



USER GROUP

DRAFT Minutes
Wednesday, 24 September 2014
Webinar
Minute Taker: AL Hesse (04)

Members Present: Lynn Krause (01); Anita Gorham (03); AL Hesse (04); Debbie Kelly (05); Jane Spencer (06); Joleen Prentice (07); Richard Price (08); Laurie Tweten (09); Katie Gerhards (11)

Members Absent: Bruce Wantuch (02); Seth Lenz (10).

Other Local Staff / Guests Present: Renee Kemp, Cheryl Wrobleski, DJ Blum (03); Susan Stephens, (07); Merry Lienau, (08); Amy Scarborough, (09); Matt Riley, Jimmy Watson (11); Sue Gleason (Skills WI)

DWD Staff Present: Jackie Summerton, Scott Fromader, Theresa Loerke, and Karen Pfeil

Recommended AUG Highlights for WWDA

- AUG members express interest in DWD Value Stream Mapping process for employer data warehouse.
- WebI performance measure dashboard development closer to completion
- Monthly face-to-face meetings not necessary; looking at using video more often

Call to Order

The meeting was called to order by Joleen Prentice at 0931.

Review & Approve AUG Minutes from 23 July, 2014

Motion made by Debbie Kelly and seconded by Lynn Krause to approve minutes.

WWDA Reporting to AUG (Sue Gleason)

- Shared a chart developed to show WDA Directors, AUG lead, and Business Service rep for each area. Suggestion made to add AIMS (fiscal) rep to chart. Sue will email to group.
- WWDA finalized their strategic plan at their Sep meeting. Will email to group.
- Sue reported on a value stream mapping (VSM) process that DWD initiated for developing a data warehouse on employer data. Brief overview of project and asked to be contacted if members wanted to volunteer for any of the working groups. Estimating 6/30/15 implementation.

Internet 11.x (Scott Fromader)

- Concerns with how IE 11 is impacting some data fields. Problem can be resolved by using "compatibility view" in IE 11. Instructions can be found near the bottom half of the ASSET login screen or at http://dwd.wisconsin.gov/asset/ie_compatibility_view.pdf.
- Cathy Sills is working with development team to address the concerns.

ASSET Updates

Nothing to report (Scott)

WebI Performance (dashboard) update (Jackie Summerton)

- Some difficulties getting to the testers.
- Awaiting 'sign off' by security officer who is currently unavailable.
- Optimistic that reports will be available soon; can't provide specific date at this time.
- Reports were used to produce PY13 Annual Report (Blue Report) and with one exception worked well. Eventually this WebI report will supplant the data extract. Users will be able to download the data into Excel for analytical purposes.
- Anita asked about the ASSET Enhancement Workgroup. Jackie heard from Rita Atkinson that the AUG "to do list" is being reviewed.

WDA Best Practices and Forms

- Originally an agenda item by former AUG member. Discussion ensued on WIOA impact to current practices/forms. Jane had question about a better way to have individuals disclose disabilities during the initial intake (some people not necessarily aware of a disability or no longer think about it in those terms).

Drug Testing (Karen Pfeil)

Any drug testing that is conducted under the attached section of WIA must be paid only through State administrative costs. Thus, at this time, this is not an option. However, a WDA may use WIA funds to pay for drug testing that is conducted for purposes of entry into unsubsidized employment, training, or OJTs.

In cases where staff believe a participant is "under the influence", they could have all participants sign a statement whereby the participant agrees not to participate in activities under the influence. The statement could continue by stating, if it is suspected that a participant is under the influence while participating in activities, that participant can be asked to leave the work site. The participant would also have to be informed of the grievance/appeals procedures.

Face to Face Meeting

- Discussion on having more face to face (F2F) meetings. WWDA had discussed having all committees meet on the same day in an effort to cut down on travel costs. Consensus was we don't have enough material (at this time) to meet F2F on a regular basis. Laurie stated that as a newer member of the group, she would like more F2F meetings so get a chance to put a face with a voice. Group acknowledged her concern and will look at scheduling a video conference in Nov. Anita will send out email with more details. Meeting date moved to 19 Nov.

Other Business

Nothing to discuss

Adjourn

Motion made by AL to adjourn the meeting; seconded by Anita. Meeting adjourned at 1041. The next ASSET User Group meeting will be Wednesday, 22 Oct 2014 via webinar. Next Minute Taker: Debbie Kelly (05).

Minutes submitted by AL Hesse (04)

WIA Section 181(f) allows for the testing and sanctioning for use of controlled substances:

(1) Notwithstanding any other provision of law, a State shall not be prohibited by the Federal Government from –

(a) testing participants in programs under subtitle B for the use of controlled substances; and

(b) sanctioning such participants who test positive for the use of such controlled substances.

If a WDA chooses to sanction a participant for use of controlled substances, WIA states that there are additional requirements:

(A) In sanctioning participants in programs under subtitle B who test positive for the use of controlled substances –

(i) with respect to the first occurrence for which a participant tests positive, a State may exclude the participant from the program for a period not to exceed 6 months; and

(ii) with respect to the second occurrence and each subsequent occurrence for which a participant tests positive, a State may exclude the participant from the program for a period not to exceed 2 years.

(B) The testing of participants and the imposition of sanctions under this subsection shall be subject to expeditious appeal in accordance with due process procedures established by the State.

(C) A State shall establish procedures for testing participants for the use of controlled substances that ensure a maximum degree of privacy for the participants.

In addition to the requirements above, there is also a funding requirement:

(4) In testing and sanctioning of participants for the use of controlled substances in accordance

with this subsection, the only Federal funds that a State may use are the amounts made available for the administration of statewide workforce investment activities under section 134(a)(3)(B).