



# WORKFORCE DEVELOPMENT BOARD, INC.

*Building a world class workforce*

## MINUTES

**FVWDB One-Stop Committee Meeting  
J.P. Coughlin Center, Oshkosh WI  
Thursday, November 3, 2016 at 9:00 a.m.**

**Members in Attendance:** Kim Holmes, Craig Wehner, Mark Westphal and Margaret Winn

**Members Excused:** Patti Andresen-Shew and Debra Behringer

**Members Absent:** None

**Others in Attendance:** Lori Fields (Boy's and Girl's Club – Oshkosh), Stefanie Hayford (FVWDB), Tania Kilpatrick (CESA # 6), Kim Lemieux-by phone (FVWDB), Megan Liptow (Marion University), Anthony Snyder (FVWDB) and Jill Valdez (FVWDB)

**Call to Order:** The meeting was called to order at 9:00 am by Mark Westphal, Committee Chair.

**Approval of Agenda (*Action Item*):** *A motion to approve the agenda made by Ms. Holmes and second by Ms. Winn. The motion carried.*

**Approval of Minutes from 8/11/16 (*Action Item*):** *A motion to approve the meeting minutes from 8/11/16 was made by Mr. Wehner and second by Ms. Winn. The motion carried.*

### **OLD BUSINESS:**

**DOL/DWD Monitoring Update:** Mr. Snyder reported that the DWD Monitoring was conducted on October 4<sup>th</sup> and lasted three days. They reported only one finding which has no fiscal implications. The DOL Audit is ongoing but getting close to a resolution.

**Introduction to Manufacturing Training Update:** Ms. Valdez reported that the training scheduled for September was cancelled due to low enrollment. Bobbi Miller, our Business Solutions Manager, has been working with the companies that are interested in paying for future training. Ms. Valdez is also making an effort to enroll more youth.

**Performance Snap Shot for Job Centers, Title V and W2W Update:** Ms. Lemieux and Ms. Valdez provided the group with an overview of the Board's programs for the 1<sup>st</sup> quarter of PY16. The performance measures for PY16 were just issued by the State so we will provide those statistics at the next meeting. They reported that we are meeting or exceeding the required goals in most areas.

## **NEW BUSINESS:**

**Policy Update: Support Services Policy (Action Item):** Ms. Lemieux provided an overview of the changes made to the Support Services Policy. **A motion to approve the Support Services Policy as noted in the edited policy by Ms. Holmes and second by Mr. Wehner. The motion carried.**

**Policy Update: Youth Incentive Policy (Action Item):** Ms. Valdez provided an overview of the changes made to the Youth Incentive Policy. **A motion to approve the Youth Incentive Policy as noted in the edited policy by Mr. Wehner and second by Ms. Holmes. The motion carried.**

**Policy Update: Training Services Policy (Action Item):** Ms. Lemieux provided an overview of the changes made to the Training Services Policy. **A motion to approve the Training Services Policy as noted in the edited policy by Ms. Winn and second by Ms. Holmes. The motion carried.**

**PY 2016 and 2017 Performance Goals (Action Item):** Mr. Snyder provided a group with an overview of the WIOA Performance Goals for PY16 and 17. These were confirmed by DWD on September 28, 2016. **A motion to approve the PY 2016 and 2017 Performance Goals by Ms. Holmes and second by Mr. Wehner. The motion carried.**

**Rapid Response Update:** Ms. Lemieux provided the group with an overview of the current activities in response to the closing of Brillion Iron Works, Treehouse Foods, and Gannett Publishing in Waupaca. Mr. Westphal noted that the response effort on behalf of Graphic Packaging has gone very well and that he's talked to many fellow-employees who have benefited from the rapid response sessions and the job fair.

**Youth Program Enrollment Discussion:** Ms. Valdez reported that youth enrollment numbers from last month for the counties of Fond du Lac, Winnebago, Calumet and Green Lake are low. She has met with our subcontractor and they will be ramping up their marketing techniques to increase enrollment. The group discussed and agreed to send Ms. Valdez ideas on how to recruit more youth into our programs.

**Identify Committee Spokesperson for the 11/10/16 Board Meeting:** Mr. Westphal is unsure of his availability, but will contact the Board office if he is unable to attend and report.

**Board and Committee Meeting Dates for 2017:** The committee reviewed the dates and times for the 2017 One-Stop Meetings. It was agreed by all that future meetings should be held at the Coughlin Center if at all possible.

**Next One-Stop Committee Meeting Date:** Thursday, February 7, 2017 at 9:00 am.

**Adjournment:** The meeting was adjourned at 10:08 am.

***Meeting minutes approved on 5/2/2017.***