



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.

**OSO Taskforce Meeting
Wednesday, February 13, 2019
1:30-3:00 pm
Small Conference Room
Workforce Development Center
2615 East Avenue South
La Crosse, WI, 54601**

Meet Me Line will be available upon request

**Please RSVP your attendance to
norstenk@workforceconnections.org
or 608-789-6094**

- | | |
|---|---|
| <input type="checkbox"/> Amy Grotzke
DWD – DVR | <input type="checkbox"/> Teresa Pierce
Workforce Connections, Inc. |
| <input type="checkbox"/> Rick Larson
OVS –Office of Veteran Services | <input type="checkbox"/> Julie Mitchell
WDB |
| <input type="checkbox"/> Kathleen Olson
DWD-Job Service | |

PY 18 Meeting Schedule:

- | | |
|--|-------------------------------|
| August 8th, 2018 | 1:30-3:00pm |
| October 11th, 2018 | 1:30-3:00pm |
| December 12th, 2018 | 1:30-3:00pm |
| January 24th, 2019 | 9:00-11:00am |
| February 13th, 2019 | 1:30-3:00pm |
| April 10th, 2019 | 1:30-3:00pm |
| June 12th, 2019 | 1:30-3:00pm |

ONE-STOP OPERATOR (OSO) TASKFORCE

MEETING AGENDA

Wednesday, February 13, 2019
Workforce Development Center
Small Conference Room



Agenda Item	Page(s)	Action
I. CONSENT ITEMS		
A. Call to Order		
B. Announcements and Introductions		
II. ORDER OF BUSINESS		
A. Meeting Minutes of January 24, 2019	3-4	X
B. Wisconsin Workforce Development Center/Job Center	5-6	
• Review of BST meeting minutes		
• Process for closing Job Centers		
• Electronic Job Center Sign in System		
• Internal EO monitoring/DWD onsite prep		
C. WDA 9 Universal Access Policy and Procedure		
D. MOU Development		
E. DWD WorkKeys Assessments		
F. Roundtables		
III. CONCLUSION		
A. Unfinished Business		
B. New Business		
IV. ADJOURN		

Committee Chair: Teresa Pierce
Minute Scribe: Kelly Norsten
Meeting Attendance: See Page 2

I. Consent Items

a. Call to Order

Ms. Pierce called the meeting to order at 9:02 am

b. Announcements and introductions

None

II. Order of Business

a. Meeting Minutes of October 10, 2018

Motion made (Mitchell/Grotzke) to approve the October 10th, 2018 meeting minutes. Motion carried unanimously.

b. Wisconsin Workforce Development Center/Job Center

i. Job Center Fund report

Ms. Mitchell presented the Job Center fund report.

Motion made (Grotzke/ Larson) to approve the job center fund report in the amount of \$12,621.13
Motion carried unanimously.

ii. Review of BST and EST meeting minutes

Minutes reviewed with no concerns.

c. Electronic Job Center Sign in System (handouts)

Mr. Yang shared his perspective on the new sign in system from the perspective of a Resource Room staff. He had a handout that was shared with the group outlining concerns. Discussion help regarding the implementation and best practices and area of improvements for the system. The system will continue to be reviewed and improvements made based on feedback that is received.

Mr. Yang presented a proposed new design for the front desk check in. The group reviewed but do to the requirements of necessary data collection the proposed idea would not fit the needs of the group and its requirements.

Motion made by (Grotzke/ Mitchell) to remove the middle name field and require first and last only.
Motion carried unanimously.

d. MOU Development

Ms. Mitchel provided an update on the MOU process and shared that Technical Assistance has been requested from DWD to clarify the expectations, process, and guidance on reconciliation. Discussion held.

e. Addition to the agenda

None at this time.

f. Roundtables

None at this time.

III. Conclusion

a. Unfinished Business

None

b. New Business

None

IV. Adjourn

Meeting adjourn at 10:24 am.

Respectfully recorded,
Kelly Norsten, Recorder

Respectfully Submitted,
Teresa Pierce, Meeting
Chair

Not Present

Others Present

Present

Kathleen Olson
Julie Mitchell
Amy Grotzke
Rick Larson
Teresa Pierce

Kelly Norsten, WCI
Tou Yang, DWD – Job Service

Western Wisconsin Business Services Team- Meeting Minutes

January 16th, 2019

2:00-3:30

Workforce Development Center-Western Wisconsin
2615 East Ave South
La Crosse, WI 54601

1. **Welcome & Introductions**

Present: Darlene Waldsmith, Erika Deal, Wanda Palmer, Niles Roger, Amy Studden, Kevin Ruetten, Pelli Lee, Rick Larson, Xai Moua. Roundtable introductions.

2. **Review of minutes & additions to the agenda.**

No addition to minutes from last meeting. Amy Studden followed-up with Bob Moses about job fair in Crawford county. Mark Witter wants to host a job fair in PDC< Amy will respond back with ideas from other regional events that are happening and encourage a connection with the schools and will define DWD role in supporting such an event in PDC.

3. **Special Offer or request by local community organization regarding Mini Job Fairs**

Kael Clemmerson reached out to Amy Studden about doing our mini job fairs at his facility at no cost. He was also interested in resume workshops to his clients. Team discussed the pros and cons of having the job fair at his location. Group agreed to have a tour of the facility to see if it would be a good fit and then go from there.

New Beginning Christian Fellowship Outreach Coordinator

@ 122 5th Ave. North-La Crosse WI 546501

Kael Clemmerson-Community Outreach Director

608-317-8331

4. **JCW Business Miscellaneous-Niles-Tips and Tricks and Q & A**

Tips to better navigate and input data into JCW Business:

- i. Locate the correct business in manage services.
- ii. Ask team if you cannot find an employer. The employer might go by a different name.
- iii. Bookmark the employers that you talk to more often.
- iv. If you see too many duplicates, send that to Linda Williams.
- v. Do not add a new account. Send that request to Linda Williams.
- vi. Employers without UI or FEIN may or may not be able to be added into JCW. Send the request to Linda anyways.
- vii. Niles and Amy both can run reports.

5. **UP and Coming Events-Who is going where?**

Tomah Job Fair 3/20/19
 Rapid Response- Shopko in Mauston 1/17/19 (closing in April)
 BRF job fair 4/9/19
 West Central SHRM 4/12/19
 Child Support Mini Job Fairs- 2nd Wednesday from 2-4pm
 Heros Café Festival Foods Village Conference Room- 2nd Friday each month from 8-11am

6. **Roundtable of “sharing business intelligence” latest and greatest-What have been up too lately? Who have we met with? What's coming up? Etc.-All**

- Torrance Casting visit will be rescheduled to either Feb 6, 7, or 13th or 14th. More to come.
- Darlene- Training funds available and want to connect with someone at WTC
- Niles- High school events
- Pelli- Heavily recruiting

7. Additions to the Agenda-if any

a) **Coulee Region Job Fair Planning conversation and planning schedule-Niles**

Delay with the deposit check for the Omni Center to secure date which Niles will touch base with Julie this week. Planning committee meeting is scheduled to start on March 13th and will plan to meet every 2nd and 4th Tuesday. Coulee Region Job Fair will be on September 19, 2019.

8. **Additional Updates/Round Robin/Kudos:**

Next On-Site and Mini Job Fair Rotation is WCI-Xai and Erika

9. Next Meeting –February 20th, 2019

Meeting Date	Minute Taker	Meeting Date	Minute Taker
January 16, 2019	Xai Moua	July 17- 2019	Kevin Ruetten
February 20, 2019	Erika Deal	August 21, 2019	Amy Studden
March 20, 2019	Kevin Ruetten	September 18, 2019	Niles Rogers
April 17, 2019	Amy Studden	October 16, 2019	Rickie Larson
May 15, 2019	Niles Rogers	November 20, 2019	Xai Moua
June 29, 2019	Rick Larson	December 19, 2018	Rickie Larson