

Steering Committee Meeting
April 21 - 23, 2009
Kansas City, KS

Attendees: Sandy Monaco - AR, Robyn Coman - OK, Andy Miller - IL, Jon Eller - OK, Dave Copeland - VT, Penny Mills - SC, Bill Carrillo - GA, Barry Butler - DE, Lisa Winfrey - IL, Nancy St. Clair - NV, Kevin Adams - KY, John Williamson - AJLA, Lloyd Sisco - AJLA, Vicki Romig - AJLA, Dave McEachern - AJLA, Stacy Jennings - AJLA, Shawn Gregory - AJLA-TS, and other AJLA-TA staff

Tuesday, April 21, 2009

1. Welcome - Robyn Coman, Vice Chair
 - a. Looking for volunteers to replace Chair as Les Abramowitz had to resign
 - i. Bill Carrillo volunteered
 - ii. Jon Eller made motion to approve, Lisa Winfrey seconded
 - iii. Motion passed
2. Reading of Minutes - Jon Eller
 - a. Motion to accept - Andy Miller
 - b. Seconded by Bill Carrillo
 - c. Motion passed
3. Review of Agenda - Robyn Coman
4. question from Sandy are states using Facebook accounts to correspond with youth, AR having problem with email communication
5. VETS Liaison Update - Pamela Langley, Grant Programs Chief
 - a. Upcoming conference, state grant in Denver, week of May 4
 - i. Training on 2010 - 2014 grant writing
 - ii. Can send up to 3 state staff
 - b. Homeless Veteran Grant RFP out
 - c. Homeless Veteran Reintegration program also out for RFP
 - d. WIA competitive grant out for RFP
 - e. Participating in regional forums on ARRA
 - f. Question any reporting requirements for veterans on priority of service for veterans with less than 180 days active - Andy - IL
 - i. Clarification - to be served by DVOP still need 180 day rule, however for priority of service and eligibility only 1 day of service - for reports depends whether WP or WIA
 - ii. Answer - Because of WISPR delay no priority of service reporting will be required other than for SCSEP (they are changing their reporting regs)

6. NASWA Liaison Update – Pam Gerassimides, National Labor Exchange, Mark Katz also from NASWA
 - a. Stimulus Bill
 - i. Substantial increase for UI and WP and WIA
 - ii. Guidance on workforce provisions has been good
 - iii. all provisions (TENS, TEGLS, etc., on NASWA Recovery site
 - iv. opportunity for states and Workforce system to show what they can do and the effectiveness of programs – to Congress
 - v. UI – extended emergency employment compensation through Dec 2009
 1. extended benefits – 26 weeks for claimants possible with extended up to 33 weeks
 - a. extended benefits are all federal dollars unlike regular state benefits
 - b. Work search requirement for benefits a problem with current call in automated system, NASWA working with states and Congress
 - i. Loans to states to pay benefits being made for those that need it
 - ii. Incentive payments for states using alternative base payment methods
 - iii. UI modernization NASWA will host a concall for states to share ideas soon
 - vi. NASWA has a special Recovery site organized by topic/ program/ etc., - link from NASWA site
 - vii. Obama detailed budget supposed to be out May 4
 - viii. Question – does NASWA know when TEGLS on reporting for ARRA will be out?
 1. Answer – NASWA will check with ETA, only heard about the end of this week
 - ix. Question – any future funding on RES?
 1. Answer – maybe for REA grants, but nothing specific has been heard
 - x. Developments on National Labor Exchange (JobCentral)
 1. now 48 states have joined
 2. 29 states download
 3. 42 upload
 4. New services (free)
 - a. Search engine optimizations for state job banks
 - b. Offer to states to push jobs to niche job banks (women’s sites, disability sites)

- c. Analytics – stats on generated traffic from JobCentral, geared to displaying what hits on employer jobs on JobCentral, also states can see where jobs coming from on JobCentral downloads
 - xi. Recovery Act – connection to state job banks
 - 1. NASWA urging states to have process where any agencies creating jobs using Stimulus dollars to list on state job banks
 - a. Survey will be put on by NASWA what states have such initiative
 - xii. Rapid Reemployment Initiative
 - 1. On JobCentral tool for employers to list categories of layoff numbers
 - 2. Job seekers can list resumes
 - 3. Career Events (job fairs)
- 7. USDOL Liaison – Maria Weidmark, Division of Financial Management and Administrative Services
 - a. ARRA Performance and Reporting Guidance
 - i. Guidance expected any day, one letter (TEGL) covering everything: reports, letter, formats, etc.,
 - ii. Will include proposed reporting formats (going through OMB right now)
 - iii. First individuals served with formula funds and individuals with Recovery funds will
 - iv. 9090, 9002, Vets 200, will have both stimulus and non stimulus participants included, no breakout by fund (with exception of Youth)
 - v. However, finance reports do expect breakout by funding
 - vi. Expect more individuals served, more services, more training
 - vii. Supplemental reports will be expected
 - 1. proposing monthly reports that would be due on the 15th of the following month, will not distinguish formula from Stimulus (participant counts, services, etc.,) with exception of Youth
 - 2. Question – will this be WIA or WP
 - a. Answer – both, separate reports, and a Youth report
 - viii. WIASRD proposed changes
 - 1. for 3rd quarter of 2009 ending March, 2010 only for participants, not exiters
 - 2. Question – quarterly reports will that include DLWs

- 3. Yes, but only for participants for WIA, not WP
- ix. WIA and WP negotiations, TEGL 9-08
 - 1. Change 1 expected soon
 - 2. going to include revised GPRA goals
- x. Priority of Service will include regional support
 - 1. participating on work group for priority of service
 - 2. producing joint implementation guidance (ETA and VETS) probably, may be different publication, but will be same content
 - 3. Reporting timeline
 - a. proposed - to postpone until PY 2010, with exception of SCSEP, which will be July 1, 2009
- xi. WIA incentives
 - 1. any day Federal Register notice will be out with 11 states that are eligible
 - 2. WIA performance, Carl Perkins and Title II, usual key elements
 - 3. Carl Perkins not included this time
- xii. Misc. - data validation not to be revised at this time, WISPR still delayed
- xiii. How long for WISPR delay?
 - 1. Answer maybe a year
- 8. AJLA-TS Update - Marc Lowe, Director, AJLA-TS
 - a. Welcome
 - b. Spoke with Les Abramowitz (former Chair), who sends his regards and asks to be kept in the loop
 - c. Travel with states is preventing some members from attending, is there anything that can be done to accommodate - AJLA-TS is open to suggestions,
 - d. Staff changes: Jennifer Bliss, DB, new, a couple of new developers, Steve Barnett has retired, still looking for developers
 - e. Kansas having budget problems as other states, may have furloughs, AJLA-TS okay so far
 - f. AJLA-TS has a new boss, Caleb Asher with Department of Commerce over Workforce Services
 - g. Mid May the budget proposals and work plans will be out, with subscription information (costs) out be August 1 - may actually be a slight decrease in subscription costs.
 - i. Reporting to 45,000 and AJL to 155,000 maybe
 - h. AJLA cannot present at exhibits now
 - i. Arizona - AJLA was rewarded contract, there was a protest by Geographic Solutions, latest step under review by Arizona procurement office

- j. Summary of Products – Dave McEachern
 - i. Trying to get update release out to get everything in sync
 - ii. Correcting issues with last update on staff assisted job orders
 - iii. MVC is the new framework
 - iv. Report Link needs reprioritizing
 - v. Working still on WISPR
 - vi. Still need Lit/Numeracy specs from feds, may have by October first so they can be on annual reports
 - vii. Question on stimulus jobs for job orders – will be discussed in subcommittee AJL, will there be flags for reporting, there are flags for JobLink and for Green jobs in JobLink
 - viii. ReportLink status report on Wednesday
- k. Annual Meeting
 - i. RFP sent to Louisville, KY, 10 responses sent, will be decided this meeting
- 9. AJL and Reporting Subcommittee meetings, 1:00 – 5:00
 - a. Joint Session for AJL and Reporting Sub-Committees
 - i. Redmine Overview and Demonstration
 - 1. Tracking system for AJLA-TS
 - 2. All requirements can be tracked in one system, business requirements and development; tracks all changes and requirements overtime
 - 3. go to <http://helpdesk.ajla.net>, create an account
 - 4. Work requests are called issues
 - 5. all states can have access (an account)
 - 6. email notification for issue changes, can assign yourself or others to Watch list to be notified of changes
 - 7. When entering issues make sure to put in State and name of requestor
 - 8. when responding to issues, be sure to reassign issue to requestor of changes
 - ii. Tracking and Reporting Stimulus Funding
 - 1. Changes from:
 - a. Wagner-Peyser from 406 handbook
 - b. WIA from WIASRD

- i. element 326 or 327 (other)
- ii. Reemployment Services (for WIASRD)
 - 1. all claimants, not just those called in for profiling
- iii. Originally talked about 8 monthly reports, now only 3 reports, Adult/DLW/NEGs a cumulative report, RES and Youth
- iv. AJL states can track stimulus down to service level (already released) - enrollments can be flagged as stimulus and services can be flagged as stimulus
 - a. Youth also tracked for stimulus for Summer component
- v. NEGs - existing ones not reportable, only new NEGs under stimulus will be reportable
- vi. Reports will be added to DART, AJL and ReportLink, when online? Not certain, maybe some intermediate ad hoc reporting for states
- vii. Tracking of Stimulus job orders and Green jobs, working on changes in JobLink

Wednesday, April 22, 2009

- 1. AJL and Reporting Subcommittee meetings (together)
 - a. Report Link
 - i. Release - end of May, added all LE including Validation
 - ii. Framework MVC,
 - 1. released from Microsoft this year
 - 2. gives Enterprise Web level development, more testable, easier maintain, analyze, make changes
 - 3. LINQ for database layer
 - 4. all in ASP.NET
 - 5. will meet ADA compliance
 - iii. now on web based server,

- iv. Report Link demonstration
 - 1. file upload – up to 2 gig
 - 2. import files after upload, including UI, WRIS and Fedes
 - 3. Validation
 - 4. Build reports
 - 5. Output files, including WRIS wage requests
 - 6. Reports
 - 7. Admin section – set users and privileges
 - 8. Data Analysis
 - a. Ad hoc, currently only WIA cube
- 2. AJL subcommittee meeting
 - a. AJL Splash Pages (AJL 11.0)
 - i. Discuss changes to the splash page: look and feel, colors, and photos. States need to supply the following ASAP – within the next 2 weeks at the latest. To Shawn Gregory
 - 1. What colors do the states need for your site? Look at Kansas site for ideas
 - 2. What look and feel do you want for your site? Logos, section layout, pictures, etc.,
 - 3. Need a standard column on the left (for flyouts)
 - 4. Need state logo/agency symbol etc beside site name at top
 - 5. What link, including quick links for left column to Shawn, keep titles short
 - b. AJL Resources Flyouts
 - i. Discuss links needed for the Resource flyouts.
 - 1. Hosted states need to revise current links
 - 2. other states need to decide what links
 - c. Geocoding of job orders
 - i. States can do this ahead of time – specs will be sent to states within the next 2 weeks
 - ii. Works off of street address first, then Googles address, then zip code, then state, defaults to keyword search if all info bad
 - 1. Hosted states – AJLA will take care of
 - d. Enhancement Requests

- i. Prioritize enhancement requests.
 - 1. proposed that future enhancements be assigned to set areas and that the committee and AJLA work on areas
 - a. areas will be set and AJLA will select order of areas to be worked on
 - b. Barry Butler made motion, Robyn Coman seconded, motion passed
 - 2. Employer account creation, employer account approval and employer account job order creation will be first
- e. New Features – Review
 - i. Brief review, Q&A, recent changes.
 - 1. Visibility on search engines will be improved (like Google)
 - a. should increase traffic
 - 2. 2 new web services
 - a. Export – like JobCentral to other job banks
 - b. XML import of employer jobs
 - 3. How did you hear about your services?
 - 4. Ability to track staff using Report 8
 - 5. Web statistics, maybe nightly, definitely weekly
 - 6. TAA functionality in Admin to add Petition number
 - 7. BEP/EEP (Basic Employment Plan, Expanded Employment Plan) added
 - 8. Changes/upgrade to admin for Reporting categories
 - 9. Searches on resumes and job orders for classification revised O*NET search results
 - f. Additional Functionality – Included with AJL 11.0 Release (New Features)
 - g. New Features – User Documentation
 - i. Review desk aids developed for the new features; discuss user documentation in general: what users need/want; opportunities for improvements; ETC.
 - h. New Features – Next Steps – Employers?

- i. Following release of the currently-available new features, what's next? Many enhancement requests have been submitted for enhancements to how job orders and employers are managed.

Thursday, April 23, 2009

1. America's Job Link subcommittee report
 - a. See AJL attachment for the full report
2. Reporting subcommittee report
 - a. See Reporting attachment for the full report
 - i. Priority List
 1. Stimulus Reports in DART
 2. Lit-Num, Change 2
 3. SIR documentation to Wiki
 4. User documentation
 5. POS - low
 6. WISPR - low
 7. TAA Performance
 8. TAPR hold until May
 9. AJL - DV certified
 10. Fedes upload, no priority in DART
 11. LE edit checks
 12. LE ad hoc
3. Planning subcommittee report
 - a. Annual AJLA Conference and committee meeting for August 2009 will be in Louisville, KY.
 - i. Looking for agenda topics, Priority of Service suggested
4. Motion to Adjourn made by Andy Miller, seconded by Penny Mills, motion passed
5. Meeting adjourned