



## **WIOA COMMITTEE**

GoToMeeting® 11:30 – 12:30 PM  
Wednesday, October 20, 2016  
Walt Sullivan Building, Helena, MT

**MEMBERS PRESENT:** Commissioner Jane Weber (Chair); Commissioner Mike McGinley; Paul Gatzemeier; Casey Blumenthal; Margaret Bowles; Jim Marks; Arlene Templer; and Paul Hopfauf

**MEMBERS EXCUSED:** Robert Minto

**STAFF:** Shannon Lewis and Casey Schreiner

**CALL TO ORDER/ROLL CALL:** Chair Weber called the meeting to order at 11:00.

**ROLL CALL:** Shannon Lewis conducted roll call and established a quorum.

**AGENDA:** Chair Weber asked for a motion to approve the agenda.

***Mr. Gatzemeier moved, and Ms. Bowles seconded a motion to approve the agenda.***

***The motion carried.***

**SEPTEMBER 6, 2016 MINTUES:** Chair Weber asked for a motion to approve the draft meeting minutes from the September 6, 2016 WIOA Committee meeting.

***Mr. Hopfauf moved and Mr. Gatzemeier seconded a motion to approve the September 6, 2016 WIOA Committee draft meeting minutes.***

***The motion carried.***

### **REPORTS:**

#### **INFRASTRUCTURE FUNDING:**

Shannon Lewis gave an update on WIOA's requirements for all One-Stop partners to share in the infrastructure costs of operating the One-Stop System. The U.S. Department of Labor is scheduled to release additional guidance on this topic in December. Once the guidance is issued, the WIOA Committee will work with all partners and the One-Stop operator on allocating the costs of operating Montana's One-Stop System.

### **NEW BUSINESS:**

#### **ONE-STOP OPERATOR CERTIFICATION APPLICATION APPROVAL:**

Shannon Lewis presented the final application for the committee's approval. The final application asks applicants to include the following:

1. Executive Summary:
  - a. Mission Statement
  - b. Goals
2. Organizational Chart/Structure
  - a. Firewall Plan
3. Organizational Philosophy
  - a. Information Sharing Plan
4. Organizational Marketing
  - a. Name and Signage Branding
  - b. Outreach
5. Services and Partnerships for each required program and partner within the One-Stop System;
6. Business Services Summary; and
7. A summary of the applicant's facilities.

The application is scheduled to go out the first week of November. Once the application is released, Casey Schreiner and Shannon Lewis will host a webinar for all interested applicants.

***Ms. Blumenthal moved and Ms. Templer seconded a motion to approve the One-Stop Operator Application.***

***The motion carried.***

***Mr. Marks and Ms. Bowles abstained from voting as they are partners in the One-Stop system.***

#### **ONE-STOP OPERATOR SCORING TEMPLATE:**

Shannon Lewis walked the committee through the scoring template for the One-Stop Operator. The template provides each reviewer the ability to comment on each section of the application to justify the scoring. The template is publicly available and will enable each applicant the ability to see how it will be scored and reviewed before they begin the application process.

***Ms. Templer moved and Mr. McGinley seconded a motion to approve the One-Stop Operator Scoring Template.***

***The motion carried.***

***Mr. Marks and Ms. Bowles abstained from voting as they are partners in the One-Stop system.***

#### **FEDERAL IT GRANT:**

Casey Schreiner discussed the \$1.1M IT grant that was awarded to the state of Montana to better integrate and coordinate data and information between the Department of Public Health and Human Services, the Department of Labor, and the Office of Public Instruction. This grant will be critically important as we move forward with developing a comprehensive and coordinated One-Stop System in Montana as it will enable agencies and partners to better coordinate services and assist clients.

#### **ADJOURNMENT:**

***Mr. Gatzemeier moved and Ms. Blumenthal seconded a motion to adjourn the meeting.***

***The motion carried.***

Chair Weber adjourned the meeting at 11:46 AM.