



USER GROUP

Minutes

Wednesday, August 26, 2015

Webinar Meeting

Members Present: Rebecca Freund (01); Bruce Wantuch (02); Anita Gorham (03); Al Hesse (04); Debbie Kelly (05); Richard Price (08); Tia Rice (10)

Excused Members: Jane Spencer (06), Joleen Prentice (7)

Other Local Staff Present: Renee Kemp (03); Merry Lienau (08); Amy Scarborough (09); Michael Stluka (10)

DWD Staff Present: Theresa Loerke, Scott Fromader, David Arb, Cathy Sill, Jackie Summerton, Karen Pfeil, Michael Staude, Cathy Crary, Rita Atkinson

WWDA Coordinator: Joel Nilsestuen

Call to Order:

- Anita Gorham called the meeting to order at 9:35

Review & Approve AUG Minutes from July 22, 2015:

- Spelling correction in Other Business, 4th bullet point, from follow-on- to follow-up
- Al Hesse made a motion to approve the AUG minutes as amended, Rebecca Freund seconded that motion
- Motion carried unanimously

WWDA Report to AUG:

- Joel talked about the expansion of Sales Force; Sue Gleason will provide instruction site to site; WWDA will be meeting September 2

New WIOA Youth Fields Prevent Saving Changes to Records:

- Teresa explained when selective service in the youth tab of Manage Programs changes when the youth reaches the age of 18, the new required WIOA radio buttons will need to be corrected or the record will not save
- Because some of the youth services have been deleted from ASSET such as Needs Related Payments and Financial Literacy/Budgeting Training, case managers are not able to close those services. An email needs to be sent to Cathy Sill with the PIN and the completion code and she will close the service(s).

Web/Business Objects Upgrade to 4.1:

- Karen Pfeil stated that all new fields in ASSET are explained in the Eligibility Determination and Documentation Guide, Adult and Dislocated Worker Programs Guide to Participant Case File Documentation, and Youth Program Guide to Participant Case File Documentation as far as what is required in the client file for eligibility/data validation

- A new fund source, Rapid Response Grant, will be added to ASSET. A Technical Bulletin will be sent out as soon as testing is complete and into production
- Jackie Summerton gave a demonstration on Webl explaining the new layout and tabs; multiple reports may be opened at the same time for comparison
- PY14 annual performance will be run on August 28, 2015

New JCW Demos 9/10 & 9/11:

- Rita discussed the JCW updating the look and feel; only included is job matching and an Labor Market Information (LMI) landing page

New Youth TEGL:

- Scott stated that the youth TEGL needs approval from Federal staff; date of release is unknown but should be “soon.” It will explain Work Experience and Attending vs. Not Attending school.

Other Business:

- None

Recommended AUG Highlights for WWDA:

- Youth TEGL is in DC for approval
- New youth fields; review TAG
- Annual performance report out 08/28/15

Adjourn:

- Motion was made by AL to adjourn; seconded by Anita
- Motion carried unanimously

Next ASSET User Group meeting: Wednesday, September 23, 2015 – Minute Taker: Jane Spencer (06)

Minutes submitted by Debbie Kelly (05)