



## USER GROUP

### **DRAFT Minutes**

**Wednesday, February 25, 2015**

### **Go To Meeting**

**Members Present:** Rebecca Freund (01); Bruce Wantuch (02); Anita Gorham (03); Debbie Kelly (05); Joleen Prentice (07); Richard Price (08); Katie Gerhards (11)

**Members Not Present:** Lynn Krause (01); Al Hesse (04); Sue Stephens (07).

**Excused Members:** Jane Spencer (06).

**Other Local Staff Present:** Renee Kemp, Cheryl Wrobleski, and Tatjana Hill (03); Kim Lemieux (04); Ed Hudson (08); Gary Meyer (DWD-DET-VETS)

**DWD Staff Present:** Scott Fromader, David Arb, Karen Pfeil, Theresa Loerke.

**WWDA Coordinator:** Joel Nilsestuen

#### **1) Call to Order**

The meeting was called to order by Joleen Prentice at 9:35 a.m.

#### **2) Review & Approve AUG Minutes from January 28, 2015**

Motion made by Anita Gorham and seconded by Debbie Kelly to approve minutes as presented. **Motion carried unanimously.**

#### **3) WWDA Report to AUG – Joel Nilsestuen**

Joel Nilsestuen explained the use of the video conferencing system is being discussed. WWDA directors took a poll on the usage of the system.

At the last meeting, directors are working on a strategic direction with state agencies for Sales Force use.

#### **4) ASSET Update**

Scott Fromader presented the ASSET changes on behalf of Cathy Sill. The following changes will be deployed to ASSET the morning of March 5, 2015:

- a fix to the literacy/numeracy warning report
- Re-employment Services (RES) Redesign system enhancements
  - new fields on the JCW tab in Manage Customers
  - new sections on the Manage Job Seeker screen related to RES
  - new RES-related services in Manage Services
  - new "Share with UI" check box on Customer Notes (this should be used by RES staff only)

- 2 revised system reports and 1 new system reported related to RES
- 2 new functions under the Posting Tools (RES Session Posting and RES Session Roster Update)

Changes will also be deployed to JCW on March 3, 2015 related to the RES Redesign project. The changes include:

- additional acknowledgement step to the RES Assessment process
- 5 Online Workshops (may be required for RES participants, but are available to all job seekers)
- new RES in-person session scheduling screens
- new boxes on My JCW for RES participants

More information will be coming in a technical bulletin.

#### **5) WEBI Update – Scott Fromander**

There are two (2) new youth reports – JCS Report #100 Current In-School/Out-of-School Youth and JCS Report #100A Active in Program Year In-School/Out-of-School Youth. The In-School Youth (ISY) component has been a recent addition to the reports.

#### **6) Other Business**

Joleen Prentice asked if any other WDAs had a checklist that is followed when entering new participants into ASSET. There was no response.

AUG members asked for clarification on which UI screens could be printed and placed in client files. UI screens printed from CARES cannot be printed and filed in client files. Furthermore, it cannot be used to verify employment. Any questions about UI data should be directed to each WDA's LPL.

Anita Gorham stated that the data sharing agreements between DWD and each WDA should state what screens can be placed in client files.

Richard Price inquired about a dashboard demographics report in WEBI. This report collects all demographics for clients and is very useful. Richard Price asked for a briefing on reports in WEBI at the next AUG meeting.

#### **7) Recommended AUG Highlights for WWDA**

- Two (2) new youth reports in WEBI
- RES updates

#### **8) Adjourn**

Motion made by Rebecca Freund, seconded by Debbie Kelly to adjourn the meeting at 10 a.m. **Motion carried unanimously.**

The next ASSET User Group meeting will be Wednesday, March 25, 2015 via webinar. Beth Sullivan, minute taker.

Minutes submitted by Katie Gerhards