



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

One-Stop Committee Minutes

Oshkosh Job Center 219 Washington, Oshkosh. Chief Oshkosh Room, Thursday, Nov 5th, 2015 at 1:00 PM

Members in Attendance: Mr. Wehner, Mr. Westphal and Ms. Winn

Others in Attendance: Mrs. Binder, FVWDB, Mr. Kallio, ADVOCAP, Mr. Hesse, FVWDB, Ms. Lemieux, FVWDB, Ms. Rivera, FVWDB, and Mr. Stelter, FVWDB.

Call to Order: The One-Stop Committee Meeting was called to order at 1:04 PM by Committee Chair, Mark Westphal.

Approval of Minutes from 5/14/15 & 8/13/2015 (Action Item): *The meeting minutes for two prior meetings were reviewed and a motion to approve was made by Ms. Winn and second by Mr. Wehner. The motion carried.*

Monitoring Update: Ms. Lemieux updated the committee that based on the feedback received during the exit conference there were no findings and that we should receive a full written report in one month. There were issues raised concerning EO, these involved accessibility and signage. Ms. Lemieux noted that she would begin corrective action next week.

Mr. Stelter indicated that it had been at least four years since the state had completed a comprehensive EO review at any of the job centers. He has learned that this has become an issue at workforce boards across the state. The Committee also learned from Mr. Stelter and Ms. Lemieux that DWD was pleased with program operating procedures and policies.

Priority of Service Policy Update (Action Item) Mr. Hesse informed the committee of the updated policy and explained that there was a new requirement in place which allows priority of workforce services. This policy applies only to Adult programs. *Mr. Wehner made a motion to recommend approval and Mr. Westphal seconded this motion. The motion carried.*

Budget Review (Action Item): Mr. Hesse informed the committee that additional grants had been added. One of those grants is called the "Annual Allocation". This grant is from DWD to each board to handle start-up related costs at the onset of a layoff/business closing. He went on to explain that

in the past, the grant request could be requested any time of year and that money would have to be spent by the end of the program year. This created a problem in the last quarter when there was a very short amount of time to spend grant money before it was no longer accessible. DWD has changed this to a year-long period starting the date the grant is approved.

Adult Work Experience Update: Mr. Hesse updated the committee and stated that the amount approved in the current budget doesn't meet current needs. He recommended an increase in \$7,500 to cover vendor costs and staff associates time. *Mr. Westphal made a motion to approve the budget review and this was seconded by Mr. Wehner. The motion was carried.*

Boot Camp Project-Introduction to Manufacturing (Action Item)

Mr. Hesse informed the committee that Bobbi Miller, FVWDB Business Services, is currently working with FVTC and a group of local manufacturers on a pilot 'Introduction to Manufacturing' training program. The goal is to have 10 people, mainly from the Adult program population, complete a training course in four weeks and they will have a job with the employer at the end of the four weeks. Their employment will be conditionally guaranteed at the time they are selected. The overall cost for this training is \$32K and FVWDB is looking for a February/March 2016 start time. *A motion to "allocate funds from up to \$32 K to establish a Boot Camp in the Adult program was made by Mr. Westphal. This motion was seconded by Mr. Wehner. During discussion, Mr. Wehner also encouraged the group to look for alternative funding sources for this boot-camp to be looked at during the planning process. The motion was carried.*

Website Update: Ms. Lemieux updated the committee on the Job Center website work she is doing with Coalesce Marketing. Ms. Lemieux is meeting with Coalesce weekly on a redesign of our Job Center websites to combine them into one cohesive site.

RFP Process Review: Ms. Rivera led the discussion on the RFP process. She handed out a draft RFP and is looking for board and committee volunteers to help with the selection process. Ms. Rivera asked that this feedback is given to her no later than November 25th.

Independent Living Grant: Ms. Lemieux gave an update on the 'Independent Living' grant. This grant is different from prior foster care grants in that it starts with a younger demographic, 15

years of age. This is a 5 year collaborative grant with Bay Area Workforce Development Board and it will be reviewed for goals annually.

Job Center Electronic Sign In Procedure - OAWDC, FDL & FCWDC: Ms. Lemieux informed the committee that the new electronic sign-in procedure was going extremely well. The new method does a better job of protecting job seeker privacy and the automated data collection results in a more accurate visit report.

ConAgra, Grede and Best Buy-FDL Update: Ms. Lemieux explained that there are 15 people enrolled in the program and that 250 people total were impacted by the Conagra layoffs. There were 147 workers impacted in the Grede layoffs and so far no one has reached out for help in response to the Best-Buy Fond du Lac layoffs. Most Best-Buy workers already had a “plan” and that even though no one is enrolled yet they still anticipate there will be some people in need of assistance. We believe the low numbers may be directly related to the Rapid Response activities (e.g. job fair) already provided and to those individuals who may be waiting until they are closer to their actual layoff date.

Snap Shot, Goal #'s for WIOA, Title V, H1B and W2W: Ms. Lemieux presented a PowerPoint presentation of the performance results of the various programs. The group appreciated the graphics and felt the PowerPoint presentation was helpful in seeing long-term trends.

Intake Project: Mr. Stelter explained that he Deb Cronmiller, Craig Wehner and met for the first time in April on how to collaborate better on participant intake on a local level. An “Intake-Project” committee was then formed that conducted a baseline survey and is now writing baseline tools and developing a questionnaire for new participants, a matrix of available resources for use by case managers. They will conduct another survey in January of 2016.

Collabor8: Mr. Stelter explained that FVWDB is planning a local Collabor8 is designed to engage greater communication between workforce partners. It is modeled after the successful statewide Collabor8 program and will be held on December 10th, 2015, at FVTC.

2016 Committee Meeting Dates Preview: Mrs. Binder outlined the proposed dates for 2016 and the group agreed on quarterly meetings, to be held on Thursdays at either 9 AM or 1 PM. The

committee will be given 3 weeks lead-time on the meeting time. At this time, Mr. Westphal indicated that he will not be at the November 12th joint Board/Leo meeting and Mr. Wehner then volunteered to provide a committee report to the board.

Proposed meeting dates given were: February 11th, May 12th, August 11th and November 3rd.

Adjournment: the One-Stop committee meeting was adjourned at 3:08 PM.