



## WORKFORCE DEVELOPMENT BOARD, INC.

*Building a world class workforce*

### MINUTES

#### **FVWDB One-Stop Committee Meeting**

Tuesday, April 3, 2018, at 2:00 – 4:00 PM

Menasha Job Center, Willow Room

1802 Appleton Rd, Menasha, WI

**Members in Attendance:** Patti Andresen-Shew, Tania Kilpatrick (phone), Henry Merrill, Patty Milka (phone), Nicole Peterson, David Thiel, Debra Warga, and Margaret Winn

**Members Excused:** Robert Sivick, Craig Wehner, and Mark Westphal

**Others in Attendance:** Mike Bonertz-ADVOCAP, Sandra Hiebert – DWD, Donna Janda-LETC, Cindy Kiesling –LETC (phone) Bob Kallio-ADVOCAP, Carrie Korth-FVWDB, Kim Lemieux-FVWDB, Anthony Snyder-FVWDB, and Jill Valdez-FVWDB

**Call to Order:** Patti Andresen-Shew called the meeting to order at 2:10 PM.

**Approval of Agenda (*Action Item*):** A motion to approve the Agenda was made by Ms. Winn and seconded by Ms. Milka. The motion carried.

**Approval of Minutes from 1/23/18 (*Action Item*):** A motion to approve the 1/23/18 Minutes made by Mr. Theil, with the adjustment of the date from 2017 to 2018, and seconded by Ms. Warga. The motion carried.

#### **OLD BUSINESS:**

##### **Sub recipient Monitoring Results:**

Ms. Valdez presented the results of case file monitoring of Workforce Innovation and Opportunity Act (WIOA) Youth Program sub recipients, ADVOCAP and LETC. Only ADVOCAP was required to respond, which was accomplished on April 3.

Ms. Lemieux presented the monitoring results for the WIOA Adult and Dislocated Worker case files from ADVOCAP and LETC. Each sub recipient has 30 days to respond to the results/findings, which will be due by April 20.

**Discussion of Sub-recipient Performance and Remediation:** Ms. Lemieux explained the evaluation process for each sub-recipient to maintain/meet their specified goal numbers for participation. Both ADVOCAP and LETC are reporting lower numbers than had been contracted. Both sub recipients were required to have a corrective action plan in place to address this deficiency. Management from both organizations are now reporting bi-monthly regarding their enrollment numbers. ADVOCAP is not meeting enrollment numbers for Dislocated Worker Program and LETC is not meeting enrollment numbers for the Adult Program.

**Title 1 Training Analysis:** Ms. Hiebert presented data comparing Workforce Development Area 4 to the rest of the state in regards to dollars being spent on formal training for Adult program participants. WDA4 is spending less than the state average. Further research will be done to validate how other Boards are meeting their training numbers and find ways to increase the participation in training programs.

**Establishing a Job Center in High Schools:** Ms. Valdez and Ms. Peterson presented information on the new High School Job & Career Center at Oshkosh North and West. These pilot centers were created to connect with students where they are, as we aren't seeing them in the existing Job Centers. The centers will help students build resumes, fill out job applications and help them understand career options for the future. This work between the Board at the schools will support the ongoing Academic Career Planning going on in all Wisconsin schools and help the Board connect with the 50% or more students who graduate from Oshkosh without a plan. The program will be tested this semester.

**A motion was made by Ms. Winn and seconded by Mr. Thiel to move to Closed Session as per State Statute 19.55(1)(e)4 for the conducting of public business with competitive or bargaining implications for PY18 RFPs.** Roll Call taken by Ms. Korth. Motion carried, moved into closed session.

**A motion was made by Mr. Thiel and seconded by Ms. Winn to move to Open Session as per State Statute 19.55(1)(e)4 for the conducting of public business with competitive or bargaining implications for PY18 RFPs.** Roll Call taken by Mr. Snyder. Motion carried, moved into open session.

**Review Recommendations on Adult and Dislocated worker Proposal (Action Item):** A motion to award the Adult and Dislocated Worker contract to LETC was made by Ms. Winn. Motion seconded by Ms. Warga. Motion Carried.

**Review Recommendations on Resource Room Management Proposal (Action Item):** A motion to award the Resource Room Management contract to LETC was made by Ms. Winn. Motion seconded by Ms. Warga. Motion Carried.

**Review Recommendations on One Stop Operator Proposal:** Ms. Lemieux advised the committee that there were no submissions received to review for the One Stop Operator Proposal. The OSO RFP will have to be re-issued. Additional guidance on OSO RFPs will be coming from DWD in the next week.

**Adjournment:** Mr. Thiel made a motion to adjourn the meeting, seconded by Ms. Peterson. The motion carried. The meeting was adjourned at 4:04 PM.

**Report to the Board:** Ms. Andresen-Shew will report to the Executive Committee on Thursday, April 12, 2018.

**Next Meeting:** The next One Stop Committee meeting will be held on Tuesday, May 15, 2018 from 1:00 – 3:00 PM at the James P Coughlin Center in Oshkosh, WI.