



## MINUTES

### FVWDB One-Stop Committee Meeting

Tuesday, August 8, 2017, at 9:00 a.m.

J.P. Coughlin Center, Conf. Room A  
625 E. County Road Y, Oshkosh, WI

**Members in Attendance:** Patti Andresen-Shew, Tania Kilpatrick (by phone), Robert Sivick, Debra Warga, Craig Wehner and Margaret Winn

**Members Excused:** Patty Milka and Mark Westphal

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

**Call to Order:** Margaret Winn opened the meeting at 9:10 am in place of Chair Mark Westphal, who was not in attendance.

**Introductions:** The group members introduced themselves.

**Approval of Agenda (*Action Items*):** A motion to approve the Agenda made by Ms. Warga and second by Mr. Wehner. The motion carried.

**Approval of Minutes from 6/5/17 (*Action Items*):** A motion to approve the 6/5/17 Minutes made by Mr. Sivick and second by Ms. Warga. The motion carried.

### **OLD BUSINESS:**

**Performance Snap Shot for Job Centers, Title V, W2W Update:** Ms. Lemieux provided the group with an overview of the Board's program performance for the PY16 compared to PY15 and Job Center visits. She reported that we are meeting or exceeding the current required goals in all areas.

**Update on Equal Opportunity (EO) Review for PY16:** Mr. Snyder has completed EO reviews on five of the six job centers. The Department of Workforce Development (DWD) waived the review requirement for the Berlin Job Center due to renovations that were being done. He found no issues and will have the written reports completed by August 31, 2017.

**Update on MOU Infrastructure Agreements for PY17:** The MOUs and Infrastructure Agreements with the Job Center Partners are in place. The DWD waived the requirement that money be exchanged between the partners for PY17. The partners have begun meeting to plan for PY18 when the waiver is expected to be lifted.

**Status of OSO Contract for PY17:** The One-Stop Operator (OSO) contract for PY17 has been granted to the Fox Valley WDA4 One-Stop Operator Management Consortium. The Consortium is finalizing the contract this week and will begin to meet regularly to implement policies and procedures for the Job Centers.

**WIOA Contract Updates for PY17:** All WIOA contracts between the FVWDB and its sub-contractors have been signed for the first quarter of PY17. The contracts for the remainder of the program year will be completed when the Department of Labor releases the Board's allocations.

**Status of SCSEP/Title V Concerns:** The SCSEP/Title V program is currently slated for elimination in the President's fiscal year (FY) 2018 budget. The National Association of State Units on Aging and Disability in Washington, DC, continues to advocate to save this program, but there will be nothing to report until the final Federal budget is approved.

*[Tonia Kilpatrick disconnected from the meeting at this time]*

**NEW BUSINESS:**

**Policy Approval: Sub-Recipient Monitoring (Action Item):** This policy has been developed to provide a high-level overview of the Board's requirement to monitor its sub-recipients yearly. Additional specificity will be contained in the procedure. The group discussed.

**A Motion was made by Mr. Wehner and seconded by Ms. Warga to amend the policy, paragraph two, sentence four, as follows: Monitoring information and results are provided to service providers and the Board. Motion passed.**

**A Motion was made by Mr. Sivick and seconded by Mr. Wehner to approve the policy as amended. Motion passed.**

**WIOA Eligibility Policy Change (Action Item):** The DWD recently announced that no state or local criteria may be added to the federal program eligibility criteria for WIOA. This Board currently has income level criteria in place for adult services (200% of poverty level) which now must be removed from our policy. There is also a priority of service requirement which must be considered. The group discussed and agreed that no action is needed by the Committee until the new policy is published by the State and the Board's policies are updated.

**PY17 Resource Room Staff:** Ms. Lemieux provided the group with staff updates at the Job Center Resource Rooms.

**Contract RFPs for PY18:** The staff member that currently manages RFPs and contracts (Ana Rivera) will begin working part time in January, 2018. Those duties are being transitioned to the program managers: Kim Lemieux (adult and dislocated worker) and Jill Valdez (youth).

**Chair for Committee:** Mark Westphal has requested to step down as Chair of the One-Stop Committee due to increased job demands so the Board is seeking a volunteer to replace him. Interested Board Members can contact Anthony Snyder.

**Job Center Discussion:** The group discussed job center traffic and ways to boost visits at the Berlin, Wautoma and Waupaca Job Centers. It was noted that even though visits are low, the job centers are now serving a population with higher needs which requires intensified services. It was suggested to increase outreach to target people out of the workforce or underemployed, as well as, in-school youth. The group also discussed a grand re-opening at the Fond du Lac and Berlin Job Centers in September, to coincide with Workforce Development Month.

**Report to the Board:** Ms. Andresen-Shew volunteered to report to the Board on Thursday, August 17th.

**Adjournment:** The meeting was adjourned at 11:00 am.