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| **Meeting Minutes**  **One-Stop Operator Committee Meeting**  **May 17, 2022**  **1:00 PM– 2:00 PM** | A picture containing text  Description automatically generated |

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| **Attendees:** | Brad Gast (Chair)  LeRoy Forslund  Bambi Pattermann  Shirley Aviles | Thomas Casey  Jeff Muse  Sue Stevens  Sally Schraders | Thomas Draghi  Kristine Porter  Thomas Kunze |
| **Guests:** | Ryce Davis (note taker)  Mari Kay-Nabozny | Melissa Rabska  Kristi Waits |  |

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| **1:00 - 1:05** | 1. **Welcome and Opening Meeting Business**    1. Call to Order    2. Roll Call    3. Public Meeting Notice   NWWIB Staff sent the meeting notice to regional Class A newspapers and regional library systems. In addition, the meeting notices were also posted on the Northwest Wisconsin Workforce Investment Board website and all social media outlets.   * 1. Welcome and Introduction of Guests |
| **1:05 – 1:08** | 1. **Previous Meeting Minutes**    1. Review and Approve Meeting Minutes from 1.18.2022   As presented, Tom Casey made a motion to approve the 1 /18/22 meeting minutes. LeRoy Forslund seconded it. Vote taken; carried unanimously. |
| **1:08– 1:40** | 1. **Regional Operations**     1. Introduction of new EEO officer and One-Stop Operator Coordinator   Kristi Waits will be the OSO Coordinator and the EO Officer.   * 1. Partners Referrals and Co-enrollments (WAI, STC, COW, and Pathways Home) | Mari Kay-Nabozny   Mari discussed the goals of enrollment numbers and the popularity of Co-Enrollment.  Sue Stevens from CEP also mentioned that all case managers would contact the participants directly. |
| **1:40 – 1:55** | 1. **One-Stop Operator Compliance**    1. One-Stop Operator Quarterly Report | Kristi Waits   Kristi went over her OSO report with the Board.   * 1. Job Center Visits | Kristi Waits   Kristi updated the Board on her Job Center Visit.   * 1. OSO PY21/22 MOU Update | Mari Kay-Nabozny   There are different signatures needed for the MOU. Mari is hoping that they can extend it to the following year, and then it will just be renewed every year.   * 1. Equal Opportunity Update | Mari Kay-Nabozny   Kristi will be taking over the EO position.  If you have a participant who refuses professional translation, there is a form now available that they must sign.   * 1. DWD Job Center Certification | Mari Kay-Nabozny   Mari spoke of the process that is in the monitoring.   * 1. One-Stop Operator Monitoring and Contract | Kristi Waits   Mari explained the monitoring and contract that she and Kristi would be working on. |
|  | 1. **Partner Updates on Workforce Related Items**   Comments and Announcements| Committee Members  Kristine Porter told the Board that she had hired someone new.  Tom Casey noted that he is hiring an Office Veteran Specialist and looking for a Supervisor for the Northern Region.  Sue Stevens is looking for a part-time 20-hour-a-week Assistant Career Planner in Spooner.    Brad Gast stated that many High School graduates are confused and have no clue what they want to do after graduation. |

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| **2:00** | 1. **Adjourn**    1. Next Meeting Date: August 16, 2022 |
|  | **Additional Instructions:**  Related meeting items are included in the packet for your review before the meeting. Thank you. |