

Mission...

Western Wisconsin WDB is a collaborative, interactive and coordinated network of training resources and support services that is providing and retaining a well skilled labor force for employers in western Wisconsin.

Vision...

To provide a comprehensive and integrated and customer driven and results-oriented system for workforce development that responds to the needs of the employers, job seekers, incumbent workers and youth.



WDB Full Board Meeting

**Monday, April 20, 2015
at 1:00 p.m. to 3:30 p.m.**

**LUNCH WILL BE SERVED STARTING AT NOON
THE MEETING WILL START AT 1:00 p.m.**

**Workforce Development Center
Large Conference Room
2615 East Avenue South, La Crosse WI
Conference Call
712-775-7031
Mtg. ID 651-305-857**

**Please RSVP your attendance to Beth Sullivan
Sullivanb@westernwdb.org
or 608-789-5499**

- | | |
|---|---|
| <input type="checkbox"/> Jodi Roesler, Chair
Dairyland Power Cooperative | <input type="checkbox"/> Amy Grotzke
Division of Vocational Rehabilitation |
| <input type="checkbox"/> James Hill, Vice Chair
LADCO | <input type="checkbox"/> Dan Hanson
Western Wisconsin AFL-CIO |
| <input type="checkbox"/> Pete Eide, Sec./Treasurer
Hillview Health Care Center | <input type="checkbox"/> Fran Hegenbarth
Western Wisconsin AFL-CIO |
| <input type="checkbox"/> Marina Abbott
Manpower | <input type="checkbox"/> Grace Jones
Couleecap, Inc. |
| <input type="checkbox"/> Joel Arnold
3M | <input type="checkbox"/> Guy Leavitt
CESA 4 |
| <input type="checkbox"/> Judy Berg
Courtesy Corporation | <input type="checkbox"/> Janine Luz
Gundersen Health System |
| <input type="checkbox"/> Bob Brague
J.F. Brennan Company, Inc. | <input type="checkbox"/> Dan Miller
Borton Construction Inc. |
| <input type="checkbox"/> Daniel Braund
CenturyLink | <input type="checkbox"/> Kelly Norsten
Workforce Connections, Inc. |
| <input type="checkbox"/> Patti Balacek
Western Technical College | <input type="checkbox"/> Kathleen Olson
Job Service |
| <input type="checkbox"/> David Connolly
Crawford Co. Economic Dev. Corp. | <input type="checkbox"/> Dave Schams
Schams Financial Services |
| <input type="checkbox"/> Greg Flogstad
MRRPC | <input type="checkbox"/> Marianne Torkelson
Co-op Credit union |
| <input type="checkbox"/> Becky Grapes
Badger Corrugating | <input type="checkbox"/> Vicki Proudlock
Unemployment Insurance |

Meeting Schedule

December, 2014

5 th	Oversight Committee	9:00 am
10 th	OSO Taskforce	1:00 pm
15 th	LEO	10:00 am
	WDB Full Board	3:00 pm

January, 2015

8 th	Youth Council	2:00 pm
9 th	Service Coordination Committee	9:00 am
14 th	OSO Taskforce	1:30 pm
19 th	Planning Committee	1:30 pm
26 th	Executive Committee	1:00 pm

February, 2015

11 th	OSO Taskforce	1:30 pm
16 th	LEOs	10:00 am
	WDB Full Board	3:00 pm

March, 2015

6 th	Service Coordination Committee	9:00 am
11 th	OSO Taskforce	1:30 pm
12 th	Youth Council	2:00 pm
16 th	Planning Committee	1:30 pm
23	Executive Committee	1:00 pm

April, 2015

8 th	OSO Taskforce	1:30 pm
20 th	LEOs	10:00 am
	WDB Full Board	1:00 pm

May, 2015

1 st	Service Coordination Committee	9:00 am
13 th	OSO Taskforce	1:30 pm
14 th	Youth Council	2:00 pm
18 th	Planning Committee	1:00 pm
	Executive Committee	2:00 pm

June, 2015

10 th	OSO Taskforce	1:30 pm
15 th	LEOs	10:00 am
	WDB Full Board	3:00 pm

MEETING AGENDA

Full Board Meeting

Monday, April 20, 2015

1:00 to 3:30 p.m.

Workforce Development Center- Large Conference Room



Agenda Item	Page(s)	Action
I. CONSENT ITEMS		
A Call to Order		
B . Introductions		
II. ORDER OF BUSINESS		
A. Meeting Minutes of February 16, 2015	Pgs. 1-4	X
B. Workforce Development		
1. Local, Regional, State and National Announcements <i>Provided by Chair, Board Members, WDB staff or public</i>		
2. WDB Manager Report		
• Staffing Update		
• LEO Meeting – April 20, 2015		
• Update on Contract Extensions		
C. WDB Business		
• ADM Budget Report	Pg. 5	
• Grant Status Reports	Pg. 6	
C. Committee Reports		
1. Planning Committee – March 16, 2015	Pgs. 7 -10	X
• Recommended Acceptance of addition \$4,750 for DOC Contract		
• Recommended Acceptance of Program Budget to Actual Reports through January		
• Accepted Workforce Connections, Inc. Update Report		
• Provided direction to WCI on service in the current labor market		
2. Service Coordination Committee –March 6, 2015	Pgs. 11-13	X
• Reviewed Monthly Tracking Reports		
• Accepted Guidance Memos on Accepting Funds, Computer laptops; Package deliver and receipt		
• Reviewed Job Center Fund Account		
3. Youth Council – no meeting		
4. Executive Committee – No Meeting		

Agenda Item	Page(s)	Action
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III. Strategy Discussion

A. WIOA

Board members will be asked to meet in groups to strategize for implementation under WIOA. Members do not have to attend the group to which they are normally assigned if a conflict of interest occurs. The groups that will be meeting will include at minimum:

- *Executive Committee – Board Composition; Staffing; Budgeting; etc.*
- *Service Coordination Committee – One Stop Delivery; OSO Selection process, etc.*
- *Planning – RFP for Service Providers including funding for*
- *Youth – New Requirements; Coordination with DVR; RFP design etc.*

Instructions will be given at the meeting.

B. Group Reports

IV. CONCLUSION

A. Unfinished Business

B. New Business

V. ADJOURN

WDB FULL BOARD COMMITTEE
February 16, 2015
Meeting Minutes



Draft Minutes; Pending WDB Full Board Approval

Committee Chair: Jodi Roesler, WDB Chair
Minute Scribe: Beth Sullivan, WDB Manager
Meeting Attendance: Page 4

I. CONSENT ITEMS

A. Call to Order

The meeting was called to order by Chair, Jodi Roesler at 3:05 pm.

B. Introductions.

II. ORDER OF BUSINESS

A. Meeting Minutes of October 20, 2014.

Motion made (Schams/luz) to approve the October 20, 2014 minutes. Motion carried unanimously.

B. Workforce Development

1. Local, Regional, State and National Announcements.

None

2. WDB Manager Report

- **WIOA Update** – Ms. Sullivan reported the WIOA Regulation that were to be posted by January 18, 2015 have been delayed to a posting “in the spring” according to the U.S. Department of Labor. This delay will have implications on procurement of WIOA services that were set to begin on July 1, 2015. Ms. Sullivan is serving on two statewide WIOA law review groups – Youth and Local Plan.
- **National Emergency Grants – Dislocated Worker Training**
Ms. Sullivan reported the NEG grant is currently underspent. She is currently working with Workforce Connections, Inc. to move costs into the grant as directed by DWD; however our spending is such that we will not be requesting the second installment of \$111,800. This will be further discussed under the Executive Committee.
- **Staffing Update**
Ms. Sullivan reported that Laurie Tweten vacated her position with the WDB as of January 20, 2015. Ms. Leigh Kinyon accepted the Program Coordinator Position and will begin on March 2, 2015.

C. Committee Reports.

1. Planning Committee – January 19, 2015

Ms. Sullivan gave the report in Mr. Hill’s absence. The planning committee

- Recommended the Executive Committee accept the Budget to Actual Reports for the Adult and Dislocated Worker Programs and the Grant Status report

WDB FULL BOARD COMMITTEE

February 16, 2015

Meeting Minutes

- Accepted the PY14 2nd Quarter Performance Report as reported by DWD. A handout was provided.
- Accepted Workforce Connections, Inc. Program report
- Agreed to an RFP for the WI Department of Corrections services at the Jackson Correctional Institution, Prairie du Chien Institution and New Lisbon Correctional Institution should the DOC extend the contract.
- Accepted the Policy on Participant Updates and Contact
- Heard about obstacles to the WIA program due to the low unemployment rate in the WDA.

Motion made (Hanson/Grotzke) to accept the Planning Committee Report including the Policy on Participant Update and Contact. Motion passed with one abstention (Norsten).

2. Service Coordination Committee

No Report, the Committee did not meet.

3. Youth Council

No Report, the Council did not meet.

4. Executive Committee

Ms. Roesler presented the Executive Committee Report. The Committee met on January 26 and

- Accepted the PY 14 Updated budgets that encompass the known fees for insurance and retirements accounts.
- Accepted the PY13 Independent Audit Report of Workforce Connections, Inc. as the fiscal agent
- Approved changes to the personnel policies to update the retirement benefits for staff and addressed how personal days can be taken (no change).
- Heard committee reports
- Accepted the extension of Adult, Dislocated Worker and Youth contracts through September 2015 using the excess carryover. This is step was taken as a precautionary measure in case the release of WIOA regulations prohibit procuring services providers in time for a July 1, 2015 start-up.
- Discussed the obstacles to the WIA program due to the low unemployment rate in the WDA and mentioned to the WIA Adult and DW services provider that it may be necessary to focus on meeting performance (rather than exceeding) in order to serve jobseekers in the current marketplace.
- Went in to closed session to discuss personnel. No action was taken.

Motion (Flogstad/Arnold) to accept the Executive Committee report including the PY14 Budget Revisions and the extension of the contracts. Motion passed with one abstention (Norsten).

WDB FULL BOARD COMMITTEE

February 16, 2015

Meeting Minutes

III. Board Education/Program - RES (Re-Employment Services) Session Redesign

Ms. Kathleen Olson, DWD Job Service District Director, provided an overview of the changes to the Re-Employment Services that will be instituted in March 2015. Those on UI will receive a letter directing them to take an on-line assessment for "Job Search Preparedness."

- As a result of assessment, individuals will be assigned to one of three classifications
 - Job Search Ready – will be directed to self-service at Job Centers or on-line
 - Needing a light touch – will be directed to on-line tutorials to help with preparedness (resume's, applications, etc.)
 - Not Job Search Ready – These individuals will be directed to in-person services at the Job Centers or at meeting locations within their local counties.
- As a result of the new system, the job centers can expect to see increased traffic for those who are not job ready or who need computer literacy training.
- RES in-person trainings will increase.
- Libraries will be continuing to partner to provider computer literacy training.
- An alternative to on-line registration and assessments will be available to those who are not computer literate or who have no access to computers.

Ms. Olson noted that the in-person RES sessions are an excellent method for the WIA program to recruit and has invited Workforce Connections, Inc. to attend the session and provide opportunities to sign up for appointments with WIA case managers.

A question and answer period ensued.

IV. Strategy Discussion

The Board held a strategy discussion to address possible changes in service strategies under WIOA and within the current economy. Ms. Sullivan will put the discussion topics in to a format to be addressed at the next meetings of the Committees and Board. The main items were:

- More emphasis on "soft" or "Success skills"
- More emphasis on transitional jobs and on-the-job trainings
- A Tiered approach to ensure that those needing more intensive services are receiving them
- Schematic of Discussion Attached (page 5)

III. CONCLUSION

A. Unfinished Business

None.

B. New Business

None.

V. ADJOURN

The meeting adjourned at 4:30 pm.

Respectfully recorded

Beth Sullivan

WDB FULL BOARD COMMITTEE

February 16, 2015

Meeting Minutes

Beth Sullivan, WDB Manager Recorder

ATTENDANCE – February 16, 2015 WDB Full Board Committee Meeting

<p><u>Present</u> Jodi Roesler, Chair, Dairyland Power Cooperative Joel Arnold, 3M Patti Balacek, Western Technical College Judy Berg, Courtesy Corporation Daniel Braund, Centurylink Greg Flogstad, MRRPC Becky Grapes, Badger Corrugating Amy Grotzke, Division of Vocational Rehabilitation Dan Hanson, Western Wisconsin AFL-CIO Grace Jones, Couleecap, Inc. Guy Leavitt, CESA 4 Janine Luz, Gundersen Health System Kelly Norsten, Workforce Connections Inc. Kathleen Olson, Job Service Dave Schams, Schams Financial Services Vicki Proudlock, Unemployment Insurance</p>	<p><u>Excused</u> Pete Eide, Sec./Treasurer, Hillview Health Care Center Marina Abbott, Manpower Bob Brague, J.F. Brennan Company, Inc. David Connolly, Crawford Co. Economic Dev. Corp. Dan Miller, Borton Construction Inc. Marianne Torkelson, Co-op Credit Union</p> <p><u>Absent</u> Fran Hegenbarth, Western Wisconsin AFL-CIO James Hill, Vice Chair, LADCO</p> <p><u>Others Present</u> Beth Sullivan, WDB Teresa Pierce, Workforce Connections, Inc.</p>
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WDB Admin Budget to Actuals (14-15)
Through 2/28/2015

	Budget Approved	Actual Expensed Through 2/28/2015	Amount Remaining	% Expended SL 67%
REVENUE				
2013 Projected Carryover	73,182	108,039		
Estimated PY 14 WIA/WDB Admin Q1 Allocation	142,429	-		
Estimated PY 14 WIA/WDB Admin Q2-4 Allocation	-	-		
Less 2015 Carryover	(50,000)	-		
TOTAL REVENUE	165,611	108,039		65%
EXPENSES - OPERATIONAL				
Staff Wages	53,082	37,734	15,348	71%
Staff Fringe	16,784	6,699	10,085	40%
Staff Travel	4,500	1,537	2,963	34%
Staff Development	5,000	49	4,951	1%
Supplies	2,300	1,350	950	59%
Rent	22,387	9,230	13,157	41%
Telephone	2,635	2,011	624	76%
Postage, Printing and Photocopying	2,837	6,079	(3,242)	214%
Advertising, Marketing	100	-	100	0%
IT Access/Tech Support/Software	1,849	785	1,064	42%
Licenses, Membership and Fees	13,704	11,965	1,739	87%
Insurances	1,246	928	318	74%
LEO, Board Expenses, meeting expenses	9,000	2,374	6,626	26%
Subtotal	135,424	80,741	54,683	60%
Fiscal Agent Expenses	21,752	13,168	8,584	61%
Current Fiscal Year Expenditures	157,176	93,909	63,267	60%
Prior Year Expenditures	-	-	-	-
TOTAL EXPENSES - OPERATIONAL	157,176	93,909		
<i>Budgeted expenses over revenue</i>	<i>8,435</i>			
<i>Funds used to temporarily cover program costs for grants that were not yet released to the agency</i>		<i>14,130</i>		

Western Wisconsin Workforce Development Board

GRANT STATUS REPORT
As of February 28, 2015

	WDB/WIA Administration	4/1/14-6/30/16	WDB/WIA Administration	4/1/14-6/30/16	WIA Adult	7/1/13-6/30/15	WIA Adult	7/1/14-6/30/16	WIA Dislocated Wkr	7/1/13-6/30/15	WIA Dislocated Wkr	7/1/14-6/30/16
Grant period												
Grant available	\$	73,182	\$	142,429	\$	176,669	\$	443,484	\$	102,347	\$	294,003
Total expenditures	\$	73,182	\$	20,727	\$	176,669	\$	14,625	\$	102,347	\$	70,679
Grant balance	\$	-	\$	121,702	\$	-	\$	428,859	\$	-	\$	223,324
Percent Spent		100.00%		14.55%		100.00%		3.30%		100.00%		24.04%
	WIA Youth		WIA Youth		Special Response		Workforce Innovations Fund (WIF)		Disability Employment Initiative (DEI)		DOC WTW	
Grant period												
Grant available	\$	198,384	\$	544,375	\$	192,499	\$	207,865	\$	58,000	\$	14,166
Total expenditures	\$	198,067	\$	-	\$	101,653	\$	163,548	\$	39,449	\$	14,983
Grant balance	\$	317	\$	544,375	\$	90,846	\$	44,317	\$	18,551	\$	(817)
Percent Spent		99.84%		0.00%		52.81%		78.68%		68.02%		105.77%

	NEG-DWT-39 Training
Grant period	8/1/13-6/30/15
Grant available	\$ 111,800
Total expenditures	\$ 33,329
Grant balance	\$ 78,471
Percent Spent	29.81%

National Emergency Grant (NEG) - This grant covers dislocated workers from the following employers: Bowhead, Chart, Cummins, Northern Engraving, Ray Hutson, Shippliner, and TRW-Eitrick. This contract is extended through 6/30/15 to continue follow up services.

Special Response Grant - This grant covers dislocated workers from the following employers: Eagle Systems and Services, Everbrite, LB&B Associates, ATK, Chartwells, and Foremost Farms.

Workforce Innovations Fund (WIF) - This is a statewide grant by the South Central WDB on behalf of the WI Workforce Development Association. The intent is to have the State Dept of Workforce Development, WI Economic Development Council, The WI Tech College System and the Workforce Development Areas all use Salesforce.com to track business contacts and services. There was a slower start to this grant due to Western being a non-pilot site.

Department of Corrections Window to Work (DOC WTW) - This program is to help offenders get back on their feet by helping with employment and surrounding support services.

Disability Employment Initiative-Grant designed to support the extensive collaboration across multiple workforce and disability service systems in Wisconsin

**PLANNING COMMITTEE
Monday, March 16, 2015
Meeting Minutes – Draft Pending Committee Approval**



Committee Chair: James Hill
Minute Scribe: Beth Sullivan
Meeting Attendance: Page 4

I. CONSENT ITEMS

A. Call to Order

The meeting was called to order by James Hill, Chair, at 1:34 p.m. A quorum was present.

B. Announcements and Introductions

None

C. Additions or Deletions to the Agenda

Applications for inclusion on the State ITA list will be added under New Business.

II. ORDER OF BUSINESS

A. Meeting minutes of September 16, 2013.

Motion made (Hanson/Arnold) to approve the January 20, 2015 meeting minutes.
Motion carried unanimously.

B. Local Regional, State and National Announcements.

Ms. Sullivan announced that the regulations which were supposed to be published on January 18, 2015 will now be published in "the spring." This may hold up an RFP for Adult and Dislocated Workers

C. WIA Reports – Through January 31, 2015

1. Budget to Actual Report

Ms. Sullivan provided the budget to actual reports for the Adult, Dislocated Worker, NEG and Special Response grants. It is unclear if any unused carryover will be available under WIOA or if funds will be returned to DWD as WIA funding and reallocated back out to areas under WIOA. The WDB should be cognizant of any carryover so it can be obligated by the end of the year.

The NEG DWT grant is significantly underspent. We had the opportunity to de-obligate more funding in February; however Workforce Connections, Inc. believed they would spend the grant out by the end of June. It was communicated to Workforce Connections, Inc. that the expectation is to fully expend the funds available by June 30, 2015.

It was noted that the Dislocated Worker budget amount remaining total did not accurately reflect the total of operations and the subcontractors. The amount remaining total should be \$10,278 plus \$184,591 for a total of \$194,869

Motion (Arnold/Abbott) to recommend acceptance of the budgets to actuals with changes noted. Motion carried unanimously.

2. Grant Status Report

Ms. Sullivan presented the Grant Status Report. All grants appear to be in line with the exception of the under-expenditures in the NEG DWT grant.

Motion Brague/Hanson to recommend approval of the Grant Status Report. Motion carried unanimously.

3. Workforce Connections, Inc. reports

Ms. Pierce presented the performance reports through February 15th. Grant enrollments for the adult program are on target, but the dislocated worker program is behind on enrollments. WCI has found it difficult to identify dislocated workers to enroll in the program. The same is true for the special response grants, as most dislocated workers have found employment.

Contract standards are on track. The programs have met or exceed all federal performance standards for PY Quarter 2.

Ms. Pierce raised concern about the additional funding for the contract extensions. WCI has already put plans into place for the additional funding through June 2015; however, extending the contract through September may cause a shift in plans. She inquired about the expectations the Planning Committee had for the programs. Discussion ensued. Mr. Hill reaffirmed that it is the Planning Committee's expectation that all service providers meet the performance levels and adjust their program models to serve the current labor market. The WDB expects the service provider is the expert in how best to do that.

Motion made (Abbott/Brague) to accept the performance reports as presented by Ms. Pierce Motion carried unanimously.

D. WIOA Update

Ms. Sullivan handed out a schematic of the discussion held at the last WDB full board meeting. The following discussion point could be added to the schematic.

- The "Basic Success Skills" – component should contain motivation training. This could be leveraged from Community partners, but should be a component of the services offered. This component should also be included in core services.
- Prevocational services could also show – employer match programs such as employer co-ops and Manpower's "Teachable fit." We could include certificates offered by Gold Collar Careers, Manpower modules, and certificates offered by the Center for Manufacturing Excellence and other sector groups.

- The “grey” bar could be labelled “Subsidized Employment”
- Skills Training could show, that WIOA will pay for up to two years of training.

E. DOC Contact

Ms. Sullivan reported that the WDB received an additional \$4,750 for the DOC contract to train an additional WCI Employment Coordinator to offer services at Prairie du Chien Correctional Institution.

Motion made (Abbott/Brague) to accept the \$4,750 as an addition to the PY 14 DOC Contract. Motion carried unanimously.

Ms. Sullivan reported that the RFP for the PY15 DOC Windows to Work Program has not been completed due to staff vacancies.

III. CONCLUSION

A. Unfinished Business

None

B. New Business

Ms. Sullivan presented an ITA Application for the Bachelor of Science in Management On-line program from UW Stout. This is the same degree only offered on line.

Motion made (Arnold/Abbott) to approve the Bachelor of Science in Management from UW-Stout for the Statewide ITA list. Motion carried unanimously.

Ms. Sullivan mentioned that another request for ITA was submitted; however it appears to be for a pre-vocational academy as no certifications were to be issued. If there are no certifications, then it would not be eligible for inclusion. This request was to have Gordon Dace, a former instructor at Western, to deliver a session on Manufacturing that would include blueprint reading and measuring.

Mr. Arnold mentioned NACTI has certifications for basic math and measuring that may be used. 3M has used this certification in the past.

Motion made (Brague/Hanson) to have Mr. Dace include an industry recognized certification and send the application in for approval. Motion carried unanimously.

IV. ADJOURN

The meeting adjourned at 2:40 p.m.

Respectfully Submitted
Beth Sullivan Recorder

ATTENDANCE for Planning Committee – March 16, 2015

<p><u>PRESENT</u> Marina Abbott, Manpower Joel Arnold, 3M Bob Brague, J.F. Brennan Jim Hill, La Crosse Area Development Corporation Dan Hanson, Western AFL-CIO Marianne Torkelson, Co-op Credit Union (on phone)</p> <p><u>EXCUSED</u> David Connolly, Crawford County Economic Development Janine Luz, Gundersen Health System</p>	<p><u>OTHERS PRESENT</u> Beth Sullivan, Western WDB (Audit Purposes) Teresa Pierce, Workforce Connections, Inc.</p>
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**SERVICE COORDINATION COMMITTEE
Meeting Minutes
March 6, 2015**



Draft Minutes; Pending Committee Approval

Committee Chair: Patti Balacek
Minute Scribe: Beth Sullivan
Meeting Attendance: Page 5

I. CONSENT ITEMS

A. Call to Order

The meeting was called to order by Patti Balacek at 9:00 a.m. A quorum was present.

B. Announcements and Introductions.

None

II. ORDER OF BUSINESS

A. Meeting Minutes of September 11, 2014.

Motion made (Proudlock/Olson) to accept the November 7, 2014 meeting minutes. Motion carried unanimously.

B. Job Center Coordination

1. Monthly Tracking Report – Beth Sullivan handed out the job center tracking report through January 2015. The report by activity shows only those that record why they are coming to the center.

2. Workforce Room Committee Report – Terry Shreve.

- Majel Olson of Consumer Credit presented in November.
- The Committee will be inviting outreach partners (Hmong, Hispanic centers) for an overview of center services and how we can better connect
- On March 31st, the annual Career Fair will be held at the Lunda Center. The 1st hour will be reserved for Veterans.
- The Committee did a survey asking about topics of interest for future workshops. The respondents mentioned
 - Overcoming challenges
 - Work at home
 - Useful job search websites
 - Transferable skills
 - Moving ahead
- The Job Service Staff will be trained in the Job Center of Wisconsin redesign in late March and early April.
- The first RES sessions will begin on March 16th.

3. Business Services Team Report – Leigh Kinyon

- The Business Services Team (BST) has invited representatives from WEDC, The Small Business Development Center, Couleecap, WisCorps and Southwest Tech to join the team.

- The new mission statement reads *“The Western Wisconsin Business Services Team provides collaborative, high-quality, demand-driven service to assist businesses with the acquisition and development of talent necessary to build a workforce that supports economic development and growth.”*
- The BST is developing a manual to include information on JCW, and Skill Explorer, level and scope of services, business spotlight and on site recruitment process and the Businesses Services plan.
- Two members toured Fastenal in Winona, MN and were impressed with the high tech environment of manufacturing.
- The Collabor8 2015 event is planned for early April. Several BST Team members will attend.
- The number for 2014 included 109 recruitment events with 420 job seekers. To date for 2015 the numbers are 26 and 45 respectively.

C. OSO Taskforce

1. OSO Taskforce Minutes

Motion made (Norsten/Jones) to accept the OSO Taskforce minutes of November 12, 2014, December 10, 2014, January 15, 2015 and February 11, 2015. Motion passed unanimously.

2. Guidance Memos

Ms. Sullivan presented the Guidance memos that have been approved by the OSO and asked for a process to be used to implement the guidance memos without having to wait for acceptance by the Service Coordination Committee. Discussion ensued.

Motion made (Jones/Proudlock) to accept Guidance Memos # 4 Accepting Funds at Job Centers; #5 Computer Laptops; #6 Package Delivery and Receipt and to provisionally implement any future guidance memos until brought forth for formal approval by the Service Coordination Committee.

Motion passed unanimously.

3. Job Center Funds Update

Ms. Sullivan presented a reporting format for the Job Center Funds. This fund has any revenues captured at the job center level and is to be used for job center supplies and needs. The OSO reviews the report for presentation to the Committee. As of February 26, 2015 the fund had revenues of \$4,147.90 with expenditures of \$1,067.00 with a balance of \$3,080.90.

Motion made (Proudlock/Jones) to accept the Job Center Funds report. Motion carried unanimously.

D. WIOA

Ms. Sullivan reported that the Proposed Rule (regulations) for WIOA will not be published until “spring.” The Committee discussed WIOA implementation with the following recommendations:

- WIOA services should strive to combine education and work experiences. Perhaps programs need to look at historical work programs that linked these two services successfully.
- Classes in professionalism should be included in the array of services.
- Under the current labor market, the program should focus more on depth of services to an individual rather than offering fewer services to more people (Depth vs. breadth).

E. Update on Grants

- **Skills Wisconsin** – Activities are focusing on collaborative employer services and beginning stages of forming a sector for Transportation.
- **DEI** – We will be receiving accessible work stations for La Crosse and Tomah. Braille keyboard will be included.

F. Roundtable

- Couleecap is beginning its Coulee Co-Starters Program. It was recommended that this program present at a future WDB meeting.

III. CONCLUSION

A. Unfinished Business

None

B. New Business

None.

IV. ADJOURN

The meeting adjourned at 11:05 am.

Respectfully recorded,

Beth Sullivan, Recorder

ATTENDANCE – March 6, 2015 - Service Coordination Committee

<p><u>Present:</u> Patti Balacek, Western Technical College Grace Jones, Couleecap Inc. Kelly Norsten, WIA & Related Programs Kathleen Olson, DWD-Job Service Vicki Proudlock, DWD-Unemployment Insurance</p> <p><u>Excused Absent:</u> Amy Grotzke, DWD-Division of Vocational Rehabilitation Crystal Young, Ho-Chunk Nation</p>	<p><u>Others Present</u> Beth Sullivan, WDB Leigh Kinyon, Job Service/Business Services Team Terry Shreve, Job Service/Workshop Resource Room Teresa Pierce, Workforce Connections, Inc.</p>
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