



## WORKFORCE DEVELOPMENT BOARD, INC.

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### MINUTES

#### FVWDB One-Stop Committee Meeting

Thursday, October 25, 2018

Fox Valley Workforce Development Board

1401 McMahon Rd, Suite 200, Neenah, WI

**Members in Attendance:** Patti Andresen-Shew, Donna Janda, Henry Merrill, Nicole Peterson, David Thiel, Craig Wehner and Margaret Winn

**Members Excused:** Tania Kilpatrick, Patty Milka, Robert Sivick, Deb Warga and Mark Westphal

**Others in Attendance:** Carrie Korth-FVWDB, Kim Lemieux-FVWDB, Brent Sanderfoot-FVWDB and Jill Valdez-FVWDB

**Call to Order:** Patti Andresen-Shew called the meeting to order at 10:08 AM.

**Introductions:** All attendees provided an introduction.

**Approval of Agenda (*Action Item*):** Ms. Lemieux requested item 12 (Adult and Dislocated Worker Contract Modification) be removed from the agenda until the next meeting. **A motion to approve the Agenda with change was made by Mr. Thiel, seconded by Mr. Merrill. The motion carried.**

**Approval of Minutes from 8/21/18 (*Action Item*):** A motion to approve the 8/21/18 Minutes was made by Ms. Winn, seconded by Mr. Thiel. The motion carried.

**Windows to Work presentation:** Mr. Sanderfoot provided an overall view of the Department of Corrections Windows to Work program.

#### OLD BUSINESS:

**Priority of Service Update:** Ms. Lemieux provided an update to the committee on the previously approved Priority of Service policy and answered questions.

**One Stop Operator Update:** Ms. Lemieux stated that the WDA4 One Stop Operator Management Consortium and the Board have signed the PY18 contract at a cost of \$15,493. This amount was reduced from the RFP amount due to a smaller than anticipated WIOA allocation.

**Job Center Open Houses Update – Fond du Lac & Wautoma:** Ms. Lemieux reviewed the success of the open houses held in Fond du Lac and Wautoma.

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**Social Media Update and Next Steps:** Ms. Lemieux reviewed the new and improved Board Facebook pages for the following Job Centers: Berlin/Waupaca/Wautoma, Fond du Lac, Menasha and Oshkosh.

**“Work Ready” Presentation and Discussion (Action Item):** Ms. Janda provided an updated work ready document for committee review, advising that the form is not a work certification, but a checklist for career planners to follow to validate that critical components are met. Ms. Andresen-Shew recommended that the item be reduced to a non-voting discussion, removing it as an action item. The committee members agreed and the Board will continue to use this document to evaluate clients.

#### **NEW BUSINESS:**

**Support Services Policy (Action Item):** Ms. Valdez reviewed the updated Support Service Policy. **A motion was made by Mr. Thiel to accept the revised Support Services Policy for presentation to the Board of Directors, seconded by Ms. Winn. Motion carried.**

**Temporary Employment Policy (Action Item):** Ms. Lemieux reviewed the updated Temporary Employment Policy. **A motion was made by Mr. Thiel to accept the policy and present it to the Board of Directors for final approval, seconded by Mr. Merrill. Motion carried.**

**Update on WIOA Career Planner Meetings:** Ms. Lemieux advised that both she and Ms. Valdez have meet individually with each career planners, working through questions and ensuring the team was well prepared for success.

**Discussion Item: WIOA Training Tracked Semesters vs. Credits:** At the previous One Stop Committee Meeting, a question was raised if the Board should move from tracking clients by semesters and instead switch to doing so via class credits. After discussion and questions, the committee decided to continue to track client training via semesters.

**Program Year 17 Primary Performance Indicators:** Ms. Lemieux reviewed a handout that listed all 11 Boards’ Primary Performance Indicators, noting that Fox Valley met or exceeded all indicators.

**1<sup>st</sup> Quarter Activity Review:** During the review of this information, the committee requests that all future discussion items are provided in advance and in writing, noting professional opinions, facts or other pertinent information.

- a. **Job Center Visits:** Ms. Lemieux compared first quarter results from PY17 to PY18 job center visits, showing the reduction in overall numbers due to low unemployment. Discussion included utilizing the information to evaluate hours of operation and staffing for each job center.
- b. **Adult & Dislocated Worker Program:** Ms. Lemieux introduced the monthly report comparing Dislocated Worker and Adult enrollments along with the actual and projected costs on training, with a goal of 35% of our annual Adult and Dislocated Worker allocation. Training expenses are currently at 3.7% for Dislocated Workers and 11.2% for Adult, but we expect them to continue to rise as tuition invoices are paid.
- c. **Youth Program:** Ms. Valdez reviewed the Youth enrollment and expenditures on work experience.

- d. **Title V:** Ms. Lemieux provided a handout reflecting final performance of the Senior Employment Program from the PY17 year indicating 43.2% of participants entered into gainful employment; while 90.9% retained employment. Current first quarter numbers reflect enrollment of 21 participants, with 6 additional participants in the process of enrollment.
- e. **Windows to Work:** Mr. Sanderfoot addressed the Windows to Work first quarter results during his presentation, noting 22 out of 50 participants enrolled, meeting 44% of their yearly goal during the first quarter.

**Adjournment:** The meeting was adjourned at 12:00 PM.

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