

Committee Chair: Kathleen Olson
Minute Scribe: Kelly Norsten
Meeting Attendance: See Page 2

I. Consent Items

a. Call to Order

Ms. Olson called the meeting to order at 1:35pm.

b. Announcements and introductions

None

II. Order of Business

a. Meeting Minutes of April 10, 2019

Motion made (Mitchell/ Pierce) to approve the April 10, 2019 meeting minutes as presented. Motion carried unanimously.

b. Wisconsin Workforce Development Center/Job Center

▪ **Job Center Fund**

Ms. Mitchel presented the Job Center fund report. The fund will begin to decrease funds have begun to payout for the upcoming Coulee Region Job fair is under way. An invoice has not been received for the chairs to date.

Motion made (Pierce/Larson) to approve the Job Center fund report in the amount of \$10,765.96. Motion carried unanimously.

▪ **Review of BST and EST minutes**

BST and EST meeting minutes reviewed.

The WDB will follow up on the purchase of three touchscreen computers for the resource room sign in and share via email. On June 19th the MFD will be added to the resource room to replace the individual printers for the Job Nets.

BST meeting minutes and follow up performance meeting overviews given. Request to invite Amy Hansman and Bryan Huebsch from DWD to come and train the BST members on use of the Job Net Business reporting platform and the reporting requirements and implications. Ms. Olson is working on coordinating these individuals to come in to provide the requested training.

Motion made (Pierce/ Larson) by to complete research, investigation, and purchase of three touch screen computer systems and security devices for the La Crosse and Tomah resource room. Motion carried unanimously.

▪ **Signage for Job Fair**

Ms. Mitchell and Ms. Olson shared the request to purchase poster boards to be used for Job Fair signage. Discussion held.

Motion made (Pierce/ Larson) to request additional information on the city ordinances on where the boards could be placed which will be shared via email to finalize the decision to purchase. Motion carried unanimously.

c. Common Performance Measures

Meeting was held between BST members and leadership to review the roles and expectations of the members on the team for common performance measures. The goal of the meeting was to move towards Data driven goals and strategies while understanding and respecting members individual goals and assignments.

Request to invite Amy Hansman and Bryan Huebsch from DWD to come and train the BST members on use of the Job Net Business reporting platform and the reporting requirements and implications. Ms. Olson is working on coordinating these individuals to come in to provide the requested training.

d. MOU Development

Ms. Mitchel is working on uploading all data in to the required reporting system. Once the data has been entered Ms. Mitchel will work on getting exportable data to share with the OSO to work towards signatures and finalization of the MOU. Ms. Mitchel will not submit until the group has had a chance to review.

e. Roundtables

Ms. Pierce shared that WCI is in the process of hiring for the Resource Coordinator position. WCI is also set to be out of their admin suite and completely in the lower level by the end of the current month. Tickets are on sale for the September breakfast forum.

Ms. Olson shared an update on the Coulee Region Job Fair. Contract with Midwest Radio has been sent to the WDB for media and digital advertising.

Ms. Olson also shared an update regarding the changes in the resource room including the removal next week of 6 Job Nets in La Crosse and 2 Job Nets in Tomah. When DWD comes to install the centralized MFD in La Crosse they will remove the Job Nets but the kiosks will remain until further notice. 5-6 individual printers will remain onsite and Ms. Olson will find a place to store these for emergencies in an accessible location.

Ms. Norsten questions the PY 19 meeting schedule. The group will continue to meet bi monthly.

III. Conclusion

a. Unfinished Business

None

b. New Business

None

IV. Adjourn

Meeting adjourn at 2:26 pm.

Respectfully recorded,
Kelly Norsten, Recorder

Respectfully Submitted,
Kathleen Olson, Meeting Chair

Present

Kathleen Olson
Julie Mitchell
Teresa Pierce
Rick Larson

Not Present

Amy Grotzke

Others Present

Kelly Norsten, WCI