



**WORKFORCE DEVELOPMENT
BOARD, INC.**

Building a world class workforce

MINUTES

**FVWDB One-Stop Committee Meeting
Tuesday, February 7, 2017, at 9:00 a.m.
Via Conference Call**

Members in Attendance: Debra Behringer and Margaret Winn

Members Excused: Craig Wehner and Mark Westphal

Members Absent: Patti Andresen-Shew

Others in Attendance: Stefanie Hayford-FVWDB, Kim Lemieux-FVWDB, Anthony Snyder-FVWDB and Jill Valdez-FVWDB

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

Approval of Agenda & Approval of Minutes from 11/3/16 (*Action Items*): No votes could be taken as there was not quorum.

OLD BUSINESS:

Workplace Essentials Training Update (formerly Short Term Manufacturing Training): Mr. Snyder reported the Board has been having a difficult time finding WIOA eligible participants for the training, but there is another session scheduled for the first week of March and staff and partner agencies continue to recruit students for this training.

Youth Program Enrollment: Ms. Valdez updated the Committee on youth program enrollment in Fond du Lac, Winnebago, Calumet, and Green Lake counties which are managed by ADVOCAP. Since the last One-Stop meeting, ADVOCAP's youth numbers have improved. ADVOCAP enrolled approximately 14 new youth in January, so their contract will not need to be modified.

Performance Snap Shot for Job Centers, Title V, W2W and WIOA Performance: Ms. Lemieux provided the group with an overview of the Board's programs for the 2nd quarter of PY16. She reported that we are meeting or exceeding the current required goals in most areas.

NEW BUSINESS:

RFP for Youth in Waupaca and Waushara Counties: CAP Services' YouthBuild grant was not renewed for PY 2017 in Waupaca and Waushara counties. This changes the structure of their proposal for the youth program so the Board will be issuing Request for Proposals for Youth Services in those counties.

Data Validation: DWD will be conducting data validation in the FVWDB Neenah offices on Wednesday and Thursday of this week. Our new Local Program Liaison, Sandra Hiebert, and her staff will be reviewing about 65 closed case files. DWD has 30-45 days to issue the results and the Board has another 30-45 days to respond if there are any corrective actions required.

Independent Living Case Manager: Bay Area WFB has hired a new Independent Living Case Manager in Fond du Lac and Winnebago counties to work with in-school youth who are aging out of foster care.

YouthWORK Program: Ms. Valdez provided the Committee with an overview of the YouthWORK program which is a summer youth employment program that the Board will be delivering in partnership with the Division of Vocational Rehabilitation.

WAGE\$ Grant: Through the WAGE\$ Grant, FVWDB staff have been conducting outreach with businesses to establish pre-apprenticeship programs that will support increased numbers of registered apprentices.

One-Stop Operator RFP: DWD is now requiring that all the WFBs issue a competitive bid Request for Proposal (RFP) to operate our One-Stop Centers. Staff are in the very early stages of this process, but will need at least three board members to serve on the review committee when bids are received. This process needs to be completed by July 1, 2017.

American Job Center Branding: Newly enacted WIOA legislation requires that the Board and our subcontractors identify One-Stop Career Centers as "American Job Centers" in outreach materials, websites, and other communications. These rebranding efforts are underway and entail including the new American Job Center Logo and 'A Proud Partner of American Job Center Network' banner in these materials and websites. External signage also needs to be updated but involve significant costs and the Board is waiting for more guidance from DWD on this.

Job Center Leases: The State is requiring that by July 1, 2017, all our Job Center leases be updated so that they renew at the end of the fiscal year and are on the same cycle. Board staff are reaching out to the partners to discuss the leases specific to their organization and location.

Infrastructure Costs (MOUs): The Department of Labor has issued a Training and Employment Guidance Letter (TEGL) regarding Infrastructure funding of the One-Stop Centers. This requires that the partners dedicate funding and contribute to the infrastructure costs of the One-Stop delivery system based on their proportionate use. It also provides guidance on how the costs are determined and paid for by the partners. The Board is taking the lead on these discussions with Job Center partners and will keep the Committee updated on its development.

Identify Committee Spokesperson for the 2/16/17 Board Meeting: Mr. Westphal will not be available, so Ms. Winn volunteered to report to the Board.

Next One-Stop Committee Meeting Date: Tuesday, May 2, 2017, at 9:00 am at the Oshkosh Job Center.

Adjournment: The meeting was adjourned at 10:02 am.

Meeting minutes approved on 5/2/2017.