



## USER GROUP

### Minutes

Wednesday, April 22, 2015

### Go To Meeting

**Members Present:** Rebecca Freund (01); Bruce Wantuch (02); Anita Gorham (03); Al Hesse (04); Deb Kelly (05); Richard Price (08); Julie Mitchell (9); Tiajuana Rice (10); Katie Gerhards (11)

**Members Excused:** Jane Spencer (06); Joleen Prentice (07);

**Other Local Staff Present:** Ed Hudson, Merry Lienau (8); Beth Sullivan (09) Amy Scarborough (9); Michael Seluka (10)

**DWD Staff Present:** Scott Fromader, Jackie Summerton, Cathy Sill, Brian Huebsch; David Arb.

**WWDA Coordinator:** Not present

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

The meeting was called to order by Anita Gorham at 9:33 a.m.

#### 2) **Review & Approve AUG Minutes from March 25, 2015**

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

#### 3) **WWDA Report to AUG - No Report**

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

The JCW video is on the website for viewing only; DWD is beginning to roll out the training on JCW. More information is forthcoming.

#### 5) **WEBI Update – Jackie Summerton**

- Performance reports will run this weekend. Updates should be in by Friday. Monday the performance measures reports for the third quarter will be updated.
- WEBI- There will be an update to WEBI. DWD is in the beginning stage of conversion. If you use DESKI this view will go away. The changes to WEBI will be done by June. Training will be done after the changeover.
- Burning Glass and the new JCW will be installed shortly. Some information in Burning Glass will be available in WEBI. Burning Glass will have own features, so we will need to be trained on how to use Burning Glass reports.
- In-school and Out-of-School youth – For education status, data are coming from the customer screen and not program screen. Jackie is now in the process of creating reports using the correct data in the WIASRD. The report will look the same but will have better data.

- Credentials are on the exit universe. Only people who are exited show the credentials. Current active participants will be included in the reports. Jackie is working on reports for this. Jackie showed an example. Additional items to include would be ITA training code, Employment placement and occupational code for the placement. This would show if participants are actually employed in the field in which they were trained.
- Also working on creating an episode universe.
- Brian Huebsch and Jackie worked out a few reports that were demonstrated these include:
  - JCS Corporate Reports– Brian reviewed the Adult and Dislocated Worker Participant Report which will show participation at any given time. Special Response, NEG and TAA data are included. Does not include Wagner-Peyser Title III or Youth. Send any comments to him. Brian will share the training webinar done in November.
  - Youth Report – A similar report is being done for the Youth program. This will be done in a few weeks.
  - Clean up of Old Reports – Discussion about if any older reports would be removed. Perhaps some could be archived. Perhaps each WDA could take a poll about what reports are being used consistently and why. Agreement that we should do this. Anita will send out to the AUG and the contact and to whom the information should be returned.
  - ONET - Brought up an issue with the ONET code at entry and ONET at placement, since the ONET now pulls a random code. This may become a bigger issue under WIOA. Jackie will check to see where the WIASRD pulls the code.

**6) Face to Face Meeting – Madison, May 27, 2015 – 9:30 until at least Noon**

- The AUG will elect a new vice-chair at the next meeting.
- The meeting will be held at the South Central Workforce Development Office - 3513 (Meeting place has been changed after the minutes were done. Location is now at Madison College, C1435 conference room. Parking will be at the McAllen TEC Center.) Anderson Street, Madison WI.
- Parking permits will be emailed
- There will be call-in options available. The number will come in the agenda.
- Please send any topics to cover to Anita

**7) Other Business**

None

**8) Recommended AUG Highlights for WWDA**

- Should mention the credential report – As this will be helpful when WIOA is implemented
- Should mention Burning Glass and JCW going into WEBI
- Inform about Face-to-Face meeting

**9) Adjourn**

Motion made by AI seconded by Katie to adjourn the meeting at 10:25 a.m. **Motion carried unanimously.**

Next ASSET User Group meeting: Wednesday, May 27, 2015 – Next Minute Taker: Rebecca Freund (1)

Minutes submitted by Julie Mitchell (09)

