

Monthly WDBs/DOL Meeting  
Tuesday August 28, 2018  
1:00 PM  
Department of Labor  
200 Folly Brook Boulevard  
Wethersfield, CT  
Conference Room A

**In attendance:**

Ram Aberastruia, Mark Polzella, Rob Bongiolatti, Bibi Amin, Denise Collins, Lisa Sementilli, Lynn Lawrence, Jimmy Guevara, Laurie Colburn, Kim Eckrote, Mike Fitzgerald DOL-Performance; Joe Criscuolo TRAT/AA; Kathy Marioni, Mark Stankiewicz, Eddy Cajigas, Karen Quesnel, DOL-OWC; Linda Ladas, DOL-ES Operations; Daryl Dudzinski, Deputy Commissioner; Michael Hayden, NRWIB; Virginia Sampietro, Carol LaBelle, EWIB; Kymbel Branch, Jill Watson NCWDB; Shelly Henderson, Wendy Garcia.

**Welcome and Introductions-**

The meeting was called to order 1:10pm.

**MINUTUES**

Ram requested a motion to accept minutes/notes from the last conference call which occurred on July 17, 2018. A motion to accept the minutes as indicated on the CTDOL Web site at: [July WDB Minutes](#) was made by Mike Hayden and seconded by Carol LaBelle. The motion passed unanimously.

**CORRESPONDENCE**

There was no correspondence this month.

Ram requested that the agenda be modified to allow guest speaker Michelle Morris of the Office of Wage and Workplace Standards to discuss youth and the requirement of working papers. Ram indicated that it was important for WDB's and their providers to have a complete understanding regarding workplace employment rules for youth. Michelle reviewed that youth ages 16-17 are required to have working papers prior to any employment. Working papers can be obtained from the school district where the student resides or from the City/Town Hall. The penalty to the employer for employing youth ages 16-17 without working papers is \$600.00 per student. Copies of the papers should be kept for two years. Ram indicated that the goal with employers was not to be punitive but informative. In this regards the Office of Wage and Workplace standards is responsible for ensuring employers adhere to the law. While youth ages 14-15 are not required to have working papers for most employment, the hours and types of work are restricted. Youth aged 14-15 are required to having working papers if employed by a golf course or supermarket. In addition these youth may not work in the restaurant industry.

## **OLD BUSINESS**

### Measurable Skills Gains

Laurie discussed the Measurable Skills Gains reporting information that she had sent via email to all WDB's. Specifically she reviewed the following two bullets from the document.

- The specification now excludes participants when the actual end date of the training or education service is outside of the report period. It is expected that Geo will update their predictive report after PY17 reports are submitted.
- The MSG specification for Youth excludes the new code value 4 – Youth Reportable Individual.

A discussion regarding TAA and WIOA co-enrolled individuals ensued. Kymbel indicated that there was a lack of communication regarding who was responsible for tracking this measure within the CTHires system. There was a feeling amongst the WDB's that while they were responsible for the performance measure for co-enrolled individuals they had no way of ensuring that the measure was taken appropriately or correctly since TAA staff were responsible for the entry of the measure. Joe indicated that he is working closely with DOL TAA counselors in the field and they will be instructed how to properly enter this measure. He is awaiting clarification from region regarding benchmarks.

Mark reminded the group that while the MSG performance measure is an important factor, the benefits of co-enrollment can far outweigh just the MSG measure. Kathy also indicated that TAA clients represent greater opportunity for better credentials and placements in employment with higher earnings.

Everyone agreed that both clients and staff would benefit from better communication regarding co-enrolled individuals.

#### ETPL Updated Endorsement Form

Mark passed out the updated ETPL endorsement form. WDBs will be provided with an electronic version of the form so that they are aware of the most current form being used by the CSCU system. A question was raised regarding the applicability of this form being used with other training providers outside of the CSCU system. This will require some additional research. As a reminder the form is only necessary for CSCU programs that do not lead to an independent credential but wish to be considered to result in an industry recognized credential and does not impact the provider or program in becoming eligible to be included on the ETPL.

## Survey Results

Discussion concerning customer survey results focused on the minimal amount of results received. WDBs have conducted surveys and focus groups as part of the One-Stop Certification process as well as used a variety of other methods to collect customer feedback. WDBs were requested to send results from those efforts to be included with the WIOA Annual Report narrative.

Additional discussion took place regarding other approaches to surveys including the use of iPads from OWC. South Central is embarking on a method that may have merit throughout the state and will share information as more details become available.

## NEXT MEETING

Scheduled for Tuesday September 25, 2018 at 1:00pm

## ADJOURNMENT 2:20PM