



May 28, 2009

Meeting called to order by Anita Gorham at 9:05 am.

Members present: Lynn Krause (01); Stan Kogutkiewicz (02); Anita Gorham (03); Al Hesse (04); Alyssa Erb (06); Joleen Prentice, Deb O'Leary , **Bill** (07); Richard Price (08); Amy Scarborough (09); Victoria Harmon (10); Amy Charles (11),

Guests present: Rose Zingsheim (03), Dwaine Frisch (DET), Matt Mita (DET), Kathy Edge (JS), Theresa Loerke (DET), Annette Nicola (DET), **Mary, Julio**

Review of minutes:

Motion to approve the minutes: Victoria Harmon

Second: Kathy Edge

Business Objectives:

We are moving to business objects XI. This will allow us to access data from across universes. Analysts will be allowed to access data across universes otherwise this is a standard upgrade. These changes should take place August 8, 2009. If you have multiple logins with personal documents make sure all personal documents are saved into one login or they will get lost. Multiple logins will be deleted leaving staff with one login access.

Onet and NAICS

There was a long discussion and many questions about requiring Onet and NAICS codes in ASSET. Discussion as follows:

NAICS codes will be required for TAA that's why this change is being looked at for all programs that use ASSET. This may be added to the manage employment screen and under manage services for any training service posted.

AUG requested to make the manage employment screen mandatory so job information could be pulled for reports but did not want the NAICS codes to be mandatory. AUG wanted local areas to decide if this is mandatory but not have ASSET require it.

The Onet auto coder in Manage Employment: the job title stays but the occupational category disappears. The auto coder is not retaining all three pieces of information. Entering the job title starts the auto coder; the job category is a drop down. This will be looked into to see why the occupational categories are disappearing.

If we capture the data of Onet and NAICS we want to be able to pull reports with the information. If we can get the auto coder to retain the occupational category we could see more information than just the Onet code. All agree looking to see if the auto coder can be fixed will help with tracking Onet information.

Onet codes will be required everywhere the field exists in ASSET, but it is not being added to other screens. The reason is so we can report out on jobs attained.

Suggestion: click on link that brings up ranges of numbers along with category names. It is difficult to search by Onet or NAICS number. It would also be helpful if the number can be entered without have to search the site.

Starting around June 5, 2009 all fields that list Onet codes will be required fields. NAICS may be required on manage employment and manage follow up. This is now required by TAA so it may be required by all programs that use ASSET. It's being taken back and worked on. DET will let us know if it is required or not.

NAICS will be added to mange employment and mage follow up and it will be required in all fields it's already in for TAA.

Business Objective Reports:

- Reports were created with program year, end of month and date parameter.
- Will move to having reports by date parameter.
- This will save time for all staff.
- Date parameters won't be added for all reports just the reports that have all three will be changed to date parameter only
- Request to add date parameter to report 42.
- Staff should go through reports and list which reports we want to keep on the main list. Suggestion: create an archived folder with all reports instead of deleting the already created reports regardless of how often they are used. The main report list will have the most popular reports.

ARRA Reporting:Data fields TEGL 24-08:

Are there additional fields that need to be added to ASSET for ARRA reporting? The youth title 1 screen was relaxed to allow youth up to the age of 24 to be entered for ARRA reporting purposes. ARRA funding source will be the Special programs fund source in combination with each WDA's grant ID. WDA's will need to enter their contract IDs.

Make sure youth information is reported to ASSET in a timely manner. The state will report to DOL on the 10th of each month. Youth will not use the ARRA funding source. They need to use the special programs fund source. This will not cause a title 1 youth participation unless already in WIA.

There were many questions about providing services to youth after the summer program ends and if support services can be provided while in the summer program. AUG requested a written policy for providing support services with work experience after 09-30-09. State waiver to extend summer youth after 9-30 is not complete yet.

June 5th the adult ARRA fund source will be added for grant identifier

5% Youth Report for ARRA

Will look into if a new report should be created due to the report does not pull from the funding source its pulling from 5% information on the manage programs screen. The 5% report was questioned in general to see if it functions properly for all programs. This will be looked into.

Work Experience:

See Guidance Letter and TEGL 14-08 for questions regarding appropriate worksite placements for youth and non displacement requirements.

ARRA addendum to local plan is due June 1st.

Waivers:

Waiting to hear back on when and how performance measures will be negotiated to move to common measures.

TESSA updates:

State has finished their part of the project TESSA project. WDA 08 now has access to the production environment of TESSA. Over the next two weeks Richard will test this program with staff in WDA 08. North Central will be the next WDA to start using TESSA.

- Unsure how many WDAs will change to using TESSA
- Unsure about the costs of switching to and using TESSA per WDA.

Follow up:Case load report and sorting issues in ASSET

- Want to sort by the columns when the case load report is pulled
- The case manager is being pulled from manage programs. Make sure staff update this as caseloads change.

JCW:

- Change to veteran's qualifying questions
- Customers use to be asked if they were dishonorably discharged.
- Now JCW will ask if your discharge was other than dishonorable.
- This will allow more information to be captured

Other

- There have been several new TEGs sent out recently make sure to look for updates
- Recovery Act Performance Accountability forum in Baltimore June 17 and 18. Karen Pfeil and Matt Mita may be attending this.

Nominations/New Vice Chair:

- July 1, 2009 Richard Price WDA 08 will be Chair
- July 1, 2009 Amy Scarborough will be Vice Chair

WAJTE:

- 35% policy is being rewritten look for new policy it will be a WIA policy update
- Changing reporting fields to make Onet and NAICS codes as mandatory
- TESSA update

Motion to adjourn: Al Hesse

Second: Richard Price

Meeting adjourned: 11:50am