



# WORKFORCE DEVELOPMENT BOARD, INC.

*Building a world class workforce*

## MINUTES

**FVWDB One-Stop Committee Meeting  
J.P. Coughlin Center, Oshkosh WI  
Thursday, August 11, 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; Kim Lemieux, FVWDB, Anthony Snyder, FVWDB; and Jill Valdez, FVWDB

**Call to Order:** Board Chair Margaret opened the meeting at 9:06 am in place of Chair Mark Westphal, who was not in attendance.

**Approval of Agenda (*Action Item*):** A motion to approve the agenda made by Ms. Andresen-Shew and second by Mr. Wehner. The motion carried.

**Approval of Minutes from 5/12/16 (*Action Item*):** A motion to approve the meeting minutes from 5/12/16 was made by Ms. Holmes and second by Ms. Andresen-Shew. The motion carried.

### **OLD BUSINESS:**

**DWD Monitoring Update:** Ms. Lemieux reported that DWD will be monitoring our fiscal case management files and WIOA programs for PY15 from October 4-6, 2016.

**Introduction to Manufacturing Training Update:** Ms. Valdez provided a handout to the committee, gave an overview of the training and explained the screening process. She noted they are having a difficult time finding candidates for the program that is scheduled to start in September. In order to proceed with that training, they have to find 12 qualified candidates by August 22<sup>nd</sup> and they currently have just two. The group discussed reasons for the low numbers and recruitment of youth candidates.

**Performance Snap Shot for WIOA, Title V and W2W Update:** Ms. Lemieux provided the group with an overview of the Board's programs for the 4<sup>th</sup> quarter of PY15 performance. She reported that we are meeting or well above the required goals in most areas.

**One-Stop MOU/Lease Agreement:** Mr. Snyder reported that the State has informed us that we have lease agreements with at least two job centers that mix MOU and lease information that need to be separated and updated. We have until July 1, 2017, to complete.

**NEW BUSINESS:**

**Policy Update: Training Services Policy (Action Item):** Ms. Lemieux provided an overview of the changes made to the Training Services Policy. Mr. Wehner questioned if a provision is included that excludes a company from the training program if they are on strike. Ms. Lemieux will check the procedure to verify. **A motion to approve the Individual Training Policy as noted in the edited policy by Ms. Andresen-Shew and second by Ms. Holmes. The motion carried.**

**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 Mr. Wehner and second by Ms. Holmes. The motion carried.**

**Policy Update: Priority of Services Policy (Action Item):** Ms. Lemieux provided an overview of the changes made to the Priority of Services Policy. Mr. Snyder noted that Roman numeral six should be five. **A motion to approve the Priority of Services Policy as noted in the edited policy and with the numbering correction by Ms. Andresen-Shew and second by Mr. Wehner. The motion carried.**

**NEG Monitoring (DWD/DOL):** Ms. Lemieux reported that the DWD came in mid-July to monitor our files for the NEG Grant and we are waiting on that report. The DOL will be coming to monitor the same grant August 23 through August 26<sup>th</sup>.

**WIOA Data Collection:** Ms. Lemieux provided the Committee with copies of the data collection forms that DWD requires be completed to collect data on WIOA participants. DWD will be updating the Asset System in the next two months and when that is complete, staff will enter data into the system and submitting these forms will no longer be necessary

**Graphic Packaging Update:** Ms. Lemieux reported that thus far we've completed the 20-minute Rapid Response sessions, provided on-site interview and resume sessions, a resource fair and a job fair for the Graphic Packaging displaced workers. Graphic Packaging has now been TAA certified and their first session is next week at the Menasha Job Center. We are also looking into submitting a grant request specifically for providing additional services to Graphic Packaging employees.

**Sub Recipient Transition:** Ms. Lemieux reported that the RFP process is complete and the new subrecipient staff are doing very well at the job centers.

**Identify Committee Spokesperson for the 8/18/16 Board Meeting:** Mr. Wehner agreed to report to the Board of Directors meeting on 8/18/16.

**Next One-Stop Committee Meeting Date:** Thursday, November 3<sup>rd</sup> at 9:00 am at Lakeside Packaging in Neenah. The group agreed that the duration should be extended to 90 minutes. Ms. Hayford will send out an updated Outlook appointment to all.

**Adjournment:** The meeting was adjourned at 10:07 am.

**Minutes Approved on 11/03/2016.**