



## USER GROUP

### Minutes

Wednesday, May 18, 2016

In-Person Meeting

Madison Area Technical College Truax Campus

Health Education Building, Room 222

**Members Present:** Rebecca Freund (01), Suzanne Reinstein (02), Anita Gorham (03), AL Hesse (04), Debbie Kelly (05), Jane Spencer (06), Joleen Prentice (07), Richard Price (08), Tia Rice (10), Jimmy Watson (11)

**Excused Members:** Julie Mitchell (09)

**Other Staff Present:** Aubrey Hanna (01), Carrie Hersh (02), Amy Scarborough (09),

**DWD Staff Present:** Cathy Sill, Karen Pfeil, Mike Staude, David Arb

#### **Call to Order:**

Anita Gorham called the meeting to order at 9:35 a.m.

#### **Review & Approve AUG Minutes from February 24, 2016:**

Anita Gorham asked for a motion to approve the minutes of the March 23, 2016 meeting as presented. Debbie Kelly moved to approve the minutes as presented. Joleen Prentice offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

#### **WWDA Update:**

Anita Gorham reported from information received regarding WWDA April meeting:

- New WWDA/WEDA 'shared' Administrative Assistant: Cynthia Kaumpf; Travis Richardson from SE is the Salesforce statewide super user to replace Sue Gleason
- Discussion of AUG structure and how we work
- Discussed structure of AIMS, Business Services and AUG and whether a representative should present updates to WWDA

#### **ASSET Updates and Annual Contract and Grant ID Conversion**

- DWD will email AUG members and directors with information regarding Contract and Grant ID conversion. As an FYI, board staff will need to have Contract ID information to Cathy approximately two weeks prior to June 30.
- New self-sufficiency fields will be added to the Adult and Dislocated Worker tabs effective July 1
- The PIRL (Participant Individual Record Layout) federal data reporting system that will replace WIASRD, will go "live" after review of new fields which will reduce common exits in JCW from keeping episodes open
- Al Hesse inquired as to negotiations for performance goals. DWD staff deferred until Bryan Huebsch returns.
- The group suggested Bryan Huebsch, in his role as WIOA Performance Planner, have a regular contributing role during AUG meetings.- especially as WIOA regulations, implementation and performance accountability draw closer.

### **WIOA Regulations/Common Exits**

Scott Fromader was not in attendance and therefore unable to present. Bryan Huebsch was on Guard duty and unable to attend.

Anita shared an inquiry to Bryan Huebsch regarding DOL's Summary of Public Comments and Responses dated April 27, 2016 regarding common exits. Bryan referenced page 58 of Appendix A in 30 day ICR and section 677.150(a) of the NPRM and it states:

*The Departments have decided to keep the proposed language that self-service will not trigger participation in a program. In other words, an individual who only accesses self-service from a core program will not meet the definition of a "participant." Therefore, continued self-service will not extend a participant's exit date because that individual is not a "participant".*

### **Review AUG Charter/Meeting Minutes Format**

Anita Gorham share that the last revision to the Charter was February 2013. Suggested updates to the Charter include: 1) adding #7 under Election and Responsibility of Officers, AUG meetings will be conducted using Robert's Rules of Order, and 2) update all WIA notations to WIA/WIOA.

Anita Gorham asked for a motion to approve the addition and updates to the AUG Charter. Rebecca Freund moved to approve the additions and updates as suggested. Debbie Kelly offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Anita Gorham reminded everyone that AUG meeting minutes should be converted to a format conducive to public view. The minutes should be a summary of items discussed and only contain detailed discussion if necessary. We will continue to rotate minute takers each month.

### **Other Business:**

No other business.

### **Election of New Vice Chair**

Anita Gorham informed the group that Rebecca Freund will serve as the next chair. Any member who has served in the last 5 years is exempt from serving as Vice-Chair. The members eligible for election to Vice-Chair:

Julie Mitchell (09)	Tia Rice (10)
Suzanne Reinstein (02)	Jimmy Watson (11)

Tia Rice respectfully declined due to WDB staff reorganization.

After a unanimous vote by secret ballot, Suzanne Reinstein was selected to serve as Vice-Chair.

### **Recommended AUG Highlights for WWDA**

- New Vice-Chair, Suzanne Reinstein (02). Rebecca Freund (01) will assume Chair position July 1, 2016.
- Contract ID and Grant conversions should be completed by June 30 after notification from DWD
- New ASSET fields on self-sufficiency
- New federal reporting system (PIRL) replacing WIASRD, currently being reviewed for new fields to reduce common exits in JCW from keeping an episode open.
- AUG suggests Bryan Huebsch, as DWD's WIOA Performance Planner, regularly attend AUG meetings.

**Adjourn:**

Anita Gorham asked for a motion to adjourn the meeting. Jimmy Watson moved to adjourn the meeting. Jane Spencer offered the second. No discussion followed on this motion. The vote was unanimous in favor of adjournment.

Minutes respectfully submitted by Tia Rice (WDA 10)

Next ASSET User Group meeting- Minute Taker: Suzanne Reinstein (02)