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

**Date:** Wednesday, August 30, 2023

**Time:** 10:30am – 12:00pm

Invitees

Anna Sainsbury (DCF)  Neb Macura (DCF) - note taker

Tony Dziedzic (FSC)  Jennifer Marks (FSC)  Stacey Eggen (FSC)

Brian Wolfe (FSC)  Sarah Kaminski (Equus)  Steve Reinhold (Equus)

Danielle Kuhn (FSC)  Christian Blaisdell (WRI)  Jody Conner (WRI)

Carolyn Frogness (WRI)  Gina Brown (WCI)  Shannon Franek (WCI)

Vang Lee (AWWI)  Carlyle Outten (AWWI)  David Frechette (UMOS)

Nicole Hagen (Ross)  Reno Wright (Ross)  Parker Rios (UMOS)

Sandra Salazar-Lozano (UMOS)  Jodi Prout (UMOS)  Jose Martinez (UMOS)

Dallas Hawkins (UMOS)  Rachel Zietlow (Maximus Inc)  Elizabeth Perdomo (Maximus Inc)

Autumn Morgan (Maximus Inc)  Randy Endsley (Maximus Inc)  Sasha Jones (AWWI)

Andrea Brownlee (WCI)  Sally Schrader (WRI)  Stephanie Stilwell (AWWI)

Representatives from Department of Children and Families, Division of Family and Economic Security: Administrator’s Office, Bureau of Analytics and Research, Bureau of Child Support, Bureau of Refugee Programs, and Bureau of Working Families, Division of Management Services: Bureau of Regional Operations; and Partner Training Team were also in attendance.

**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 conducted roll call.

1. DCF STAFF UPDATES **Owner**: Patara Horn

**Time Allotted:** 5 minutes

Details: Update and/or discussion

Discussion:

* Neng Thor joined the Milwaukee Operations Section as a Human Services Area Coordinator on Monday, July 31, 2023.
  + Previously, she was the W-2 Deputy Director at Maximus.
  + She also worked in BWF from 2014 to 2016.
* Rob Schampers rejoined the TANF Automation Section as an IS Business Automation Specialist on July 31, 2023, after departing to work at the Department of Administration.

1. LITMUS NEW WORKER TRAINING PRESENTATION **Owners**: Erin Ditscheit and

Jenny Wipperfurth

**Time Allotted:** 20 minutes

Details: update and/or discussion

Discussion:

* FSC uses Litmus learning management system for new and current worker training.
* FSC has internal New Worker Training (NWT) that runs concurrently with the DCF Partner Training Team NWT.
* Each role has a different training plan.
* Users can use checklists and a percentage indicator to keep track of their completion.
* Users must complete courses sequentially.
* Users are prompted to upload documents to show they have completed courses.
* Users participate in real-world observations related to the training material.

1. WISCONSIN SHARES POLICY CHANGES **Owner**: Liz Riley

**Time Allotted:** 10 minutes

Details: update and/or discussion

Discussion:

* See the PowerPoint presentation below.



1. TECHNICAL COLLEGE (TC) POLICY REVIEW **Owner**: Linda Richardson

**Time Allotted:** 5 minutes

Details: update and/or discussion

Discussion:

* Any of the 16 colleges in the Wisconsin Technical College System can be assigned as an activity.
* Agency workers should document that the number of hours assigned is considered full-time for a particular program and/or time period.

1. SYSTEM UPDATES **Owners**: Laura O’Flanagan and

Heidi Hammes

**Time Allotted:** 5 minutes

Details: update and/or discussion

Discussion:

* The TANF Automation Section is restarting System Subcommittee meetings.
  + Agencies are free to forward the meetings to other staff.
  + The purpose is to provide updates on system work in CWW/WWP and allow attendees to ask questions and provide feedback.
* The Fact Finding Project production date has been pushed back to Friday, October 27, 2023.
  + The project will move Fact Finding functionality from mainframe to WWP.
* The W-2 Office Administration role will be updated to allow users to add and read PIN comments in WWP.
* BRITS Phase 2 is going live on Monday, November 20, 2023.
  + A live demo is coming in Thursday, October 5, 2023.
  + Documentation will be provided on the W-2 Fraud SharePoint site.
  + For questions, contact Rob Schampers at [Robert.schampers@wisconsin.gov](mailto:Robert.schampers@wisconsin.gov).

1. REPORT PERFORMANCE MODERNIZATION UPDATE **Owner**: Rob O’Connell

**Time Allotted:** 3 minutes

Details: update and/or discussion

Discussion:

* Some reports have been released.
* Other reports are yet to be released.

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

**Time Allotted:** 30 minutes

Details: Updates

Discussion:

* Workforce Resource Inc (WRI)
  + DCF Secretary Emilie Amundson visited WRI last week.
  + WRI had 249 customers at end of January 2023 and 254 at end of July 2023.
  + Emergency Assistance (EA) applications remain high and will continue for the remainder of the year.
    - WRI is looking to add another full-time EA position.
  + The longest-serving Financial and Employment Planner (FEP) at WRI recently retired.
* Workforce Connections Inc (WCI)
  + Nothing to report.
* United Migrant Opportunity Services (UMOS)
  + UMOS had a successful back-to-school job fair for W-2 participants.
    - UMOS provided grade- and age-appropriate backpacks and supplies.
    - Food was served on site.
    - 400-500 families participated.
    - The event was scheduled for 9:00am to 12:00pm, but it continued until 3:00pm due to demand.
* Ross Innovative Employment Solutions (Ross)
  + Ross hosted a back-to-school event on Thursday, August 10, 2023.
    - 49 vendors participated.
    - The event was so well attended that food ran out.
  + The Ross Youth Education Navigator participated in a youth roundtable at Gee’s Clippers on Tuesday, August 22, 2023.
  + Ross will host a child support awareness fair for noncustodial parents and others in the community on Thursday, August 31, 2023.
  + Ross will hold a quarterly on-site job fair on Wednesday, September 13, 2023.
  + Ross staff will attend the child support state meeting on Thursday, September 14, and Friday, September 15, 2023.
  + The Ross Youth and Adult Education Navigators will attend the Summit on Poverty on Thursday, September 14, and Friday, September 15, 2023.
  + Milwaukee Area Technical College staff will be on-site at Ross on Monday, September 25, 2023.
* Maximus Inc
  + Maximus is holding on-site recruitment twice per month.
  + Aurora is launching an initiative to hire individuals with criminal backgrounds.
  + Maximus will participate in the DCF refugee database pilot program.
  + Maximus is hosting a fall learning event on Monday, October 23, 2023 (see the brochure below).



* + Staffing – Maximus is hiring for EA specialist and is fully staffed for FEPs.
* Forward Service Corporation (FSC)
  + With certain housing programs ending, FSC has seen an increase in EA applications.
  + Approximately 40% of applications submitted to FSC via ACCESS turn out to be ineligible or otherwise not appropriate for the program.
  + Education Navigator – Clients have difficulty understanding the adult basic education system. FSC is working with the Department of Public Instruction and technical schools to allow clients to move through the system as efficiently as possible.
* Equus Workforce Solutions (Equus) – Written notes provided by Sarah Kaminski, the new W-2 Project Director.
  + **Increased EQUUS W-2 Business Services Unit marketing outreach efforts:**
    - Community based organizations
    - Domestic violence support services
    - Employers
    - Hospitals (includes medical clinics, Planned Parenthood, WIC)
    - Transitional living organizations
    - Internship sites
  + **EQUUS YTD EEs: 406**
    - 52 AUG (through Friday 8/25/23)
  + **EQUUS August 2023 RCA cases:** 53
    - 14 Refugee families on W-2, 7 are in CMF+ placement
  + **Emergency Payments:**
    - 2023 May - August Cumulative Emergency Payments # checks: 7
    - 2023 May - August Cumulative Emergency Payments $ total: $4,571
    - Types
      * Rent
      * Energy Bills
  + **EQUUS YTD Job Readiness / Job Retention payments $** (as of Monday 8/28/23): $226,250
  + **EQUUS YTD Job Readiness / Job Retention payments #** (as of Monday 8/28/23): 195
    - $1000: Educational Attainment (GED, HSED)
    - $1000: Job Skill / Vocational Training Attainment
    - Employment Retention
      * $500: 31 days
      * $750: 93 days
      * $100: 180 days
  + **Dress for Success Online WEX (JULY 2023):**
    - **4:** W-2 participants reported / gained employment in JULY 2023
    - **65**program participants
    - Utilization rates across entire EQUUS W-2 service regions.
      * Racine (31 clients, 47.7%)
      * Kenosha + Balance (34 clients, 52.3%)
  + **EQUUS Online Job Club:**
    - **31 active participants**: Employable W-2 clients (CMJ, recently separated CMF / CM+, higher functioning CSJ)
    - **4:**Online Job Club participants reported / gained employment in AUG 2023
    - **12.9%:**Online Job Club AUG 2023 employment rate
  + **EQUUS CSL enrollments:**
    - NCP enrollments in other Federal or State workforce programs **AUG 2023: 1**
    - NCP enrollments in other Federal or State workforce programs **YTD 2023: 12**
  + **EQUUS Adult Education Navigator**
    - **2:** W-2 participants completed HSED in July 2023
  + **EQUUS Youth Education Navigator Referrals Assisted (7/15/23 – 8/28/23):**27
    - YTD through 8/25/23: **85**
      * Kenosha: 27
      * Racine: 42
      * Balance: 16
    - Supportive Service Referral Types
      * Clothing
      * Internet (summer school)
      * School related fees (athletic, lunch, library, tutor, etc.)
      * School supplies (100 backpacks)
      * Transportation (bus pass, driver’s education, gas card)
* America Works of Wisconsin Inc (AWWI)
  + AWWI hosted a back-to-school fair and employers came to recruit.
  + AWWI invited a disc jockey (DJ) school to provide DJs during the back-to-school fair.
  + AWWI will host a child support awareness zoom and learn event on Tuesday, August 29, and Wednesday, August 30, 2023.
  + AWWI will be presenting at the 2023 Poverty Matters! Conference.

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

**Time Allotted:** 5 minutes

Details: Walk-ons and/or discussion if needed.

Discussion:

* DFES Strategic Initiative Advisor Marianne Rosen stated that BWF was working with the University of Wisconsin LaFollette School to analyze falling EA approval rates.

1. CLOSING **Owner**: Anna Sainsbury

**Time Allotted:** 5 minutes

Details: Walk-ons and/or discussion if needed.

Discussion:

* + In lieu of a September meeting, W-2 agencies should send a short, written update to Neb Macura at [NebojsaS.Macura@wisconsin.gov](mailto:NebojsaS.Macura@wisconsin.gov) by Wednesday, September 27, 2023.
  + The October meeting will be held \*in person only\* at the DCF Work Programs Conference on Wednesday, October 25, 2023.
    - Have an agenda item? Email Anna Sainsbury at [anna.sainsbury@wisconsin.gov](mailto:anna.sainsbury@wisconsin.gov) by Friday, October 6, 2023, with:
      * Agenda topic
      * Presenter
      * Duration
      * PowerPoint slides and/or handouts (optional)

Next Meeting:

Wednesday, October 25, 2023

1:00pm – 3:00pm

Osthoff Resort, Elkhart Lake, WI

(DCF Work Programs Conference – In-Person Only)