

Monthly WDBs/DOL Meeting
Wednesday, February 14, 2018
1:00 PM
Department of Labor
200 Folly Brook Blvd.
Wethersfield, CT
Conference Room A&B 2nd Floor

MINUTES

PRESENT: R. Aberasturia, N. Leon, C. LaBelle, V. Sampietro, G. Fonseca, J. Guevara, D. Dudzinski, S. Henderson, Julie Watson, L. Colbourn, K. Andy, K. Branch, R. Bongiolatti, M. Polzella, K. Marioni, E. Cajigas, S. Fracasso, B. Amin, D. Collins, L. Lawrence, S. Kerlew, M. Ziomek.

- **WELCOME AND INTRODUCTIONS.** Ram Aberasturia called the meeting to order 1:03 PM.
- **APPROVAL OF MINUTES.** A motion to table the approval of minutes to allow for additional review was made by J. Watson and seconded by N. Leon. The motion was approved unanimously. Minutes of October 6, 2018 moved. J. Watson moved. N. Leon seconded the approval of minutes. Approved by voice vote, unanimously*.

* After all discussions and prior to setting the next date and time of the next meeting the review of the October 6, 2017 was completed and approved.

- **CORRESPONDENCE** - None
- **OLD BUSINESS**
 - ◆ **Step Up**
 - Ram lead discussion regarding a change of 50/50 distribution of funds for small business and small manufacturing- decision is pending.
 - Confirmed there is 4 million dollars available to write contracts. WDBs were told to continue to write as many as they can.
 - STEP UP dollars can be used for Apprentice and Pre-Apprentice programs with stipulations noted in C.G.S. § 31-3pp. The Northwest is planning to take advantage of this opportunity and North Central is contemplating this opportunity. The goal is to get more employers involved.
 - Legislation change regarding the inclusion of municipalities that did not meet the unemployment rate eligibility criterion established in the original Step Up legislation pertaining to the Step Up Small Business component may be considered in the future.
 - K. Marioni was pleased STEP UP funding can be used for Pre-Apprentice and Apprentice for manufacturing programs with under 100 employees. Asked for feedback.

- M. Polzella explained the legislation, eligibility and orientation for STEP UP Program.

◆ **ETPL**

- There will be a separate meeting regarding the EPTL to be discussed in the future. Mark added the focus should be on initial eligibility, data entry and approvals, changes to policy and endorsement forms. The outcome is to allow for flexibility in programs which do not directly lead to a credential to be included on the ETPL. Good use of ITA funds provides good opportunity for participation if so desired.

◆ **YOUTH SUMMIT NEXT STEPS**

- Rob led a discussion regarding the success of the Youth Summit Symposium. Lyn Lawrence discussed a collaboration currently underway with DMHAS Young Adult Services. The collaboration entails collecting surveys from providers and youth on both agencies can better serve youth through the AJC centers. A meeting is scheduled in March, 2018 with DMHAS Young Adults Services to kick off the effort and share information obtained. The Summit outcome resulted in Action Steps that are located via link to DOL website under WIOA Youth.

“Next Steps” include:

- 1) Support the newly formed Youth Leadership Network by networking with state agencies, Workforce Development Boards, local providers, non-profit local and national youth leadership movements to provide resources, technical assistance and mentoring.
- 2) Meet with Local Workforce Development Boards to determine options for expanding the Youth Leadership Network regionally and state-wide.
- 3) CT working Cities Initiative-Youth Programs in NW and NC for at risk youth, getting pre-apprenticeships and connect to employers upon graduation with gainful employment-at least minimum wage
- 4) Convene quarterly meetings with Workforce Development Boards and their Youth providers to provide support and technical assistance in delivering quality WIOA services to ISY and OSY.
 - Share best practices
 - Maximize use of funding
 - Determine a resolution for providing basic skills deficiency training to high school graduates who are still basic skills deficient.

- Look for ways to find support regionally for issues Youth Programs are encountering and look for ways to reach additional disconnected and disengaged youth.

5) Collaboration with UCONN Center for Applied Research – too extensive and needed more commitment resulting in too costly and challenging. Framework is set to work with other Universities if the opportunity presents itself.

- J. Watson indicated it is too late to address anything related to procurement, which is due next Tuesday. She asked for generous lead time in scheduling the youth meeting. She thanked and was appreciative of L. Sementilli for attending an event at CWP.

- **OTHER OLD BUSINESS, IF ANY - None**

- **NEW BUSINESS, IF ANY**

- ◆ **Monitoring**

- Mark gave a heads up on DOL monitoring for the WDBs.
- Fiscal monitoring will be done by S. Kerlew and B. Amin in the near future – approximate April for SC. The WDBs will be contacted for scheduling and asked for pre-monitoring information.
- Program monitoring will be done by DOL Staff and finishing up soon. Goal is year round approach – ongoing basis. Portions of the Program Monitoring will not be as formalized. Designated Staff region leads will be point of contact, schedule monitoring and complete the tool throughout the year. Additionally, leads will attend Board Meetings workings with WDB staff throughout the year. Outcome is for DOL to be more engaged and involved year round. C. LaBelle suggested a partnership with WDBs and DOL for monitoring vendors. Resulting in less duplication.
- K. Marioni and K. Andy informed the WDBs OWC will monitor at the end of March, 2018 and will coordinate their monitoring with the Feds (USDOL).

- ◆ **CT HIRES**

- Rob informed the “New Build Version” went out Jan 15, 2018. New information was sent to all WDB’s and should be shared with front line staff. The new build has many improvements to meet the new Federal requirements under WIOA but still does not solve all Federal reporting issues. Feds are still working on reporting issues. Rob advised to keep reporting any issues experienced. It was suggested that records are kept of recently reported participants in CT HIRES – Like South Central WDB.

◆ IFAs

- Mark congratulated all involved – CTDO, WDBs, OWC as well as other state agencies and partner organizations on getting them completed. IFAs expire June 30, 2018. We should have future discussion of what is expected in the next round. J. Watson mentioned incorporating operating costs for square footage and shared cost for clients.
- L. Colbourn spoke on reporting for shared costs related to customers served is difficult to track because the Dept. of Education does not ask for social security numbers which makes it difficult to match information in the system.
- Mark asked the WDBs to start thinking of each layer of contribution and reconciliation. Does the MOU reflect service collaboration?

◆ One-Stop Certification

- K. Andy – OWC reported that they completed the certification process for one comprehensive center. The four other regions will be scheduled within the next couple of months. Based on predetermined criteria OWC was satisfied that the One-Stop reviewed met their requirements. OWC will ask each WDB for feedback. The East who's one stop was reviewed indicated that it was a lot of work, but they learned a lot. South Central conquered, indicating that the process brings people together, to talk about services and to form stronger alliances. Southwest indicated that the process creates efficiency and conversation, allowing monitors to observe various services, collaborations and move awareness from one service to another.
- K. Marioni thanked everyone for participating, good discussions and opportunities. Looking to do more Mystery Shopping and offer a fresh perspective.

◆ WIO State Plan

- K. Andy of OWC indicated the WIOA State Plan needs modification and the due date is March 15, 2018. Asked WDBs to review their portion of the plan they contribute to. Asked for comments by February 23, 2018 and will revise for public comment by March 15, 2018. Local planning – each WDB will modify their local plan for this year by June 1, 2018 to be effective July 1, 2018. Information will be available on our website for public view.

◆ AJC Conduct Policy

- D. Dudzinski thanked everyone for their partnerships within the AJC during UI's high peak period. He added that the conduct policy was approved and is looking into staff training on

that policy moving forward. Additionally, looking to increase the level of security within the AJs.

◆ Security Camera

- AJs and affiliate staff are asking for security cameras. K. Marioni is pursuing funding for the security cameras. If obtained, we can move forward to determine the requirements, establish a contact in each region, solicit bids, and purchase cameras for installation. J. Watson offered alternatives mentioning the use of State Police Officers may be lower costs and training for behavior in high risk situations would be useful. N. Leon asked who will store, monitor, and update videos? D. Dudzinski responded the vendor will provide support and storage. Also Patrick T. of DOL will secure requirements and vendors. D. Dudzinski will send an email to the WDBs for contacts so Patrick T. can get things moving forward.

● **NEXT MEETING DATE AND FUTURE TOPICS, IF ANY**

- ◆ Thursday, March 15th, 2018 @ 1:00pm No New Topics
- **ADJOURNMENT.** 2: 55 PM moved by J. Watson, seconded by N. Leon.