



**WORKFORCE DEVELOPMENT
BOARD, INC.**

Building a world class workforce

MINUTES

FVWDB One-Stop Committee Meeting

Tuesday, June 5, 2018, at 2:30

Coughlin Center

625 E County Rd Y, Oshkosh, WI

Members in Attendance: Patti Andresen-Shew, Donna Janda, Henry Merrill, David Thiel, Debra Warga, Mark Westphal and Margaret Winn

Members Excused: Tania Kilpatrick, Patty Milka, Nicole Peterson, Robert Sivick and Craig Wehner

Others in Attendance: Carrie Korth-FVWDB, Kim Lemieux-FVWDB, Katie Mach-FVWDB, Anthony Snyder-FVWDB and Jill Valdez-FVWDB

Call to Order: Patti Andresen-Shew called the meeting to order at 2:30 PM.

Approval of Agenda (*Action Item*): A motion to approve the Agenda was made by Mr. Westphal with the following adjustments: Title 1 Training Discussion parts D and G change from action item to discussion only and part F removed from agenda, seconded by Ms. Warga. The motion carried.

Approval of Minutes from 5/15/18 (*Action Item*): A motion to approve the 5/15/18 Minutes made by Mr. Westphal, seconded by Ms. Winn. The motion carried.

OLD BUSINESS:

Subrecipient Contract Goals: Ms. Lemieux and Ms. Valdez summarized the subrecipient client goal numbers to date.

Title 1 Training Discussion:

- a. **Policy Review and Adoption – Training (*Action Item*):** Ms. Valdez advised, following our Wisconsin Department of Workforce Development Monitoring, that the addition of an exception was added to the training policy. She noted that case managers will need to secure written permission when an exception to the training policy is requested. Procedure manuals will be updated to reflect an increase in lifetime maximum and per semester allowance in training funds, as budget allows. **A motion to approve the inclusion of exception on of the training policy was made by Ms. Janda, seconded by Mr. Merrill. Motion carried.**
- b. **Policy Review and Adoption – Support (*Action Item*):** Ms. Valdez advised, following our DWD Monitoring, that the exception policy also had to be added to the support policy, to eliminate some restrictions on supportive services required to complete education programs. The procedure manual will be updated to reflect additional funds for supportive services per

semester, as budget allows. **A motion to approve the inclusion of exception of the support policy, accepted as written, was made by Mr. Theil, seconded by Mr. Merrill. Motion carried.**

- c. **Policy Review and Adoption – Incumbent Worker (*Action Item*):** Mr. Snyder introduced an Incumbent Worker Training Policy that allows for the board to work with local companies to upskill existing employees, rather than only unemployed workers. This policy would allow the Board to establish stronger relationships with employers and expend up to 20 percent of the annual adult and dislocated worker allocations, provided that budget allows, on incumbent worker training. **A motion to approve the Incumbent Worker Training Policy, pending written approval from the U.S. Department of Labor, was made by Mr. Theil, seconded by Ms. Warga. Motion carried.**
- d. **Policy Review – Priority of Service:** Ms. Lemieux advised that the Board has a Veterans' Priority of Service policy, but nothing specifically for other priorities within the Adult program. Following a recommendation at DWD monitoring, the Board's policy has been adjusted to combine both services into one document and has been sent to DWD for review and approval. This matter will be re-introduced at a future One Stop Committee Meeting.
- e. **Policy Review and Adoption – Exit (*Action Item*):** Ms. Lemieux introduced a policy to clarify the Board's role in the exiting of clients from the WIOA programs. This was a matter raised by DWD at the recent monitoring and this policy clarifies the Board's current exit policy with changes to carry over to the Board's procedures. **A motion to approve the policy was made by Mr. Westphal, seconded by Mr. Theil. Motion carried.**
- f. **Policy Review and Adoption – Self-Sufficiency:** This item was withdrawn from agenda.
- g. **Policy Review and Adoption – Training Providers:** Ms. Valdez advised that Mr. Hesse is currently developing a training provider policy. This policy will be presented at a future meeting upon completion.

One Stop Operator RFP (*Action Item*): Ms. Lemieux advised that during the second request for proposals as the Board's One Stop Operator, the current One Stop Operator Consortium, (aka Fox Valley WDA4 One-Stop Operator Management Consortium) made up four agencies: LETC, DWD-Job Service, DWD-Office of Division of Vocational Rehabilitation and DWD-Office of Veterans Services submitted a proposal. She provided highlights of the proposal and summarized the rating sub-committee discussion regarding the scores. All members received a copy of the proposal, rating sub-committee meeting minutes and rating score sheet. **A motion was made by Mr. Theil to award the the One Stop Operator contract to the Fox Valley One-Stop Operator Management Consortium, seconded by Mr. Westphal. Ms. Janda and Ms. Warga abstained from the vote. Motion carried.**

NEW BUSINESS:

April 2018 DWD Program Monitoring Best Practices: Ms. Valdez provided a summary of the top seven positive practices noted during monitoring from the Department of Workforce Development in April 2018.

Adjournment: A motion to adjourn the meeting was made by Mr. Theil, seconded by Mr. Westphal. Motion carried. The meeting was adjourned at 3:44 PM.

Upcoming Meetings: The next One Stop Committee Meeting will be held at 1 pm, Tuesday, August 21, 2018 at the James P. Coughlin Center, 625 E County Rd Y, Oshkosh, WI

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