



USER GROUP

DRAFT Minutes **Wednesday, May 27, 2015** **Face-to-Face Meeting**

Members Present: Rebecca Freund (01); Anita Gorham (03); Al Hesse (04); Debbie Kelly (05); Jane Spencer (06); Joleen Prentice (07); Richard Price (08); Julie Mitchell (9); Tia Rice (10);

Members Called In: Bruce Wantuch (2); Renee Kemp (03); Cheryl Wroblewski (3); Katie Gerhards (11); Matthew Riley (11)

Other Local Staff Present: Sue Stephens (07); Merry Lienau (8); Amy Scarborough (9); Michael Seluka (10)

DWD Staff Present: Theresa Loerke; Cathy Sill

WWDA Coordinator: Not present

Call to Order:

- Joleen called the meeting to order and introductions were done.

Review & Approve AUG Minutes from April 22, 2015:

- Rebecca made a motion to approve the AUG minutes from April 22, 2015. Anita seconded that motion.
- **Motion carried unanimously.**

Election of New Vice Chair:

- Silent voting was completed with Joleen tallying the votes.
- Katie has been chosen as Vice Chair; effective July 1, 2015.

Joleen was thanked for everything that has done as Chair over the past year. She thanked everyone for their assistance during her year as Chair.

WWDA Report to AUG:

- **No Report**

WIOA Update:

- Cathy is the leader of the IT functional work group; they are looking at what changes need to be in place. Waiting on clarification from the Federal Government; working on what is known at this time.
- Adults and Dislocated Workers; basic skills deficient will be added as priority for service.

- Theresa commented that there was core, intensive and training services and that will be changing to basic career services, individualized career services and training services with a few added services.
- There will be an additional federal criteria for eligibility for Dislocated Workers; spouses of veterans who have a significant loss of income due to being called to active duty, injury, death, etc...

Richard asked if we can expect anything before July 1st. Theresa said that more meetings are being held but she is not the head of the project and cannot commit to any date. Richard commented that we may be on our own and have to self-correct once information is released. Theresa said that this would be a good question for the WIOA calls that are held with the directors. What kind of flexibility will the WDB's have - - another question for the call.

Jane asked for clarification on the law review groups and functional groups. Theresa commented that the law review work groups are done and provided valuable input to the functional work groups which are working on plans and implementation which is due by June 19th.

ASSET Update:

- **Annual Contracts and Grant ID Conversion**
 - Contract ID's will have to be entered manually; automatic conversion will not be done. Local areas will be responsible for entering those.
- **Data Change Request**
 - When having to remove an episode, fix an old episode and add it back in is becoming more complicated. Cathy commented that she used to be able to do this but it cannot be done without putting in a special request and it taking longer.
 - Theresa commented that Karen is working on a policy for this and it should be released in the next couple months or so.
 - Cathy asks that when staff requests are approved, please make sure that the information that is being submitted is clear.

WEBI Update:

- No update at this time.

Burning Glass Status Update:

- Debbie asked if burning glass will have any effect on information that is placed in ASSET or if they are 2 separate entities. Cathy stated that there will be slight changes but you won't notice a difference at all.
- Some things are being worked out and no firm deployment date is set at this time.

Other Business:

- Anita commented that the UI fobs are expiring and heard that new ones would be sent out.
- Jane said that there was a new DSA out from Denise and asked if it needed to be replied to. Anita stated that you should go through it as she had to make some changes and send back. Anita also said that all staff needs to take and sign off on the DWD training and refresher training should be done yearly.
- If you want to maintain access to ASSET, please log-in at least once a month as security is cleaning up accounts.

- Michael asked if there would be any WEBI training. Cathy will check with Jackie and let the group know.

Recommended AUG Highlights for WWDA:

- New guides/policies for WIOA
- Basic skills deficiency for Adults & DW
- New Federal eligibility criteria for DW
- Katie Gerhards as the new Vice Chair
- Contract ID's having to be entered manually

Adjourn:

- Motion was made by AI to adjourn the May 27, 2015 AUG meeting. Debbie seconded that motion.
- **Motion carried unanimously.**

Next ASSET User Group meeting: Wednesday, June 24, 2015 – Next Minute Taker: Bruce Wantuch (2)

Minutes submitted by Rebecca Freund (1)