



WORKFORCE DEVELOPMENT BOARD, INC.

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MINUTES

FVWDB One-Stop Committee Meeting

Tuesday, August 21, 2018

North Fond du Lac Community Center

280 Garfield St, North Fond Du Lac

Members in Attendance: Patti Andresen-Shew, Donna Janda, Henry Merrill, Patty Milka (via phone), Nicole Peterson, David Thiel (via phone), Debra Warga, Craig Wehner and Margaret Winn

Members Excused: Tania Kilpatrick, Robert Sivick and Mark Westphal

Others in Attendance: 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 2:03 PM.

Introductions: All attendees provided an introduction.

Approval of Agenda (*Action Item*): Mr. Snyder requested item 7 (One Stop Operator Update) be changed from an action item to an update. **A motion to approve the Agenda with the change was made by Ms. Winn, seconded by Mr. Merrill. The motion carried.**

Approval of Minutes from 6/5/18 (*Action Item*): A motion to approve the 6/5/18 Minutes made by Ms. Janda, seconded by Ms. Warga. The motion carried.

OLD BUSINESS:

Program Activity Reports:

- a. **PY17 End of Year Final Sub Recipient Case Numbers (Adult/Dislocated Worker/Youth), Windows to Work, Title V Numbers:** Mr. Snyder provided a summary of final case numbers for all Workforce Innovation and Opportunity Act (WIOA) programs, Department of Corrections/Windows to Work and Title V/SCSEP programs.
- b. **Monthly Sub Recipient Activity Report Review (Adult/Dislocated Worker/Youth):** Ms. Lemieux and Ms. Valdez supplied handouts displaying the activity for program year 18 (PY18), which began in July of 2018.
- c. **Title V Activity Report:** Mr. Snyder advised that in the first quarter of PY18, 19 participants have been enrolled with 8 more in pipeline.

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- d. **Windows to Work Activity Report:** Mr. Snyder advised that W2W is on track to meet program goals at this time.
- e. **Training Expenditures (Adult/Dislocated Worker):** As part of the program reports, the Committee discussed the efforts to increase training expenditures toward 35% of Adult and Dislocated Worker allocations. The Committee asked for changes to future reports to include percentage of goal, actual dollar values and a comparison against past year.
- f. **Work Experience Expenditures (Youth):** Work experience expenditures were reviewed. The Committee asked for changes to future reports to include percentage of goal, actual dollar values and a comparison against past year.
- g. **Job Center Activity:** Ms. Lemieux advised that there has been a reduction of numbers due to reduced hours in some of the centers. Ms. Peterson suggested that the sign in process should be more detailed, requesting if the person is there for service, or a workforce partner. The One Stop Consortium will be asked to lead this effort to update sign-in process and actual form.

Policy Review and Adoption – Priority of Service (*Action Item*): Ms. Lemieux reviewed a new Priority of Service policy developed by the Wisconsin Department of Workforce Development and recommended it be adopted by the Board as its local policy, which is a mandated policy as per Workforce Innovation and Opportunity Act requirements. It was questioned if the state had reduced its priority of service qualifications from three to two. Staff to research further. **Mr. Wehner made a motion to approve the policy contingent upon the Board validating the accuracy of the policy and updating if needed, seconded by Ms. Winn. Motion carried.**

Policy Review and Adoption – Training Providers (*Action Item*): Ms. Lemieux reviewed a new required policy developed for the Board to approve a training provider. This will bring us into compliance with DWD requirements. **A motion was made by Ms. Warga to accept the Training Provider policy, seconded by Mr. Merrill. Motion carried.**

One Stop Operator Update: Mr. Snyder advised that the original dollar value in the Request for Proposal for the One Stop Operator (OSO) would be reduced by 14.9% to mirror the reduction of WIOA allocations provided for PY18. An amended contract will be sent for signature to the OSO.

NEW BUSINESS:

Wautoma Job Center Relocation: Ms. Lemieux noted that the Wautoma Job Center will be closing its doors at 205 E Main Street on Thursday, 8/23 and reopening at its new location within the just opened Fox Valley Technical College (FVTC) at 556 S Cambridge Street on Tuesday, 8/28. FVTC will be hosting an open house to showcase their new facility on October 2 from 3:00 – 7:00 PM, at which time the job center will also hold an open house.

Youthwork Update: Ms. Valdez reported that 28 students participated and completed the summer Youthwork program, consisting of two (2) weeks classroom training and six (6) weeks work experience in local employers.

“Work Ready” Presentation and Discussion (*Action Item*): Ms. Janda introduced a new document to be used by future Adult and Dislocated Worker Career Planners to help determine if a client is “Work Ready.” **A motion was made by Ms. Peterson to adopt the “work ready” concept and asked that the document used be considered a working and growing document, seconded by Mr. Wehner. Motion carried.**

Social Media Discussion: Ms. Lemieux and Mr. Snyder explained the current state of the Board’s social media efforts (primarily Facebook and Twitter). After discussion, the Committee recommended that efforts be made now to establish basic guidelines for content, a process for posting and a schedule. This may be amended further once the Board completes its strategic planning.

Adjournment: The meeting was adjourned at 3:43 PM.

Upcoming Meetings: The next One Stop Committee Meeting has been scheduled for 1 PM, Tuesday, October 23, 2018 at the James P. Coughlin Center, 625 E County Rd Y, Oshkosh, WI. Due to some other commitments, a new date may need to be found. For now, please hold this date on your calendars.