

Agenda and Minutes

W-2 Contractors' Meeting

Location: MS Teams

Date: September 29, 2021

Time: 10:30 a.m. – 12:00 p.m.

Invitees

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Mac Strawder (DCF) | <input checked="" type="checkbox"/> Minette Knotts (DCF) - note taker | |
| <input checked="" type="checkbox"/> Tony Dziejdzic (FSC) | <input checked="" type="checkbox"/> Jennifer Marks (FSC) | <input checked="" type="checkbox"/> Stacey Eggen (FSC) |
| <input type="checkbox"/> Brian Wolfe (FSC) | <input checked="" type="checkbox"/> Sarah Kaminski (Equus WS) | <input type="checkbox"/> Steve Reinhold (Equus WS) |
| <input checked="" type="checkbox"/> Kanwen Shao (Equus Workforce Solutions) | <input type="checkbox"/> Christian Blaisdell (WRI) | <input checked="" type="checkbox"/> Jody Conner (WRI) |
| <input type="checkbox"/> Carolyn Frogness (WRI) | <input checked="" type="checkbox"/> Gina Brown (WCI) | <input type="checkbox"/> Shannon Franek (WCI) |
| <input checked="" type="checkbox"/> Vang Lee (AWWI) | <input checked="" type="checkbox"/> Carlyle Outten (AWWI) | <input type="checkbox"/> Latoya Stewart (AWWI) |
| <input checked="" type="checkbox"/> Nicole Hagen (Ross) | <input checked="" type="checkbox"/> Reno Wright (Ross) | <input checked="" type="checkbox"/> Parker Rios (UMOS) |
| <input type="checkbox"/> Sandra Salazar-Lozano (UMOS) | <input checked="" type="checkbox"/> Jodi Prout (UMOS) | <input type="checkbox"/> NaTasha Chevalier (UMOS) |
| <input type="checkbox"/> Dallas Hawkins (UMOS) | <input type="checkbox"/> Xiong Lor (MAXIMUS) | <input type="checkbox"/> Rachel Zietlow (MAXIMUS) |
| <input checked="" type="checkbox"/> Neng Thor (MAXIMUS) | <input checked="" type="checkbox"/> Autumn Morgan (MAXIMUS) | <input type="checkbox"/> Randy Endsley (MAXIMUS) |

Representatives from Department of Children and Families, Division of Family and Economic Security, Bureau of Analytics and Research, Bureau of Child Support, Bureau of Refugee Programs, and Bureau of Working Families were also in attendance.

Conference Line

Skype Meeting

Join by phone: (608) 316-9000, 51884694#

Agenda Items

1. WELCOME & INTRODUCTIONS / STAFF UPDATES

Owner: Patara Horn

Time Allotted: 10 minutes

Details: roll call

Discussion:

- BWF TANF Policy Section
 - Adam Bozich, Program Policy Analyst started on September 13, 2021.
 - Abby Harrison, Program Policy Analyst started on September 13, 2021.
- BAR
 - Elizabeth Groskreutz, Data Coordinator will be supporting the operational reporting, research, and data requests across the division.

2. ADVANCED CHILD TAX CREDIT

Owner: Patara Horn

Time Allotted: 10 minutes

Details:

- Update and/or discussion

Discussion:

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- Reminder for agencies to keep on their radar. A lot of information is being shared and DCF will share with agencies in the hope you can provide resources to families if they need it.
 - There will be a training webinar for the non-filer tool on Friday, October 1, 2021. The deadline is extended to November 15, 2021, for the families to use.
 - Patara asked agencies for any feedback on this topic.
 - Sarah Kaminski stated that Equus has no questions, all information provided from DCF has been great.
 - Autumn Morgan stated that MAXIMUS has not received any questions from participants and continue provide information to participants.
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3. Chaffee Program

Owner: Maureen Purcell
Time Allotted: 5 minutes

Details: update and/or discussion

Discussion:

- A help Desk email was sent two weeks ago around the Chaffee Program for successful transition for adulthood.
 - Those who aged out between January 27, 2020 and September 30, 2021, and if have any direct financial payments have them disregarded as income when applying for W-2 and TJ/TMJ programs.
 - Ask that if former foster care youth come in with payments disregard and note in PIN comments.
 - Janice asked if a FEP has a former case is there a way they can help participant access these payments to access this money.
 - There is a link at the bottom for communication around this at the bottom of the help desk email. Foster youth resources for agencies to communicate availability of these payments.
 - Janice asked if there is a possibility to send a list of potential participants to agencies if they feel that would be beneficial.
 - Maureen can look into this.
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4. CIVIL RIGHTS PLANS FOR 2022-2025

Owner: John Tuohy
Beverly Jenkins
Time Allotted: 20 minutes

Details: update and/or discussion

Discussion:



Civil Rights

- Requirements for 202
 - The DWD is not participating in joint instructions. If you receive WIOA funds from DWD talk to WIOA contract manager to see requirements around civil rights plan.
 - Based on past experience, it has been challenging for W-2 agencies to complete data analysis, the Milwaukee agencies need to be broken down by census tracks and Balance of State covers multiple counties. Census Data Dashboard available to sort data, this time data analysis will be easier.
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5. PROGRESS WITH REINSTATED POLICIES AND EP-CUT OVER AND PROPERLY COMPLETING CAREER ASSESSMENTS

Owner: Morgan Olmsted
Time Allotted: 20 minutes

Details: update and/or discussion

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Discussion:

- Continue to make progress on reinstated policies. Adjusted policies for COVID-19 that came back as adjusted and are now in place as of August 2021.
 - OM 21-20 has information agencies should ensure are read. Agencies should then make adjustments based on these policies.
 - Monitoring staff will be reaching out to agencies to discuss reinstated policies and monitoring including EP cutover and career assessments to ensure they are being completed.
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6. FISCAL UPDATE

Owner: Brianna Chaffee
Time Allotted: 5 minutes

Details: Fiscal reminders for W-2 agencies.

Discussion:

- After the positive response to the agency fiscal status reports sent in June, Brianna will continue to send them out quarterly. Expect the next report before the end of the week.
 - Reminder that updates made on the 2021 contract can be found in Appendix E:
 - Agency's management fees can be no greater than 10% of the total expenses claimed through cost reimbursement and informational reporting. This information is calculated on the agency fiscal status report, and agencies are encouraged to utilize the report to calculate their own percentage.
 - Additionally, agencies are required to report allowable expenses that are equal to or greater than the total POP and Incentive payment earnings. Agencies that have not reported expenses equal to or greater than these earnings will have the variance recouped and/or deducted from any future amounts. The variance is also calculated on the fiscal status reports, and agencies are encouraged to utilize the report to calculate their own variance.
 - Brianna reminded agencies that job readiness and supportive services funds can be used for many different things to support participants. If you are unsure if an expense is eligible, please feel free to email me briannab.chaffee@wisconsin.gov.
 - We expect that agencies are utilizing all of the funding that has been allocated to them to assist families
 - Utilizations trends do impact future funding not only during our state biennial budget process but also during contract renewals when we determine needs for the next year.
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7. AGENCY UPDATES

Owner: All Agencies
Time Allotted: 15 minutes

Details:

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Discussion:

- WRI
 - Running into issues with fairly high COVID-19 rates in counties and participants and staff going into quarantine especially with school back in person.
 - WCI
 - Staff as of October 1, 2021, returning to the office on a hybrid schedule three days a week in the office and two days a week working remotely to keep added flexibility and hybrid approach to services.
 - Due to school being back in person both kids and parents are being quarantined.
 - Having conversations with participants not wanting to be at work experience site if mask mandate.
 - Biggest dilemma is finding adequate child care especially in rural areas.
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- U MOS
 - Fully staffed and beginning to see participants on site.
 - Beginning of school year has given issues to serving participants and the agency continues to work with parents.
 - No issues encountered delivering services.
- Ross
 - Using hybrid model some staff work remotely 100% of the time and some staff work three days in the office and two days remotely each week. Will remain this way for some time.
 - Experiencing issues with kids returning to school in person.
 - Working with staff on vaccine mandate.
- MAXIMUS
 - Any departments that are not participant facing such as QA and finance are working remotely.
 - Discussions around remote work for FEPs.
 - Speaking with staff on how to accommodate schedules due to school and quarantine.
 - Limiting number of people in lobby to five at a time and security team controls the flow.
 - Max capacity of 12 at a time in resource room.
- FSC
 - Returned to offices at level that makes sense for staff. Hybrid schedules still in place.
 - Watching schools and how it affects participants.
 - Looking at Governor Evers workforce solution grants and coordinate programs/processes and other components of these grants that would be applicable to FSC.
- Equus WS
 - EQUUS W-2 staff members have been on a hybrid work schedule since July 2021. 50% of staff in the office one week and 50% of staff work from home, alternating weeks Team A / Team B.
 - Online offerings for clients are robust. Online Job Club (more employable clients) + Dress for Success (higher barrier clients). Utilizing Linked In Learning video modules.
 - Looking at expanding on site WEX site slots during Q4 2021 if employer and W-2 client interest rises
 - Cutover process is approximately 90% complete
- AWWI
 - Moving from one day a week to two in office.
 - Started giving out tablets and participants stating internet issues. Providing tablets now with data in it.
 - Online job search – moved log to online so as individuals research job they can submit and will go into AWWI system.
 - Issues with child care and schooling. Staff have children getting exposed at school and then staff need to go into quarantine. These staff will work remotely. Now participants are reporting the same thing.
 - School bus issue is a huge issue and children marked tardy due to bus delays.
 - Do not feel remote education is working for participants.

8. CLOSING

Owner: Mac Strawder
Time Allotted: 5 minutes

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

Discussion:

- Patara shared information about the PEA Program.
 - The intention is to give agencies a head's up and start thinking about how they will implement this program and DCF can help.
 - LIFE – WI portion for program is 14.5 million which is term limited and will need to be spent by September 2022.
 - This program provides short term monthly cash payments to survivors of domestic violence. Some of the funding can be used for administration.

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- Admin memos will come out first, then an Ops Memo, program manual, and desk aide for program will follow a few weeks after.
 - Tentatively planning to implement program in November 2021.
 - Please provide attachments and other documents presented during the meeting to Minette to include with meeting minutes.
 - Please submit agenda items to Minette Knotts and Mac Strawder.
 - Please provide Minette with presentation documents prior to the meeting.
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Next Meeting:

Wednesday, October 27, 2021
10:30AM-12:00PM
Skype