



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
Thursday, January 24, 2019
9:00-11:00 am
Large 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

Thursday, January 24, 2019

Workforce Development Center

Large 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 October 10, 2018	3-5	X
B. Wisconsin Workforce Development Center/Job Center		
• Job Center Fund report	6	X
• Review of BST and EST meeting minutes	7-8	
C. Electronic Job Center Sign in System		
D. MOU Development		
E. Roundtables		
III. CONCLUSION		
A. Unfinished Business		
B. New Business		
IV. ADJOURN		

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 1:33 pm.

b. Announcements and introductions

None

II. Order of Business

a. Meeting minutes of August 8th, 2018

Motion made (Mitchell/Olson) to approve the August 8th, 2018 meeting minutes. with clarifications as suggested to the roundtable discussions regarding length of RESEA funding. Motion carried unanimously.

b. Capstone Presentation- Xai Moua

Item removed from agenda.

c. Electronic Job Center Sign in System (handouts)

The Apricot system was reviewed and in-depth discussions held on feasibility, accessibility, as well as data protection and user experience. The system will continue to be developed to meet the need of the partners, resource room, and job seekers. Ms. Mitchell will connect with counterpart in region 8 to learn more about the system that they use to help develop one for local use.

d. Wisconsin Workforce Development Center/Job Center

i. Job Center Fund report

Ms. Mitchell presented the Job Center Fund report.

Motion made by to (Grotzke/ Norsten) to accept the Job Center fund report in the amount of \$14,407.41. Motion carried unanimously.

ii. Job Center Purchases

a. Tomah items

Ms. Norsten provided an update that a PO has been submitted for Tomah items as previously discussed and items are beginning to arrive. Items will be installed when they are all available. At this time the items are within the \$1000 budget provided by the OSO.

iii. Review of BST and EST meeting minutes

Handouts

August BST meeting minutes reviewed. Guidance will be provided to the BST and EST to ensure minutes are sent out to appropriate parties.

iv. 2018 Coulee Region Job Fair

Overall successful event with increase in both business and Job seeker attendance. General feedback was positive. Discussion held.

v. MOU Development

Discussion held on upcoming guidance and technical assistance. The MOU continues to be a topic in the forefront that the group will continue to focus on.

e. DWD Monitoring (handout)

Ms. Mitchell shared an update on the DWD monitoring and continued actions and steps occurring as a result of the monitoring. Discussion held.

f. Addition to the agenda

i. Resource Room Surveys (handouts)

Results of the resource room surveys reviewed and discussed. Overall, results were positive in both locations. Surveys will continue to be collected and reviewed ongoing.

ii. Resource Room Universal Code

Discussion held on the implementation of a universal code to communicate distress in the resource room. The committee is in agreement with the implementation of the process. Resource room staff will draft an email to communicate out the system for the OSO to review and disseminate to the building list.

iii. Building tenant request

Tenant of the building requested partnership permission to hold onsite recruitment in the vestibule. Committee agreed to follow onsite recruitment process.

g. Roundtables

Ms. Norsten shared that the WCI has hired a staff for the Tomah vacancy.

Ms. Olson is in the process of recruiting and hiring for the DET vacancy.

Ms. Mitchell shared that the WDB and Western are in process of hiring the BSC position.

III. Conclusion

a. Unfinished Business

None

b. New Business

None

IV. Adjourn

Meeting adjourn at 3:10 pm.

Respectfully recorded,
Kelly Norsten, Recorder

Respectfully Submitted,
Kathleen Olson, Meeting Chair

Present

Kathleen Olson
Julie Mitchell
Amy Grotzke

Not Present

Rick Larson
Teresa Pierce

Others Present

Kelly Norsten, WCI
Michelle Burkhardt, WCI

Job Center Fund Report

Balance as of September 30, 2018		\$ 14,407.41
Deposits		
November 2018		
<i>La Crosse resource room overage</i>	\$ 63.00	
Total Deposits		\$ 63.00
Expenses		
October 2018		
<i>Tomah Job Center supplies</i>	\$ (466.45)	
<i>La Crosse Job Center business cards</i>	\$ (40.52)	
<i>La Crosse Job Center supplies</i>	\$ (523.15)	
<i>CRJF refreshments</i>	\$ (171.51)	
<i>La Crosse Job Center copier</i>	\$ (91.00)	
 Total October 2018 expenses		 \$ (1,292.63)
November 2018		
<i>Tomah Journal subscription</i>	\$ (53.82)	
<i>La Crosse Job Center supplies</i>	\$ (398.76)	
<i>CRJF wrap up meeting lunch</i>	\$ (104.07)	
 Total November 2018 expenses		 \$ (556.65)
 Total Expenses		 \$ (1,849.28)
 Balance as of November 30, 2018		 \$ 12,621.13

Western Wisconsin Business Services Team

December 19th, 2018

2:00-3:30

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

Minutes of Meeting-prepared by Rickie Larson

1. Welcome & Introductions-Welcome Kevin Ruetten-WDB BSC.

Kevin Ruetten introduced himself, explained different roles with WTC and WDB Board BSC.
Looking forward to working with Business Services Team. Passed out his business card.

2. Review of minutes, (no minutes for November) & additions to the agenda.

No review of minutes for November.

3. Regional Job Fairs? What are they? Are they relevant & should we be doing them, & the plan moving forward? How each partner will assist & discussion with Kathleen Olson and group.

Talked about Tomah Career Fair this year, Students/Parents, Mar 20,2019.

BRF School Fair, Apr 9, 2019.

Looking into other school fairs – Arcadia (4 schools), PDC / Crawford.

Monroe ECON Conference, Feb 27-28.

Coulee Region Job Fair, Sep 19, 2019.

**Amy will follow up with Bob Moses in PDC

**Myron-per Kathleen Olson may be able to connect regarding Trempealeau/Blair and High Schools there

4. On-the Job Training(OJT) what does that even mean in your programs? Erika, Xai and group. Be ready to share what OJT is in your program and how employers can benefit from it.

We talked about DVR OJT: Student or Adult, direct hire, pay up to 90 days.

Workforce Connections OJT, performance measure, can't be offered job, 50% up front,6 weeks to 6 months, 30 days review.

Darlene shared the UMOS has OJT's as well.

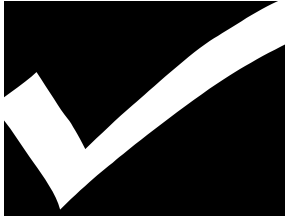
5. Bureau of Apprenticeship Standards-Milton How can the BST collaborate and work together with BAS? Bring your program material to share with Milton.

Milton Rogers (ATR) explained services and commitment to speak at BST events.

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

Talked about UMOS, visiting schools – one main objective, Education.

Ran out of time for any other in-put.



EST Minutes (Employment Services Team)

Date: 10/17/18

Time: 1:00-2:00PM

Small Conference Room

X Barb Kelsey

xTou Yang

X Rickie Larson

Della Snyder

Kelly Norsten

Anne Allen-Wyman

X Darci Weber

Julie Mitchell

xMyron Daubert

xKathleen Olson

Pelli Lee

X Gidget Gade

EST Agenda Topics:

- Welcome/ Minutes
- Additions to the agenda
- Ideas for Improved Functions of the Resource Room (reoccurring)
No updates
- Goals for the EST Group – review and prioritize- ongoing
 1. Create a welcoming and interactive Resource Room- ongoing, long term goal
 - TV (ongoing) – send YouTube video links to SnyderD@workforceconnections.org to be added to the resource room TV.
 2. Actively engage and invite entities to the WDC to engage in the sharing of resources and information
[Myron wanted to discontinue the self-study library room, but we still didn't decide what to do next.](#)
- Training Opportunities [More training are available as interview stream, civil right, & CPR training is coming on 2/15/19](#)
- Workshop Updates: Workplace conflict, & resume/interview workshop
- Future projects/ focus: Resource fair, Bootcamps, etc.
- Roundtables: [Kathleen mentioned that there will be 2 careers fair in Trempealeau & Buffalo that also to help students](#)

2018 Meeting Schedule and Minutes Rotation			
Month	Note Taker	Month	Note Taker
March 14th	Amy Studden	August 15th	Niles Rogers
April 18th	Della Snyder	October 17th	Barb Kelsey
June 20th		December 19th	Tou Yang

A proud partner of the  network