



**WORKFORCE DEVELOPMENT
BOARD, INC.**

Building a world class workforce

MINUTES

FVWDB One-Stop Committee Meeting

Tuesday, May 2, 2017, at 9:00 a.m.
Oshkosh Job Center, 219 Washington Ave.
Oshkosh WI

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

Members Excused: Craig Wehner and Mark Westphal

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

Call to Order: Margaret Winn opened the meeting at 9:07 am in place of Chair Mark Westphal, who was not in attendance.

Approval of Agenda (*Action Items*): A motion to approve the Agenda with the correction made to #3 – Minutes to be approved are for 11/3/16 and 2/7/17 (*not* 2/17/17), made by Ms. Andresen-Shew and second by Ms. Behringer. The motion carried.

Approval of Minutes from 11/3/16 and 2/7/17 (*Action Items*): A motion to approve the 11/3/16 and 2/7/17 Minutes made by Ms. Andresen-Shew and second by Ms. Behringer. The motion carried.

OLD BUSINESS:

Youth Council Future: The Board is recommending that the Youth Council be disbanded and merged into the One-stop Committee beginning on July, 2017. The Youth Council is no longer required under WIOA and it's anticipated that the merge will promote richer discussion due to the interconnected subject area that are covered by both groups. Some members of the Youth Council will be moved to the One-Stop Committee.

Update on RFP for Youth in Waupaca and Waushara Counties: Ms. Rivera reported that we've received one proposal for youth services in Waupaca and Waushara Counties which is from LETC. It will be scored by Youth Council members this week and they will meet on May 11 to evaluate and vote on its acceptance.

YouthWORK Program Update: Ms. Valdez updated the group on the YouthWORK program which is a collaborative effort with the Division of Vocational Rehabilitation which will deliver a summer 2017 youth employment program within our six counties. The enrollment goal was 20 and that's been surpassed with a total of 26 students (12 in Oshkosh and 14 in Fond du Lac). She anticipates having the teachers and teacher assistants hired by mid-May. After the program is complete, there will be a celebration event on August 21.

Job Center Leases: Ms. Lemieux reported that the Fond du Lac and Menasha leases are complete. The Oshkosh lease is being revised to renew at the end of the fiscal year as required by the State. The Waupaca Job Center is located within the Fox Valley Technical College campus and they don't charge us rent. They will likely continue to do so as part of their "in kind" (cash) contribution to the MOUs/Infrastructure agreements. The Wautoma Job Center has an existing lease but it's anticipated this center will relocate to the newly-built Fox Valley Technical College campus upon completion in 2018. The Berlin Job Center lease has not been renewed due to the lack of accessible parking spots as required by the State. It is hoped that our subcontractor (ADVOCAP) will be able to procure accessible spots on the street from the city, but if that is not approved, the Board may need to look into another location in Green Lake County.

Infrastructure Costs (MOUs): As reported at the last meeting, Board staff continue to work on developing MOUs with the Job Center Partners which will dedicate funding and contribute to the infrastructure costs of the One-Stop delivery system based on each Partner's proportionate use.

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 3rd quarter of PY16. She reported that we are meeting or exceeding the current required goals in all areas.

NEW BUSINESS:

Proposal Recommendations from the One-Stop Operator RFP Scoring Committee (*Action Item*): Ms. Rivera reported that the Board has received one proposal for a One-Stop Operator to support the Workforce Development comprehensive One Stop (Job) Centers in Calumet, Fond du Lac, Green Lake, Waupaca, Waushara, and Winnebago Counties. The scores were shared and the group discussed.

A Motion was made by Ms. Winn to recommend that the Board of Directors award the One-Stop Operator contract to Fox Valley WDA4 One-Stop Operator Management Consortium, and seconded by Ms. Andresen-Shew. Motion passed.

Job Center Updates—Fond du Lac and Berlin: The Berlin Job Center was discussed earlier in the meeting. The Department of Workforce Development (DWD) owns the Fond du Lac Job Center and they will be paying for the removal a portion of the wall in the reception area to enhance the user experience, allow for greater collaboration between employees in this area, and assist with security. This is scheduled for June and it is expected that the Job Center may be closed for up to a week, and at a minimum disrupted, during the remodel.

Rapid Response (RR) Process Update: A handout was shared with the group which outlines the updated RR process. It has been implemented twice since the revamp and has been working well.

Identify Committee Spokesperson for the 5/18/17 Board Meeting: Ms. Winn volunteered to report to the Board. The next One-Stop Committee Meeting Date is on Tuesday, August 8, 2017, at 9:00 am at the J.P. Coughlin Center.

Adjournment: The meeting was adjourned at 10:35 am.

Minutes approved on 6/5/2017.