

# WOW WORKFORCE DEVELOPMENT BOARD

## MEETING MINUTES



**Date:** December 6, 2018  
**Location:** MATC-Mequon, 5555 W Highland Rd, Mequon, WI (Rm A-129)  
**Members Present:** John Bloor, Wilma Bonaparte, Nate Butt, Lisa Geason-Bauer, John Heyer, Tom Hostad, Grace Kostroski, John Krause, Deanna Krell, Laneice McGee, Richard Oakes, Antwayne Robertson, Dawn Schicker, Kathleen Schilling, Kurt Schmidt, Carole Witkowski  
**Others Present:** Laura Catherman, Beth Norris, Lisa Maylen

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Mr. Heyer called the meeting to order at 8:00 am.

### Review and Approval of Meeting Minutes

Mr. Krause moved to approve the September 13, 2018 meeting minutes as presented. Mr. Bloor seconded. The motion carried unanimously.

### Review and Approval of WOWWDB Financial Report

Ms. Catherman presented the WOW Workforce Development Board (WDB) Financial Report for July 1, 2018 – September 30, 2018. The report was submitted by Joe Starrett on behalf of Workforce Development, Inc., the board's previous fiscal agent. Expenditures for the quarter were on track with the annual budget.

Ms. Schilling moved to approve the WOWWDB Financial Report as presented. Mr. Schmidt seconded. The motion carried unanimously.

### Review and Approval of WIOA Local Plan Modification

Ms. Catherman provided an overview of the Workforce Innovation and Opportunity Act's (WIOA) requirements for creating and updating 4-year Local Plans. The Local Plan focuses on the current and future strategies the board will use to address the changes to WIOA and use to further strengthen our customer-centered workforce system. The board's required modification includes:

- Current labor market information;
- New fiscal agent structure including updated multi-county agreements;
- The board's updated committee structure, bylaws, and membership chart;
- New one-stop operator information; and
- Any program, service, and/or policy updates.

The Local Plan modification was posted for a 30-day public comment period on October 31, 2018. A public notice was issued in the Journal Sentinel with opportunities to submit written comments via email or in person at each Workforce Development Center. No public comments were received.

Mr. Bloor moved to approve the WIOA Local Plan Modification as presented. Mr. Krause seconded. The motion carried unanimously.

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### **Review and Approval of Occupational Training List**

Ms. Catherman provided an overview of the purpose and process for determining the board's annual occupational training list. The occupational training list is used in consultation with WIOA Career Planners to help program participants make informed choices about local training programs. The board's criteria for determining which programs are added or removed, the most recent Wisconsin Technical College System Statewide Graduate Follow-up Report is used. The board established criteria to determine allowable training programs including evaluating the number of graduates, the number employed in training-related occupations, the median wage, and program availability in the local area.

Using this criteria, two programs were removed due to them no longer being offered in the local area and four programs were added. The board also discussed a list of programs that were either new or did not meet all criteria and determined to either add or keep them on the list due to the demand for workers in those occupational areas and favorable labor market outlook.

On November 8, 2018, the Talent and Business Services Committee reviewed and recommended approval of the 2019 Occupational Training List and adding the Draft New Programs list. The committee also discussed reviewing the occupational training list criteria and refining the process in 2019.

Mr. Schmidt moved to approve the 2019 Occupational Training List and adding the Draft New Programs list. Ms. Schilling seconded. The motion carried unanimously.

### **Review and Approval of Updated Local Policies**

Ms. Catherman provided an overview of required WIOA policy changes and discussed recommended revisions. The policies included:

- 4-01 Intro to Policies
- CM-05 Individual Employment Plan
- CM-07 Supportive Services
- CM-09 Follow-Up and Global Exclusions
- E-04 Youth Eligibility
- T-05 On-the-Job Training
- T-11 Training Services
- T-13 Work Experience

Ms. Catherman made a recommendation that the board review all policies in 2019 to ensure a consistent approach and format to all policies, and to ensure alignment with the new structure.

Mr. Krause moved to approve all of the updated local policies as presented with the exception of the changing instances of "should" to "must" in policy CM-05 and adding a sentence regarding informing all participants about available supportive services in the welcome letter in policy CM-07. Ms. Schilling seconded. The motion carried unanimously.

### **Executive Report**

Ms. Catherman reported on the following items:

- Unemployment rate (2.4%) and labor force data for the WOW area through October 2018
- Wisconsin WIOA Title 1 Primary Indicators of Performance
- WOW WIOA Title 1 Program Outcomes and Demographics

Ms. Catherman also provided updates on board membership, the Wisconsin Workforce Development Association, and the Talent Development Council. Ms. Catherman distributed a handout on the board's recent Department of Workforce Development monitoring results.

**Update from the Strategic Initiatives Committee**

Mr. Hostad provided an update on the Strategic Initiatives Committee recent meeting. The committee utilized a facilitator to assist with generating and narrowing ideas for projects to tackle in 2019. The discussion was framed by a 3-year planning timeframe. The major themes that came out of the discussion included:

- The labor shortage
- Talent attraction and retention
- Engaging the K-12 system
- Apprenticeships and internships
- Leveraging chambers and economic development organizations
- Automation and the role it will play in the future
- Identifying existing workforce initiatives the board could support

The committee will work on narrowing the focus down to the top 3 ideas to focus on.

**Update from the Talent and Business Services Committee**

Mr. Schmidt provided an update on the Talent and Business Services Committee recent meeting. The committee generated discussion around engaging with local and regional partners and focusing on specific topics such as apprenticeships, veterans, and internships. The committee received updates from the board's WIOA Title 1 service provider and one-stop operator. The committee will begin working on policy revisions and procurement plans for 2019.

**Update from the One-Stop Operator Consortium**

Ms. Norris provided an update on one-stop operations in the WOW area and provided a handout of the system overview and performance. There were 29,003 visits to the one-stop system to date in 2018 with an overall satisfaction score of 9.5 out of 10. Services that were engaged in these visits include supports to employment; resume, job search, and career resources; training and education; reentry; and apprenticeships, among others. Ms. Norris discussed internal staff trainings and operational projects currently underway including the development of a customer engagement scorecard and customer access project.

**Other Business**

With no other business, the meeting adjourned at 9:39 am.

Respectfully submitted by:



Laura Catherman