**W-2 Contractors’ Meeting** **Location:** MS Teams

**Date:** March 27, 2024

**Time:** 10:30am – 12:00pm

Invitees

FSC  Equus  WRI  WCI  AWWI  UMOS  Ross  Maximus Inc

**Please share the meeting minutes with your staff and access the** [DCF website](https://dcf.wisconsin.gov/w2/partners/toolbox/contractorsmeeting) **for agendas and meeting minutes for previous W-2 Contractors’ Meetings.**

Call in option:

Microsoft Teams Meeting

**(608) 571-2209, 120 701 188#**

Agenda Items

1. WELCOME & INTRODUCTIONS **Owner**: Anna Sainsbury

**Time Allotted:** 5 minutes

Details: Roll Call

Discussion:

* Anna took attendance.
* BWF Director Patara Horn is at an on-site monitoring visit and will not attend today’s meeting.

1. NEW LANGUAGE INTERPRETATION POSTER **Owner**: Beverly Jenkins

**Time Allotted:** 10 minutes

Details: Update and/or discussion

Discussion:

* See the PowerPoint presentation below.



1. DCF STAFF UPDATES **Owner**: Anna Sainsbury

**Time Allotted:** 5 minutes

Details: update and/or discussion

Discussion:

* Brianna Chaffee has accepted the Milwaukee Operations Section Manager position.
  + Brianna is currently a Contract Specialist in the BWF Contract Administration Section.
  + Previously, she was a Financial and Employment Planner (FEP) and Quality Assurance (QA) supervisor at ResCare (now Equus).
  + She will begin her new role on Monday, April 8, 2024.
* John Doudna has accepted the BWF Contract Administration Section Manager position.
  + John is currently the QA supervisor at Maximus.
  + He will begin his new role on Monday, April 22, 2024.
* Refugee Programs Coordinator Tom Targos is retiring on Friday, April 5, 2024.

1. WPR REPORTING **Owner**: Rob O’Connell

**Time Allotted:** 10 minutes

Details: update and/or discussion

Discussion:

* See the PowerPoint presentation below.



1. SYSTEM UPDATES **Owner**: Heidi Hammes

**Time Allotted:** 5 minutes

Details: update and/or discussion

Discussion:

* The Genesys system will be discontinued and replaced with an updated platform.
  + This will require a complete changeover to a new platform and will include updated workflows.
  + There will be a period when both systems are available, but telephonic signatures should be collected using the old system until CWW changes are moved to production, tentatively in June 2024.
  + Rob Schampers is the contact person for this project and has already informed agencies via email.

1. AGENCY UPDATES **Owner**: W-2 Agencies

**Time Allotted:** 40 minutes

Details: Updates

Discussion:

* Maximus
  + Maximus is organizing the following upcoming events:
    - Wednesday, April 3 – Healthcare-focused job fair at Maximus.
    - Thursday, April 11 – Employment resource and training fair at MATC Walker’s Square.



* + - Wednesday, April 17 – Business and Career Fair with the Latino Entrepreneurial Network.



* + - Monday, April 22 – Earth Day event in partnership with MATC to clean up areas throughout Milwaukee County (open to participants and staff).
    - Wednesday, May 8 –Blooming Into Success Resource Fair at Maximus.



* UMOS
  + Several new staff members are in New Worker Training.
  + UMOS is focusing on improving staff performance through one-on-one training and Technical Assistance.
  + UMOS is looking to fill a trainer position.
  + UMOS collaborated with the Milwaukee County Health Department on a vaccination clinic held on Monday, March 25, 2024, which was well attended.
  + The Youth Education Navigator will hold an event titled March Motivation and Preparing for Summer Work on Thursday, March 28.
    - The event will focus on life skills, employment preparation, and keeping youth engaged and motivated to stay in school.
    - Gift bags and lunch will be provided.
  + UMOS will hold two employer events in April and has more planned for the summer.
  + UMOS continues to focus on developing partnerships with community organizations.
* WRI
  + Since February 2024, WRI has been working with World Relief to support refugees from the Democratic Republic of the Congo who resettled in the Chippewa Valley by helping them enroll in W-2 and Refugee Cash Assistance (RCA). One RCA recipient started employment on Monday, March 11.
  + WRI has entered 58 POP claims and 48 have been validated.
  + The Adult Education Navigator is successfully conducting outreach, which has resulted in nine recent GED/HSED completions.
  + WRI added a training facilitator to the staff at the beginning of the year, and the agency now has a comprehensive training program for new and experienced staff.
* Forward Service Corporation (FSC)
  + The Youth Education Navigator team is working with approximately 12 high school graduates on future plans, discussing technology needs, and handing out supplies. Some graduates are moving to apprenticeships and vocational-technical training programs.
  + FSC is continuing to focus on client engagement efforts. The agency recently held a FEP symposium to discuss how to engage more clients to participate successfully.
  + FSC is doing light shadowing and observing by having lead staff sit in on appointments to ensure FEPs are on target with motivational efforts.
  + FSC is working to secure motivational interviewing training for staff.
  + FSC is working with partners to organize spring and summer resource and job fairs.
* America Works of Wisconsin Inc (AWWI)
  + AWWI is holding a human trafficking awareness workshop on Wednesday, March 27.
  + AWWI held a teen dating violence workshop.
  + The Youth Education Navigator held a teen financial literacy class. Over 20 students attended.
  + AWWI is holding an event for success on Wednesday, March 27. Staff from the City of Milwaukee will talk about renting and dealing with landlords.
  + AWWI will hold an event to provide mental health and first aid training for clients.
* WCI
  + WCI staff have recently been attending career fairs and child support job fairs.
  + WCI is planning a fall job fair in La Crosse.
  + The current transportation program in La Crosse County continues to thrive. The program has given out $35K in grants for car repairs and is still accepting applications.
  + WCI conducted an internal survey regarding staff experience and diversity, equity, and inclusion opportunities.
  + WCI staff will attend TDCON2024 in La Crosse.
  + WCI will provide motivational interviewing training for staff in May.
* Ross
  + Ross purchased virtual reality headsets for participants to use for educational opportunities. They will be used in conjunction with assessments.
  + Ross is holding a job fair on Wednesday, March 27, 2024, providing supportive services (work clothing, etc.).
  + On Thursday, April 18, Ross will host a health care event with several local employers participating.
* Equus
  + Equus is holding a cultural competence symposium on Thursday, March 28, 2024.
  + Equus staff will attend TDCON2024 in La Crosse.
  + The Youth Education Navigator is using an online school-based program to offer education that may not be offered in school districts (e.g., financial wellness).
  + Equus helped 58 youth within the last two months.
  + Equus received 17 high-wage incentive payments.
  + Equus is organizing small groups for participants to learn about topics such as financial wellness and starting an in-home child care business.
  + Equus has connected with over 100 new partners in the past six months to connect participants with resources.

1. WALK-ONS **Owner**: All

**Time Allotted:** 10 minutes

Details: update and/or discussion

Discussion:

* BWF Program and Policy Analyst Abby Harrison provided an update on the W-2 Manual Technical Revision Project.
  + Chapter 11 is in peer review and will be published during the first week of May 2024.
  + There are no policy changes but the chapter has been reorganized and many section titles have been changed.
  + If agencies have internal links to Chapter 11, they will need to be updated.
* Brianna Chaffee is making final adjustments to the 2023 contracts and will send contract amendments to all agencies to de-obligate unused funding from 2023.

1. CLOSING **Owner**: Anna Sainsbury

**Time Allotted:** 5 minutes

Details: Discussion if needed.

Discussion:

* Please submit agenda items via e-mail to Anna Sainsbury [anna.sainsbury@wisconsin.gov](mailto:anna.sainsbury@wisconsin.gov).
* Please include Topic, Presenter, and Duration for planning purposes.
  + Please provide Anna with presentation documents prior to the meeting.

Next Meeting:

Wednesday, April 24, 2024

10:30am – 12:00pm

Microsoft Teams