process**

Mr. Hesse lead a discussion on the WIOA impact on RFP process regarding new rules and regulations. Although WIOA goes into effect in 2015, performance measures will not change until PY 16. Biggest concern is the lack of ‘final rules’ that help determine what can and cannot be done programmatically. Originally scheduled for a late January release, won’t be available until sometime this spring which impacts the quality of the RFP. Would make more sense to include WIOA updates in PY15 contracts (which wouldn’t need to be ready until June) and then RFP for PY16. Youth Council has already voted to extend current youth contracts for same reason.

### **Approval of RFP process (*Action Item*)**

Approval to extend WIA contracts for one additional year to include Adult, Dislocated worker, and One Stop. *Mr. Wehner made a motion to approve the extension of contracts for 1 additional year to include; no performance issues with any subcontractors, extend for a 3<sup>rd</sup> additional year, due to a unique circumstance (new law WIOA). Second by Mr. Westphal. All in favor, motion carried.*

### **Job Center Reports**

a. Job Center Information

Ms. Lemieux gave a general Job Center overview.

b. FVWDB operated programs

- Title V  
The Title V program is also above the yearly goals.
- HIB Grant  
Mr. Stelter reported that the recent H1B monitoring went very well; there were no findings or any areas of concern.
- Windows to Work  
It was reported that the Windows to Work program is already above the early goals. Program is running very well.
- Disability Resource Coordinator  
This grant is set to end March 31<sup>st</sup>. In a recent monitoring of the Disability Resource Coordinator there were three best practices announced and one finding. This finding was in part because the Guidance was sent out very late and was hard to implement. Because this grant is ending, there are reference binders that are being made up for the staff to handle any questions after this position ends. Before this grant ends Mr. Annoye made sure that all job centers are in compliance with 188 accessibility.

### **WIA Subcontractor reports**

It was explained that all WIA programs are meeting or exceeding all performance measures.

Mr. Wehner stated for future reports it would be nice to hear some success stories to add to the reports - gives meaning to the programs we run. Information can be highlighted to other areas or to help market the programs.

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

Ms. Lemieux gave an update on the new format for the Rapid Response. Comments heard were that employees more engaged in the new process and feel they are getting a head start to the process to applying for UI benefits and the DW program. We are still working on finishing up the UI portion of the new rapid response format.

### **Identify committee spokesperson for 2-19 Board meeting**

Mr. Wehner was identified as the spokesperson for BOD meeting.

### **Next Meeting Date**

Thursday, May 14, 2015 at 1:00 p.m. at Lakeside Packaging Plus

Ms. Cronmiller asked if meeting can be moved to an afternoon time instead of 10 a.m., current time conflicts with her staff meeting. She questioned the possibility of moving to a 1 p.m. meeting? Committee agreed to a new meeting time of 1:00 p.m.

### **Adjournment**

*Motion to adjourn meeting first by Mr. Westphal, second by Mr. Wehner; all in favor and meeting adjourned at 11:05 a.m.*