# **MEETING MINUTES**

# One-Stop Operator Committee Meeting Tuesday, May 16, 2023 1:00 – 2:00 PM In-Person at the NWVIB Office (301 Ellis Avenue, Ste 3, Ashland, WI) and Virtually



**Attendees:** Brad Gast ⊠Jeff Muse □ Kristine Porter (ex) Bambi Pattermann (ex) □ Sally Schraders ⊠Thomas Casey □ Thomas Draghi (ex) Melissa Rabska Kristi Waits ⊠Allen "AJ" Raub **Guests:** Sara Lazarz 1. Welcome and Opening Meeting Business a. Call to Order b. Roll Call c. Public Meeting Notice NWWIB staff sent the meeting notice to regional Class A newspapers and regional library systems. In addition, the meeting notices were posted on the Northwest Wisconsin Workforce Investment Board's website and social media outlets.

# d. Welcome and Introduction of Guests AJ Raub and Sara Lazarz from DWD-Office of Veteran Employment Services attended. They will be replacing Thomas Casey, who is retiring.

#### 2. Previous Meeting Minutes

 a. Review and Approve Meeting Minutes from January 17, 2023 Motion to approve minutes as presented: Thomas Casey 2<sup>nd</sup>: Jeff Muse Vote carried unanimously.\*

### 3. One-Stop Operator Compliance

- a. One-Stop Operator Quarterly Report Kristi Waits provided an overview of the One-Stop Operator Quarterly Report. An attachment was included in the meeting packet.
- b. Job Center EO Concerns from April 23 Monitoring

Kristi Waits provided an update on her April monitoring visits. These site visits were fairly limited in scope as they only reviewed the 22 items previously assessed in 2022. All four Job Centers had very few issues to report. The two most common items were: 1) missing TTY, Telephone, and 7-1-1 signs/flyers by the public telephones and 2) missing current "EO is the Law" posters in all case managers' offices. A more thorough review will be conducted in September prior to DWD's scheduled visit in October. During the long review, she will be examining all 200+ items included in the ADA Checklist.

c. One-Stop Operator Procurement

Kristi Waits provided an update on the One-Stop Operator procurement process. DWD has indicated that NWWIB has one year left under the current contract so no action will need to be taken until next year, but this has yet to be confirmed.

- d. Upcoming PY23 OSO MOU process Kristi Waits provided an update on the PY23 OSO MOU process. NWWIB is still awaiting official guidance from DWD, which should arrive within the next few weeks.
- e. Winning with Wisconsin's Workforce Events Kristi Waits provided an update on the Winning with Wisconsin events and shared a news article written on the event that occurred in La Crosse during TDCON.

## 4. Partner Updates on Workforce Related Items

- a. WDA 7 Enrollments and Co-Enrollments Kristi Waits gave a brief overview of the numbers of participants that are enrolled in NWWIB programs and those who are co-enrolled in multiple programs. An attachment was included in the meeting packet.
- b. PSC Broadband Outreach Grant Help and Collaboration Kristi Waits gave a brief overview of PSC Broadband Outreach Grant. An online survey is being created to collect data, as well as 10 listening sessions throughout the 10-country region.
- c. Comments and Announcements

Jeff Muse announced that CEP would be expanding their Summer Youth Program and working with the Red Cliff and St. Croix Tribes.

#### 5. Adjourn

Motion to adjourn meeting: Jeff Muse, 2<sup>nd</sup>: Thomas Casey Vote carried unanimously.\* The next meeting date is schedule for August 22, 2023, or at the call of the Chair.

\*It was not discovered after the meeting that a quorum was not present, so none of the votes will count.