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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:** | [x] Brad Gast (Chair) [x] LeRoy Forslund[x] Bambi Pattermann[ ] Shirley Aviles | [x] Thomas Casey [ ] Jeff Muse[x] Sue Stevens[ ] Sally Schraders | [x] Thomas Draghi[x] Kristine Porter[x] Thomas Kunze |
| **Guests:** | [x] Ryce Davis (note taker) [x] Mari Kay-Nabozny | [x] Melissa Rabska[x] 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
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| **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 MembersKristine 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
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|  | **Additional Instructions:**Related meeting items are included in the packet for your review before the meeting. Thank you. |