



USER GROUP

Minutes

Wednesday, March 25, 2015

Go To Meeting

Members Present: Rebecca Freund (01); Bruce Wantuch (02); Al Hesse (04); Joleen Prentice (07); Richard Price (08); Tiajuana Rice (10); Katie Gerhards (11)

Members Not Present: Sue Stephens (07); Beth Sullivan (09); DWD-DET VET. Rep. Joseph Bauer; DWD-DET-BJS- TAA/WP- Joan Kilian-Ikeler, Ann Astin

Members Excused: Anita Gorham (03); Deb Kelly (05); Jane Spencer (06); Beth Sullivan (09)

Other Local Staff Present: Renee Kemp (3), Cheryl Wrobleski (3), and Tatjana Hill (03); Ali Konkel (06); Merry Lienau (08); Amy Scarborough (9);

DWD Staff Present: Scott Fromader, Jackie Summerton, Cathy Sill, Theresa Loerke, Rita Atkinson, Denise Hubbard.

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 February 25, 2015

Motion made by Rebecca and seconded by Joleen to approve minutes as presented. **Motion carried unanimously.**

3) WWDA Report to AUG – Joel Nilsestuen

Joel reported that he has been in discussion with WWDA on salesforce use and April legislative day.

4) ASSET Update - None

5) WEBI Update – Jackie Summerton

Jackie provided a briefing on how to access new youth reports including Report #100A Active in Program Year In-School/Out-of-School Youth. Additional instructions can be found in the documentation folder. Files can be saved as a PDF or Exel file. Staff is currently developing a training schedule (TBD) for analysts which will enable them to run their own reports.

6) Other Business - None

7) Recommended AUG Highlights for WWDA

- Jackie reviewed additional reports – participation reports, new WEBI lists, new analysts training and dates
- Two (2) new youth reports in WEBI
- RES updates

8) Adjourn

Motion made by Al Hesse, seconded by Katie Gerhard's to adjourn the meeting at 10 a.m. **Motion carried unanimously.**

Next ASSET User Group meeting: Wednesday, April 22, 2015 via webinar. Beth Sullivan, minute taker.
Minutes submitted by Tiajuana Rice