

## Policy Academy Meeting Minutes

May 12, 2015  
9:00 – 12:00  
Video Conference

### Present:

WDA 1	–	Sandy Ellsworth, VRC (term expires December 2015)
WDA 2	–	Pang Xiong, VRC (term expires June 2017)
WDA 3	–	Timothy Trokan, VRC (term expires December 2015)
WDA 4	–	Jaime Brown (term expires June 2016)
WDA 5	–	Caralee Morrison, VRC (term expires December 2015)
WDA 6	–	Patty Noland, VRC (term expires December 2016) – Keilie attended in her place
WDA 7	–	Gadeen Taylor-Duke, VRC (term expires June 2017)
WDA 8	–	Chao Xiong, VRC (term expires June 2016)
WDA 9	–	Erin Barstad, CCC (term expires June 2016)
WDA 10	–	Rebecca Tyler, CCC (term expires December 2016)
WDA 11	–	Teri Cottrell, CCC (term expires December 2015)
CAP	–	Deb Henderson-Guenther
WRC	–	Linda Vegoe
CO	–	JoAnna Richard, John Haugh
Policy Analysts	–	Sarah Lincoln
Stakeholders	--	John Lui, SVRI; and Tim Tansey, UW-Madison

**Facilitator: Deb Henderson-Guenther**

**Recorder: Rebecca Tyler**

**DVR Update - JoAnna Richard**

[WIOA Power Point Presentation from JoAnna](#)

1. Pre-employment transition service for students
  - This 15% of federal grant money will need to be spent on students with IEP, 504 Plan or otherwise potentially eligible for DVR (5 services)
2. Implementation of 511 requirements (to begin July 2016) and Supported Employment
  - Steps will need to be provided (PETS) before sub minimum wage placement

3. Wait List and disability awareness training to partners
  - May have to deliver training to partners
4. Capacity of Current Service Providers/establishing set fees for some services
  - There will also be new performance measures
  - Joanna would like the WDA's to present the New Service Delivery Model and brainstorm – report out the next PA meeting

#### LAB audit

- VR program expenditures, staffing levels as well as wait list individuals served
- Whether program services provided to a sample of participants were reasonable and allowable under policy
- Extent the program helped participants employment opportunities

#### Customer Service

- Discussed Trends
- Would like the WDA's to compile a list of the best practices and how to improve customer service – *report out next PA meeting*

#### **Report out on suggest use of stipend for travel for Providers - Deb**

- JoAnna will follow up on this with Lorie Lange

#### **Use of OJT in conjunction with I/TW - Deb**

What is current WDA practice?

- Discussed that it is not a practice to use the ITW into the OJT. Looking for trends, verifying that the employer has valid employees and not independent contractors

How are BSC's suggesting this?

- It was decided that if the guidance piece was to be reviewed to potentially add additional items if needed.

Should there be clearer guidance related to preferred use of OJT?

- It was decided that a sub-group will get together to review the OJT process (guidance piece).
- Create cheat sheet for providers on how the TWE/OJT works? Incorporate tips and tricks
- Need to ensure that the OJT is really an employer not a private contractor.
- It is important that the company files UI wages.
- Do they have employers currently?
- Gina Haupt has access to social security information to confirm UI wage information.
- TW doesn't have to be 3 months. Vendors have this perception.

The sub group is to include:

Amy Studden

Sarah Lincoln

Deb Henderson-Guenther

## **Job Coach or other Provider holding a 14 c certificate – Sarah Lincoln**

Is this a conflict of interest?

Are they doing the best job that they can?

- It was suggested that the Providers access sub minimum wage employees and then engage them to follow them and check back in 6 months then each year
- Trying to avoid the "cycle" where they are placed in the community from the sheltered workshops and then they lose the job and go right back to the sheltered workshops.

How should DVR respond to this emphasis in WIOA and 511?

- It was discussed that ideally we would like to stop the process of placing a consumer only a few hours in the community employment and having them stay working in the sheltered workshops

## **What is prevalence of schools contracting with 14 c certificate holders? – Sarah Lincoln**

Do the WDA's have any knowledge of this practice?

- We went over Kathleen's list of students with a child labor permit – this list will be emailed out
- It was to be reiterated to the WDA's not to accept the recommendations from SE assessments at sheltered workshops

Where is it happening?

- It was decided that all WDA's will count the number of schools in the WDA (and their names), the number of students, and who they contract with – report out at next PA meeting

**Next meeting IN PERSON Aberg Job Center Madison, WI July 14, 2015**

**Agenda items:**

- **Customer service best practice – report out from each WDA**
- **Discuss ongoing training needs for staff**
- **OJT Sub-Committee report out**
- **Review membership**