

**Workforce Investment Act (WIA)  
ASSET User's Group  
Thursday, July 26, 2007**

**Minutes**

**Members present:** Lynn Krause (1), (2), Sue Wile (2), Stan Kogutkiewicz (vets), Anita Gorham (03), Renee Kemp (3), D.J. Bloum (03), Al Hesse (04), Jane Spencer (6), Joleen Prentice (07), Deb Kalinoski (07), Amy Scarborough (09), Victoria Harmon (10), Shannon Moe (11), Kathie Edge (JS-11), Duane Frisch (DWS), Matt Mita (DWS), Diane Bartels (DWS), Tim Hinehline (DWS).

**Meeting Called to order by Shannon Moe at 9:30 a.m.**

**June's Minutes** – Reviewed; Al Hesse made motion to accept minutes and Anita Gorham 2<sup>nd</sup> the motion.

**ASSET 2.7.4** – Went into production over the weekend of July 13-14. Diane reviewed the changes on the overhead:

O'Net Auto Coder – Stan Kogutkiewicz questioned having this on the Manage Employment screen and felt it was needed. Matt will check into disengaging that feature on this screen.

Manage Exits – Importance of worker reviewing the information prior to the system automated exit because the information entered on this screen will auto-populated to the ASSET Exit Details screen.

Manage Services – “All Services” was added.

System Reports – Exit and Exit Warning. Make sure Internet Option is marked for Every Visit to Every Page so that you don't get an ERROR message.

Diane indicated ASSET User guide was updated with these July changes.

**ASSESSMENT** – Changes are being planned for 2.7.6 allowing only 1 assessment at a time and will start creating historical history. Matt is requesting any suggested changes should be submitted by Wednesday, August 1, 2007. Anita Gorham will forward a spreadsheet that previous committee team created.

**Changing Case Managers** – A utility is being developed to assist local staff to easily change case managers.

**Employability Plan** – Matt was seeking thoughts on whether it would be advantageous to have EP saved as historical data. Members voiced that wasn't high priority.

**TESSA Update** – Staff are BETA testing it and next week local staff will be testing it. Data downloads have been a challenge due to security issues but with the help from Becky Powell, it is moving forward waiting for signed MOU agreement. Next month

during meeting standard forms will be available for review. Members should be ready to show samples of forms that need to be utilized.

### **WIA Training –**

- WIA Youth Programs Performance Measures Workshop - Tuesday, July 31, 2007 -- *Everything You Want to Know About WIA Title 1 Youth Performance, But Have Been Afraid to Ask. **Still accepting.***
- *Knowing How Your Program is Doing, Sooner: Using Real-Time Measures to Manage for Quality Services for Wisconsin's Workforce Programs (Summit)* is set for Wednesday, August 15th in Madison. **Still accepting.**
- WIA Adult, WIA Dislocated Workers and Trade Adjustment Assistance (TAA) Programs Performance Measures Workshop - Wednesday, September 5, 2007 **CLOSED**

**Spring & Fall Roundtable sessions** – Suggested sessions: Ethical Issues & Confidentiality; Employer Contacts; Drug Testing; ITA; 35% Training; Career Pathways; Financial Literacy. Other locations are being considered for the Roundtable.

**Technical Assistance Workgroup** – They need new members to rejuvenate the group.

**TO DO LIST** – Anita reviewed the list.

**New Business** – Vets & Training Report – Compare all services and how many are veterans. Unsure what WEBI Report # WDA's are responsible for a percentage of veterans being served. Policy Memo 1-07 was issued requesting a 7-8% goal; will check with Karen Pfiel.

**Closure** – Al Hesse made the motion to close the meeting with Anita Gorham 2<sup>nd</sup> the motion.

**NEXT Meeting** – Will be a Webinar on August 23<sup>rd</sup>.