



**WORKFORCE DEVELOPMENT
BOARD, INC.**

Building a world class workforce

MINUTES

FVWDB One-Stop Committee Meeting

Monday, June 5, 2017, at 11:00 a.m.

Via Conference Call

Members in Attendance: Patti Andresen-Shew, Debra Behringer, Debra Warga, Mark Westphal and Margaret Winn

Members Excused: Craig Wehner

Others in Attendance: Stefanie Hayford-FVWDB, Kim Lemieux-FVWDB, Ana Rivera-FVWDB, Robert Sivick-Waushara County, Anthony Snyder-FVWDB and Jill Valdez-FVWDB

Call to Order: Committee Chair, Mark Westphal, opened the meeting at 11:00 am.

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

Approval of Minutes from 5/2/17 (*Action Items*): A motion to approve the 5/2/17 Minutes made by Ms. Andresen-Shew and second by Ms. Winn. The motion carried.

OLD BUSINESS:

Approve MOUs and Infrastructure Agreements (*Action Item*): Mr. Snyder provided copies of the MOU and Infrastructure Agreements to the Committee. The MOUs with the Job Center Partners dedicate funding and contribute to the infrastructure costs of the One-Stop delivery system based on each Partner's proportionate use. The group discussed.

A Motion was made by Ms. Behringer and seconded by Ms. Winn to recommend approval to the Executive Committee of the WDA 4 Job Center Partners Memorandum of Understanding (MOU) and Infrastructure Agreements. The motion was passed.

Equal Opportunity Review: Ms. Lemieux reported on the three remaining outstanding items related to the Equal Opportunity Review. First, the Berlin City County will have the final vote on June 6 to establish on-street accessible parking in front of the ADVOCAP building (which houses our Berlin/Green Lake County Job Center). Secondly, she is obtaining quotes on translation services of the vital WIOA documents that were identified by DWD. Lastly, staff will complete the required Equal Opportunity monitoring for the Job Centers by June 30, 2017.

Status of OSO Contract: Ms. Rivera reported that negotiations are complete for the OSO Contract and will be all set for signatures by end of the month.

Status of Youth Contract in Waupaca and Waushara Counties: The Board has not yet received the PY17 WIOA youth allocations so the budget portion is not yet complete. After that information is received, the contracts will be ready for signatures.

NEW BUSINESS:

PY16 Contract Extensions (*Action Items*): The PY16 contract extensions for One-Stop, DW/Adult and Youth Services were discussed by the Committee. Staff reported that performance was satisfactory and recommended extending the contracts for all programs through June 30, 2017.

	One-Stop/Resource Room	Dislocated Worker/Adult Case Management	Youth
LETC	Waupaca, Wautoma, Menasha & Oshkosh Job Centers	Waupaca, Calumet and N. Winnebago Counties	N/A
ADVOCAP	Fond du Lac & Berlin Job Centers	Fond du Lac, Waushara, Green Lake & S. Winnebago Counties	Calumet, Green Lake, Fond du Lac & N. Winnebago Counties

The group discussed and the following motions were made:

1. A motion was made by Ms. Warga and seconded by Ms. Behringer to recommend that the Executive Committee extends the One-Stop/Resource Room contract for Waupaca, Wautoma, Menasha & Oshkosh Job Centers to LETC and the Fond du Lac & Berlin Job Centers to ADVOCAP, for one additional year (until June 30, 2018). The motion carried.
2. A motion was made by Ms. Behringer and seconded by Ms. Andresen-Shew to recommend that the Executive Committee extends the Dislocated Worker & Adult Case Management contract for Waupaca, Calumet and N. Winnebago Counties to LETC and the Fond du Lac, Waushara, Green Lake & S. Winnebago Counties to ADVOCAP, for one additional year (until June 30, 2018). The motion carried.
3. A motion was made by Ms. Behringer and seconded by Ms. Winn to recommend that the Executive Committee extends the the Youth Services contract for Calumet, Green Lake, Fond du Lac & N. Winnebago Counties to ADVOCAP, for one additional year (until June 30, 2018). The motion carried.

SCEP/Title V Budget Concerns: Mr. Snyder informed the Committee on the President’s proposed fiscal year (FY) 2018 Labor, Health and Human Services, and Education Appropriations Bill which includes the elimination of the SCEP/Title V Program. Ms. Rivera then spoke on the high performance and many success stories of the program.

Committee News: Ms. Behringer announced her retirement and introduced Robert Sivick, who will be replacing her on the Board as well as this Committee.

Adjournment: Tuesday, August 8, 2017, at 9:00 am at the J.P. Coughlin Center. The meeting was adjourned at 11:50 am.

Minutes approved on 8/8/2017.