

Monthly WDBs/DOL Meeting  
Thursday, June 1, 2017  
1:00 PM  
Department of Labor  
200 Folly Brook Boulevard  
Wethersfield, CT  
Conference Room A & B

## WELCOME AND INTRODUCTIONS

Ram Aberasturia called the meeting to order at 1:03 p.m.

## APPROVAL OF MINUTES

Ram indicated the first order of business was to approve April's minutes which were distributed prior to the meeting in draft form. On the attendee's list, Nestor Leon's region was changed from NCWDB to The WorkPlace, and Kim Andy from OWC and Shelly Henderson from Capital Workforce Partners were added. Mike Hayden, Northwest Regional Workforce Investment Board, made a motion to accept the previous month's draft minutes. Julie Watson from Capital Workforce Partners seconded the motion. The minutes were approved unanimously.

## CORRESPONDENCE

No correspondence this month.

## OLD BUSINESS

### YOUTH SUMMIT

Rob gave an update of the Youth Summit. DOL is moving forward, but not as aggressive as in previous months. He noted that with the contract season upon us, priorities had shifted. The development of the surveys has been completed. Rob requested participant lists with email addresses from the WDBs of people who are interested in attending so he can send the surveys out. The final touches on presenters are coming together. Today, Rob reached out to Kelly Fitzgerald about individual discussions to design plenaries in the afternoon. He is waiting for a response.

### WIOA POLICY MANUAL

Rob referred to a June 1, 2017 deadline for comments, although the manual is not final and additional comments are welcomed. It is a living document which will be updated from time to time as required. The online manual includes policies that have been previously agreed to in addition to those which are clearly defined in federal WIOA law, regulations and TEGLS. Additional policies still need to be developed and adopted based on state and local requirements. As new versions of the manual are developed, notes will be included as to the reason for the update.

### **MEASURABLE SKILLS GAINS**

Rob Bongiolatti and Laurie Colbourn spoke about Measurable Skills Gains and confusion regarding benchmarks. Rob pointed out those specific definitions regarding skill gains could be found under the section of the policy manual entitled: “Assessment and Planning” under the subcategory III Basic Skills Assessment Guidelines. This section includes examples of the various skills gains which may be utilized under WIOA laws and regulations. In addition, documentation required for each skill gain is indicated. WDBs were reminded that in many cases program completions which might not result in a credential could be used to indicate a skill gain depending on the individual circumstances. While the system will automatically track skill gains for participants who pre and post-tested with increases, it is not yet clear where other skills gains are automatically associated in the CTHires system. As such it was recommended that all skill gains be indicated under the Skill Gains tab in the WIOA program management tab. WDBs were reminded that one skill gain per program year could be recorded. A suggestion for additional desk-aides and training was made and supported by the group. Rob will work on this with an August deadline.

### **RFI**

Mark reported that after consultation with our vendor, Geographic Solutions does have the capability of triggering services when a participant watches or interacts with video learning resources. A discussion of the costs based on the services requested would be required before setting this up. Continuing research regarding content and design is ongoing.

### **.NEW BUSINESS**

### **MOUs**

Kathy Marioni discussed that a year ago local planning guidance was issued to WDBs and WDBs were asked to submit what they had at that time, which included those entities which the boards needed to partner with. Kathy handed out a copy of GP 17-02 issued by the OWC in regards to One-Stop Infrastructure cost sharing. Kathy requested the WDBs submit a list of where they are in this process as of 7/1/2017 minus infrastructure cost arrangements. Signed MOUs with required partners should be submitted to Kim Andy or Kathy Marioni. As of 10/1/2017 the MOUs should include infrastructure costs and/or an identification of specific examples where DOL could intervene on the WDBs behalf to work out issues. DOL is aware issues with various partners in getting them to work on this important issue. Deputy Commissioner Westby indicated he would be willing to intervene if required with other partner commissioners to resolve any identified issues. Carol LaBelle discussed challenges with housing in her area regarding monetary contributions. It was indicated that Kathy would first attempt to negotiate locally with other state agencies before raising issue on a state level. It was discussed that all parties needed to agree to a common allocation methodology. It was agreed that it was in everyone's best interest to avoid having the Governor intervene with an edict. CTDOL is looking at an allocation tool developed by Wisconsin which may be used as a best practice.

### **STEP UP**

On 5/12/2017 the state Bond Commission allocated an additional one million dollars for Step-Up however our business management unit has yet to receive the funds. They are in the process of reaching out to see where the money is so that contracts may be allocated for funding. \$40,000 in administrative funding will be available to each board.

### **ETPL**

A number of issues were discussed including the following:

1. Converted providers are still unable to be certified by the locals for state approvals. This error is a result of the providers missing area designations. Geographic Solutions is in the process of compiling a list of those which will need to be corrected to see if an automated fix can be processed.
2. Once a resolution to the above issue is completed Geo will arrange for a walk through to specifically address this issue with the WDBs.
3. Continuing eligibility for those providers who applied by 6/30/2017 should be set to Continued Eligibility with a date two years in the future. Programs however, must be

reviewed yearly. Providers need to begin entering performance information into the system as soon as possible. Geographic Solutions is developing a batch process for this however it is not currently available. State Community Colleges are submitting their information to the Board of Regents who is entering the information on their behalf. Page 4/5 of the ETPL application indicates the requirements for providers. Based on the time frame for submission of 6/30/2017, it is unlikely that any provider will be removed this year for performance related failures.

4. It was requested that a desk aide be developed for providers (representatives) on registering in the CTHires System and entering performance information. Rob will try to have this ready for the next meeting but it is more likely to not be completed until August.

5. A request was made to research Distance Learning and the potential of adding this as a credentialed program on the ETPL. Rob indicated he would begin research on this and report out at the next meeting.

### **AJC CONDUCT POLICY**

WDBs requested guidance on dealing with clients on a uniform basis. They expressed an interest in a mechanism that would make all WDBs aware of a difficult client being handled by another WDB. Mark Polzella and Ram Aberasturia agreed to take the lead on coordinating efforts on a universal policy.

A suggestion was made regarding training staff to alleviate situations.

### **SECTOR PARTNERSHIP NEG**

No cost extensions were given to three WDBs: The WorkPlace, Capital Workforce Partners and the Eastern WDB. During a monitoring visit by USDOL, it was noted that activities were low. A suggestion was made to set up monthly meetings to boost activity. During RESEA presentations, clients are informed about Sector Partnerships. There is still an interest by WDBs to expand sectors.

### **MONITORING**

Rob informed the WDBs that DOL was in the process of issuing letters regarding upcoming monitoring of PY 16 WIOA programs. He explained the process would take four weeks per WDB, with an on-site visit during week four. He stated the monitoring tool was designed to be from the perspective of job seekers and employers, and

incorporated suggestions by the WDBs. He further explained that monitoring will now be a yearlong cycle.

## **CONTRACTS**

Mark gave an update on PY 17 WIOA contracts. Current contract amounts are based on planning estimates issued by USDOL transmitted via *TEGL 14-16*. CTDOL is still waiting on final allocations. In the interim, contracts will be moved forward through the approval process, with the expectation that contracts will be modified.

In regards to the Summer Youth Program, Boards expressed concern that in absence of a state budget and contracts not executed timely, they would not have time to put a summer youth program in place.

## **ACTION ITEM**

A request was made for WDBs to submit schedules for upcoming Board Meetings. The following dates were given by WDBs for the immediate future:

Northwest – June 8, 2017  
North Central – June 16, 2017  
Southwest – June 16, 2017  
Eastern – June 18, 2017

## **FUTURE TOPICS**

Mark Polzella announced that Mary Ziomek would be reaching out to WDBs regarding Annual Report submissions.

## **ADJOURNMENT**

Mike Hayden, Northwest WDB, made a motion to adjourn the meeting. The motion was seconded by Virginia Sampietro from the Eastern WDB.

## **NEXT MEETING**

July 13, 2017

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