



April 23, 2009  
Webinar  
Minutes

Meeting was called to order by Anita Gorham.

Members present: Lynn Krause (01); Anita Gorham (03); Jane Spencer (06); Joleen Prentice (07); Richard Price (08); Amy Scarborough (09); Mary Fanning-Penny (11); Kathy Edge (T3); Stanley Kogutkiewicz (Vets)

Guests present: Julio Escobedo (01); Renee Kemp, Rose Zingsheim, Mary Brath (03); Deb O'Leary (07); Diane Bartels; Duane Frisch (DET/BPMITC); Theresa Loerke (DWD LPL); Karen Pfeil (DWD LPL); Scott Fromader (DWD)

Minutes from the March 27<sup>th</sup> meeting in Madison were reviewed. In the paragraph with the corrections, it was noted that Wonderlic is still spelled incorrectly. Jane made a motion and Amy seconded to approve the minutes as amended.

**Highlights for WAJTE**

- ARRA as a fund source and related required data fields need to be added to ASSET. Currently youth who are between the ages of 22-24 that could be registered and entered into ASSET in design framework according to policy, are not able to be registered due to programming changes that still need to be made in ASSET. DET Administrative staff are scheduled to meet tomorrow (4/24/09) to prioritize programming tasks for BITS.
- Anita Gorham is currently in process of compiling the data fields requested by AUG members to add to the data warehouse (WebI). This whole topic is a source of frustration, as we feel **all** the data fields from ASSET should be available for local reporting and case management. If the data is important to gather it should be available for reporting. Current data availability is limited.
- The state will not be pursuing the youth procurement waiver.
- The state will submit a waiver for keeping youth who are enrolled in Paid Work Experience as their only service between 10-1-09 and 3-31-10, only accountable to ARRA performance (work readiness). If this waiver is approved, these youth will not be subject to Common Measures.
- It is difficult to describe the steps intended to address Common Measures in our local WIA Plan when there has been no direction on the timeline of the implementation of the Common Measures waiver, and no negotiated standards.
- An ARRA addendum to the local plan will be sent to local areas. The return deadline has not yet been determined.
- The ARRA performance TEGL is complete and waiting for review by OMB. It should be out by the end of next week.
- Many AUG members have not seen the Admin Memos that were issued last week. One related to the executive order issued by the Governor requiring many ARRA jobs be posted on JCW. AUG requests that our group is copied on these memos when Gary Denis sends them to the Directors.

**ARRA**

Diane reported that a state ARRA Team has been formed to determine what needs to be captured in ASSET. Members are Gary Denis, Dianne Reynolds, Bruce Palzkill, Karen Pfeil, Duane Frisch, Annette Nekola, Tim Hineline and Diane Bartels. This is the ARRA team for Title I, Wagner Peyser, and TAA. Brian Solomon also provides input.

Six ARRA Project Requests (PRs), from Title 1, Wagner Peyser, and TAA, have been sent to Mark Dwyer (BITS). Tomorrow the DET Admin Staff will meet and prioritize the tasks. Diane will send the AUG members summaries of those PRs.

ARRA reporting will include comparing skills before participation, skills received during participation, and then at follow-up. O\*Net Code will probably become required fields in some screens.

Anita asked if these new fields will be added to the warehouse, since it will be required in Manage Follow-up.

There is a new field in Manage Customer. On the Demographics tab, if you select Yes for Individual with a disability, another field comes up where you must choose Physical Impairment, Mental Impairment, Both Physical and Mental Impairments, or Participant did not disclose. At our March meeting we were notified that it would be a new field for Veterans, but it is on Manage Customer for everyone, Veteran or not.

Tim Hineline said at a previous meeting that we would be involved in ARRA data planning. Anita asked if that will happen or if we are on a faster track. Things are with state planning folks now. Are we looking at new services? Diane says get it out there undefined vs. waiting until it's defined and being late.

The group agreed that they like the Infoline for sending out the info on the data entry changes in ASSET. When a new Infoline is issued, an e-mail is sent out via the Listserv. To get on that distribution, go to <http://www.wisconsinjobcenter.org/signup/>. There have been problems with the Listserv in the past few months, so if you have missed any Infolines, you may view them at <http://www.wisconsinjobcenter.org/asset>.

**Waivers**

- Karen Pfeil reported that the state is not submitting the waiver request for the procurement of service providers.
- Theresa Loerke reported that there is no update on the Common Measures waiver implementation.
- Lynn asked Scott Fromader about the youth waiver. He said the state will send in the waiver request to keep youth ages 22-24 in only work readiness performance after 10-1-09 as long as they are only in work experience. This would be effective until 3-31-10.

Richard noted that the new plan requires us to ballpark our performance with no guidance, and is due next week. Richard doesn't know how to interpret this. He wants guidance. Theresa said that the plan is a preliminary stab in the dark. Negotiations will be much more formal and are where the accountability lies.

Anita said that it is hard to interpret the state numbers on the Literacy Numeracy measure. There is a count of participants included in the numerator/denominator, but no names, no pins. It is impossible to negotiate because there is nothing to base it on, so how do local areas address this? Theresa said that she didn't know how to answer that, but offered to provide guidance in an e-mail after this meeting.

Jane noted that although it is a starting point, it is the local plan that goes out for public review, and gets approved by the Board. Theresa added that it is a plan, but negotiations will be the actual goal.

Jane asked if we need to put an amendment into the plan. Theresa indicated that it is not necessary. The negotiated actual standards will supersede the planned goals.

### **SYP Q&A**

Amy asked about the 22-24 yr olds that do go into Common Measures. Do they go into Youth or Adult? Scott shared that a performance TEGL is in the works. It is completed and being reviewed by OMB. It should be published a week from Friday.

Richard asked about if you forget to put a youth in Paid Work Experience, do they go into Common Measures? Scott said that something could get worked out in the way of a data correction.

Make sure that the work experience is reported as Paid Work Experience, and not as Summer Youth Employment Activities. The service *Paid Work Experience* is more specific, whereas the *Summer Youth Employment Activities* can cover a wider range of activities.

The Work Readiness performance measure will be reported for all youth (there is no differentiation for younger youth and older youth) under Manage Employability Plan in the Youth Skill Attainment section. Be sure to categorize it as Work Readiness and mark it as a Performance Related Goal.

Credential definition under ARRA is the old definition.

Jolene asked about entering an ARRA youth into design framework prior to 5-1-09, and Scott said it was OK.

Anita asked if we needed to report a Work Readiness service. Scott said no. Just do the Skill Attainment.

Jane asked about farm employment for youth. Scott shared that DOL has website on what youth can and can't do on a farm. You can find a fact sheet at <http://www.dol.gov/esa/whd/regs/compliance/whdfs40.pdf>

Jane asked about how some farms are incorporated and some operate more informally. Does this document address these types of issues? Scott will research and get back to Jane.

Jane asked about a situation where a parent wants to have his daughter work on their own farm as a worksite. Although various red flags go up, the most definitive would probably be the conflict of interest.

Karen noted that you have to be careful when placing youth at for-profit worksites. The youth are there to learn new skills, etc., and not contribute to the employer's profit (i.e., they can't just be there "working"). It's somewhat of a gray area. Background on this can be found in the WIA regulations 664.460(c) and in TEGL 14-08, page 28; and is noted below.

#### **Background**

WIA regulations 664.460(c) state "*work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences are appropriate and desirable activities for many youth throughout the year. Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the youth participant with the opportunities for career exploration and skill development and is not to benefit the employer, although the employer may, in fact, benefit from the activities performed by the youth.*"

TEGL 14-08 (page 28) states *"Attention should be given to ensure that work experience arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements. In addition, the work experience of the participants should not replace the work of employees who have experienced layoffs (see 20 CFR 667.270 for non-displacement requirements). Youth summer employment should be a work experience intended to increase work readiness skills of participants and not impact the profit margin of a for-profit company. ETA recommends adopting selection criteria to ensure that one employer is not favored at the expense of another employer."*

Mary Brath asked if Skill Attainments are required for older youth for the summer youth program. Scott answered that there is no distinction of younger youth and older youth with SYP.

Renee asked about documentation for children of migrant workers. Scott indicated that the Bureau of refugees certify these youth. <https://www.dwd.state.wi.us/migrantsandrefugees/>

If you have questions for the state regarding the summer youth program, please e-mail Karen Pfeil, Theresa Loerke, or Scott Fromader. They will get together to reach a consensus and get back to you and may also send out answers on information that seems applicable to others.

Karen noted that on the WAJTE highlights from the last AUG minutes, the regular WIA Plan is due April 30 and addendum is due sometime after April 30.

#### **Case Load Report**

Anita addressed the Case Load Report under the System Reports in ASSET. Currently the columns are PIN, Name, Program/Program Area, Reg or Begin Date. As we are working more with different funding sources, it would be helpful to see the fund source on the report. If there is not enough real estate on the report, the Program/Program Area can be removed. It was also requested to change the Program/Program Area search criteria to the Funding Source as a search criterion. It would also be great to have the flexibility to search by either one.

A question was raised as to the source of the case manager on the report. Diane answered that it comes from Manage Programs, but would check with BITS to make sure. To capture the current case manager for each fund source it needs to be pulled from Manage Services.

Amy noted that we still cannot sort the columns on the report. Matt had indicated at a previous meeting that adding those sorts is very minor and could be added very quickly.

#### **To Do List and PCR Status**

- PR 6254 for putting JCW username in manage customer.
- Anita asked for Linda Kieffer about the terminology used in JCW. When adding a new account, it asks for a user name and password. Then later it is called Logon ID and password. Can be confusing to customers to call it two different things. It doesn't make a difference which it is called, as long as it is consistent everywhere.
- Amy asked about SSN Validation for customers that are registered in Title 1 and enrolled in core self or informational services only. It is infeasible to validate SSNs for customers that are provided only this level of service. Diane said that she will talk to Tim and do a PR to change the SSN Validation report to only require validation to be done on customers with Dates of Participation.
- Stan requested that we have the ability to search for customers using the last 4 digits of the SSN.

Diane will try to bundle some of these requests into one PR.

**TESSA Update**

Right now the ball is with John Willis at the state to do some programming. Diane will e-mail John and have him respond to Richard.

A standardized process is needed with programmers and changes with ASSET. Field changes are automatically being communicated to Richard, but deeper design issues need that process.

Richard noted that the Worksite Agreement program is being revised to remove the Workforce Resource Name and replace it with a generic title that can be used by everyone.

**Business Objects (WebI)**

Duane reported that he has not heard anything new regarding the Business Objects upgrade.

Anita is having a problem with the edit screen loading. Duane suggested contacting Ken Funck.

Members of the group continue to ask why all the data fields can't be made available in WebI if the data is important enough to gather.

Anita asked Duane to let us know exactly what fields are in ASSET now. It was agreed that it would be great to have a table with a crosswalk between the actual field names and their labels.

Amy asked about the format for getting specific fields requested in WebI. Duane said that the labels in ASSET would be best.

**Upcoming events**

- Next meeting is Vice Chair election
- Webinars via Workforce<sup>3</sup> One: <http://www.workforce3one.org/page/webinars>

**Other Business**

Diane reported that a statewide workgroup recently formed to address re-employment services (RES) in ASSET. Diane met with Bruce Palzkill to understand new fields/services under T3. Anita questioned why this workgroup formed outside of the AUG. Diane stated that they want to implement changes on 7-1-09.

A new Infoline addressing ASSET changes went out yesterday. Locals are not getting Listservs. It probably has something to do with when e-mail addresses changed to the .gov extension. Diane will send the Infoline document to Anita, and she will forward to the group.

Lynn shared that 2 Admin Memos were sent last week to Directors. Many members of the group have not seen the memo yet. We would like to be copied on these memos, as the communication does not always flow down in a timely manner. Maybe these memos could be subscribed to via the Listserv?

WAJTE meets on the 29<sup>th</sup> this month, which is earlier than usual.

Anita reported from Amy Phillips that the spring roundtable probably will be cancelled due to the time it is taking to get approved.

The next meeting will be on May 21 in Madison in GEF 1, Room H-306.

Lynn motioned and Jane seconded to adjourn.

Minutes submitted by Amy Scarborough, WDA 9