



# WORKFORCE DEVELOPMENT BOARD, INC.

*Building a world class workforce*

## MINUTES

**FVWDB One-Stop Committee Meeting  
Lakeside Packaging Plus, 1040 Breezewood Lane, Neenah  
Thursday, May 12, 2016 at 9:00 a.m.**

**Members in Attendance:** Patti Andresen-Shew; Kim Holmes; Craig Wehner; and Margaret Winn

**Members Excused:** Debra Behringer and Mark Westphal

**Members Absent:** None

**Others in Attendance:** Stefanie Hayford, FVWDB; Al Hesse, FVWDB; Bobbi Miller, FVWDB; Ana Rivera, FVWDB; Anthony Snyder, FVWDB; Paul Stelter, FVWDB; and Jill Valdez, FVWDB

**Call to Order:** Board Chair Margaret opened the meeting at 9:00am in place of Chair Mark Westphal, who was not in attendance.

**Approval of Agenda (*Action Item*):** Mr. Wehner requested that the Action Items be handled first because he had to leave by 10:30am. *A motion to approve the agenda with the change that the "Action Items" be covered first was made by Ms. Andresen-Shew and second by Ms. Holmes. The motion carried.*

**Approval of Minutes from 2/11/16 (*Action Item*):** *A motion to approve the meeting minutes from 2/11/16 was made by Mr. Wehner and second by Ms. Holmes. The motion carried.*

### **OLD BUSINESS:**

**Proposal Recommendations from the Ad Hoc Review and Recommendation Committee: AP/DW and One-Stop (*Action Item*):** Mr. Wehner reported on behalf of the Ad Hoc Review and Recommendation Committee. The Committee met on April 5, 2016, to review the submitted proposals. The scoring was relatively close in most areas but the Committee was unanimous in their recommendations as follows:

|                 | <b>One-Stop/Resource Room</b> | <b>Adult/Dislocated Worker Case Management</b> |
|-----------------|-------------------------------|--|
| <b>Northern</b> | LETC                          | LETC   |
| <b>Central</b>  | LETC                          | ADVOCAP  |
| <b>Southern</b> | ADVOCAP                       | ADVOCAP  |

The group discussed and the following four motions were made:

1. A motion to award the Northern and Central One-Stop/Resource Room regions to LETC as outlined in the RFP and the approved budget by Mr. Wehner and second by Ms. Holmes. The motion carried.
2. A motion to award the Southern One-Stop/Resource Room region to ADVOCAP as outlined in the RFP and the approved budget by Mr. Wehner and second by Ms. Andresen-Shew. The motion carried.
3. A motion to award the Northern Adult Population/Dislocated Worker Case Management region to LETC as outlined in the RFP and approved budget by Mr. Wehner and second by Ms. Andresen-Shew. The motion carried.
4. A motion to award the Central and Southern Adult Population/Dislocated Worker Case Management regions to ADVOCAP as outlined in the RFP and approved budget by Mr. Wehner and second by Ms. Holmes. The motion carried.

#### **NEW BUSINESS:**

**Policy Update: Individual Training Policy (*Action Item*):** Ms. Rivera requested that the Committee approve the updated Individual Training Policy. The changes were made because the 'Youth' population is now eligible for individual training under WIOA.

**A motion to approve adding 'Youth' to the Individual Training Policy as noted in the edited policy by Ms. Andresen-Shew and second by Ms. Holmes. The motion carried.**

#### **OLD BUSINESS:**

**DWD Monitoring Update:** Mr. Hesse referred to the close-out letter from DWD dated April 14, 2016, and reported that DWD is satisfied with the actions we took and concluded the 2015 Monitoring Report.

**Introduction to Manufacturing Training Update:** Ms. Miller reported that six candidates went through training and five of those had job offers prior to completion. The total cost of the pilot project was \$31,950. The goal for future training is to increase the number of participants which will bring the costs down. Overall, there were good outcomes on this pilot project and they are planning for the next training to start in early fall.

**Website Update:** Mr. Hesse provided the group with a review of the new Fox Valley Job Centers website. He noted that this consolidated the six disjointed Job Center websites into one and that there is a section for both job seekers and businesses. They will be working on more content development and updates on an ongoing basis.

**Performance Snap Shot, Goal #'s for WIOA, Title V, H1B and W2W Update:** Mr. Hesse provided the group with a performance overview of all of the Board's programs and reported that we are meeting or well above the required goals in most areas.

**Intake Project Update:** Mr. Stelter provided a brief background report on the Intake Project. The group is now at a point where the work of the committee is done and they have turned it over to the One-Stop Management Team so it continues to grow and becomes part of the way we do things. In

addition, the State is very interested in the project and possibility modeling parts of it to create a statewide intake system which is required under WIOA. The Committee is currently working on conducting cross training of case managers and having quarterly lunch & learns for case management staff highlighting each provider agency and their services.

**One-Stop MOU Update:** Mr. Stelter reported that initially the new DOL requirements under WIOA for the One-Stop provider agreements would be available in July of this year, but now there won't be any guidelines available until July, 2017. The State is working on developing state-wide standards on what One-Stop operator agreements should look like and drafted MOUs for us to review. We have shared them with the CEOs who will bring the documents back to their respective Corporate Council to review to ensure that they are comfortable with them. This will be discussed at the May 19<sup>th</sup> Joint BOD/CEO Meeting.

**Program Monitoring of Subrecipients Update:** Ms. Rivera reported that she and Jill Valdez are in the process of monitoring the subrecipient youth program files. Kim Lemieux has already monitored the files for Adult and Dislocated Worker programs. They have completed CAP Services and there were no findings in the program area. The fiscal portion noted one area of concern that they corrected immediately. There were no findings at LETC. She and Gary Now will be monitoring ADVOCAP in middle of June which will conclude this year's review.

**WIOA Youth Council Update:** Ms. Rivera reported that the Youth Council met on May 9<sup>th</sup> and approved the recommendations of the Ad-Hoc Review and Recommendation Committee that ADVOCAP be awarded Youth Services for Winnebago, Green Lake, Fond du Lac, and Calumet counties. In addition they approved that CAP Services be awarded Youth Services for Waushara and Waupaca counties, all within the limits of the RFP. These recommendations will be brought to the full Board on May 19, 2016.

**Rapid Response Training Update:** Ms. Miller reported on the training for Rapid Response. The first training was for case managers to learn more about Unemployment Insurance (UI) so that they can answer questions should a UI representative not be available at a Rapid Response session. The second meeting brought in local practitioners from all the Boards to learn best practices. This training was focused more on the emotional effect of downsizing and the EAP type of services we could access in the future.

**Oshkosh Job Fair:** Ms. Miller reported that they are in final planning stages for a May 24th job fair in Oshkosh at the Sunnyview Expo Center. They have received 62 employer booth registrations thus far.

**FF Industrial Maintenance Update:** Ms. Miller reported that this is a \$229K grant that was awarded to us in which 11 companies participated. A total of 56 students started the year-long program and 46 of those will complete it this week. The Graduation Ceremony is next Friday, May 13<sup>th</sup> from 1-3:00pm at the Fox Valley Technical College Bordini Center and everybody is welcome to attend.

**Identify Committee Spokesperson for the 5/19/16 Board Meeting:** Ms. Winn agreed to report to the full Board and Chief Elected Officials.

**Next Meeting Date:** Thursday, August 11, 2016

**Adjournment:** The meeting was adjourned at 10:56am.

**Minutes approved on 8/11/2016.**