

Committee Chair: Patti Balacek
Minute Scribe: Jessie Foss
Meeting Attendance: See Page 2

I. CONSENT ITEMS

A. Call to Order

Ms. Balacek called the meeting to order at 11:02 a.m. A quorum was present as indicated by roll call.

B. Announcements and Introductions

Ms. Olson announced the state job service will be rolling out InterviewStream. The online platform allows individuals to practice interviewing through hundreds of questions and a web cam.

II. ORDER OF BUSINESS

A. Meeting Minutes — August 17, 2017

Motion made (Olson/Berg) to approve the meeting minutes from the August 17, 2017 WDB Operations Committee meeting. Motion carried unanimously.

B. Program and Contract Performance

1. WIOA

Ms. Mitchell went through the WIOA Youth September report. She said WisCorps has exited a lot of In-School Youth and are focusing on Out-of-School Youth. WisCorps was at the Workforce Development Center on November 15 for mock interviews. The organization is wrapping up fall crews and is heading into its slower season. Ms. Kessens explained she would like to see more monthly details surrounding outcomes such as how many found employment or enrolled in school. The committee also requested quarterly reports be sent to committee members between committee meetings.

Ms. Mitchell went over the WIOA Adult and Dislocated Worker reports. Discussion was held on the amount of data should be reported monthly.

Motion made (Proudlock/Berg) to accept the WIOA reports. Motion carried unanimously.

2. DOC Windows to Work

Ms. Mitchell provided the DOC Windows to Work monthly report. She also reported that Anna Neal from the state visited earlier in the week. She will be hosting a meeting between the state, the WDB, the service provider and the institutions where services are provided. Ms. Mitchell believes cohorts should be able to happen this year. Thirty-two people need to be enrolled this year and Workforce Connections is currently on target to reach this goal.

a. DOC Windows to Work Program Outline

Ms. Mitchell also included an information only packet describing the Windows to Work program.

Motion made (Berg/Olson) to accept the DOC Windows to Work report. Motion carried unanimously.

3. Wage\$ Update

Ms. Mitchell provided a document outlining the Wage\$ grant goals and timeline. She also reported the WDB is on the verge of finalizing a business sponsorships for a pre-apprenticeship program. Businesses are finalizing what it is they want in the program and then work will begin on registering the program.

C. RFP Taskforce

Ms. Mitchell said she is still looking for one more member of the Operations Committee to join the RFP Taskforce. Ms. Berg volunteered to join the taskforce.

D. PY 17 Monitoring/Continuous Improvement Plan

Ms. Mitchell presented the PY 17 Continuous Improvement Plan for approval. The change from the previous year's plan was based on findings after DWD's monitoring. Subcontractors will now be monitored quarterly. Motion made (Kessens/Abbott) to approve the PY 17 Continuous Improvement Plan. Motion carried unanimously.

Ms. Mitchell summarized the Comprehensive Monitoring Report, which is a report of the PY 16 monitoring conducted by the WDB of its subcontractors. Going forward, monitorings will include an increased customer satisfaction surveys.

Motion made (Berg/Abbott) to approve Continuous Improvement Plan. Motion carried unanimously.

E. PY 17 Subcontracts

Ms. Mitchell reported subcontract amounts will be as follows: WIOA Adult = \$318,000, WIOA Dislocated Worker = \$400,000, WIOA Youth = \$433,000 and DOC Windows to Work full contract amount is \$78,000; \$71,1000 will be subcontracted to Workforce Connections.

F. New Operations Policies (If Needed)

Ms. Mitchell presented the WDA 9 Job Center Policy Service Delivery, Referrals & Co-enrollment Among Program Partners. The policy came about during the job center certification process. While many of these practices were in place, the policy sets forth a written standard.

Motion made (Proudlock/Abbott) to approve the WDA 9 Job Center Policy Service Delivery, Referrals & Co-enrollment Among Program Partners. Motion carried unanimously.

III. CONCLUSION

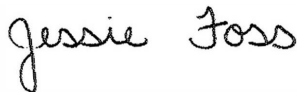
A. Old Business
None.

B. New Business
None.

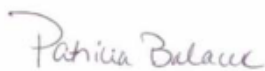
IV. ADJOURN

Meeting adjourned at 11:14 a.m.

Respectfully recorded,
Jessie Foss, recorder



Respectfully submitted,
Patti Balacek



Present
Patti Balacek
Marina Abbott
Judy Berg
Mary Kessens
Kathleen Olson

Not Present
Becky Grapes
Michelle Nowlan
Roxanne Powell

Others Present
Jessie Foss, WDB
Julie Mitchell, WDB
Kelly Norsten, Workforce Connections