

Monthly WDBs/DOL Meeting
Thursday, April 06, 2017
1:00 PM to 3:30 PM
Department of Labor
200 Folly Brook Blvd.
Wethersfield, CT
Conference Room 217

MEETING MINUTES

Attendees: Ram Aberasturia; Mark Polzella; Rob Bongiolatti; Lisa Sementilli; Monique Lambert, Lyn Lawrence, CTDOL Recorder; Laurie Colburn, DOL-Performance; Mike -- JFES; Todd Berch, DOL-Apprenticeship Training; --- Executive Admin Assistant; Michael Hayden, NRWIB; Virginia Sampietro and Carol LaBelle, EWIB; Nestor Leon, NCWDB;

WELCOME AND INTRODUCTIONS

Ram called the meeting to order at 1:08. Following the welcome by Ram, Mark and Rob, introductions were made. Ram indicated that in addition to the regular agenda items to be covered Mike Bartley (JFES) and Todd Berch, (Apprenticeship) would be making presentations to the group later in the meeting.

APPROVAL OF MINUTES

Ram called the first order of business to approve meetings from two prior meetings held on January 5, 2017, and February 17, 2017. Draft minutes had been distributed in advance to allow for review. Mike Hayden, Northwest Regional Workforce Investment Board made a motion to accept the January 5 minutes with no amendments; this motion was seconded by Carol LaBelle and Nestor Leon. The January 5 minutes were approved unanimously as submitted.

In response to the February 17 minutes, an amendment was requested by Carol LaBelle regarding Correspondence. Carol clarified that the email request to Rob Bongiolatti regarding Measurable Skills Gains was made not because she needed information regarding the definition provided in TEGE 19-16, but to draw attention for the need of further clarification on CTDOL's policy regarding the Measurable Skills Gain indicators and their interpretation. Noting that the state does have the ability to develop stricter policies, she suggested that CTDOL keep policies as broad as possible. The remaining discussion supported this view. After the discussion, Virginia made a motion to accept the Minutes of February 17 with the amended information, which was seconded by Mike, and there was unanimous agreement for the approval of Minutes of February 17 with no further amendments.

➔ Action Steps: WDBs agreed to submit ideas to Mark on how state policy can be expanded regarding Measurable Skills Gains to promote the needed flexibility WDB's require in meeting the needs and expectations of participants while at the same time adhering to DOL governance. Mark will collect the submitted ideas under Correspondence; and CTDOL will consider the ideas in future state policy refinement.

CORRESPONDENCE None this month

OLD BUSINESS

Youth Summit 2017: Copies of current conference planning documents were distributed. Date and location are secured: October 23, Monday, at Sheraton Hotel in Rocky Hill/Hartford.

The following information regarding the summit was shared.

- Two keynote speakers are invited; at local level: Kelvin Young, advocate and trainer; and at national level: Kisha Bird, Center for Law and Social Policy.
- A presentation of CTDOL WIOA OSY population data and data on comparable populations of youth from various other sources. This informative presentation on workforce youth data and comparisons to other data will be used as a foundation for the subsequent Youth Summit discussions and activities. For more information on Youth Summit 2017, reference is made to the packet of information disseminated electronically and in hard copy today.
- Plenary sessions on engaging out-of-school youth: Each of the five WDBs will present a program or provider from their respective region that has been successful in working with OSY with barriers. Questions to be addressed by each WDB in the plenary session were provided in the Youth Summit 2017 packet (p. 9). CTDOL announced that John Brancato, Workforce Alliance/SC, and Kelly Fitzgerald CWP/NC, have volunteered to assist in shaping, guiding the Plenary sessions.
 - ➔ Action step: Each WDB will designate a staff representative and youth to work with John and Kelly in designing and putting together the Plenary presentations. Refer to Youth Summit packet for specific To Do list.
- Six facilitated break-out sessions are planned to consider youth with selected barriers in-depth and strategies, resources for their engagement and retention. Two facilitators, selected by CTDOL, will guide the six breakout sessions: substance abuse, mental health; disabilities; pregnant and parenting youth; run-away and homeless youth; and involvement in criminal justice system.

- Exhibitors will set up informational tables to display resources and offer networking opportunities.
- Conclusion of Youth Summit 2017: Proposing strategies to turn the curve - Reports back from each break-out session; blueprints for building interdisciplinary approaches for engaging youth; identification of partners and resources needed to implement the work plan.
- Registration will occur through Event Brite. Invited attendees are limited to 250 to 300 at most. Fifty WDB staff will be included in the invited guests, with up to 10 WDB staff from each region.
 - ➔ CTDOL will assign to each WDB an additional number of slots to extend invitations to partners and key others.
 - ➔ Youth committee needs to be formed; youth involvement is needed and youth involvement needs to be described in role-specific and youth-friendly language.
 - ➔ Rob will schedule another planning meeting in 6 to 8 weeks and encouraged WDBs to be represented.
 - ➔ Regarding the pie chart for barriers contained in the packet, Nestor requested the actual numbers behind the percentages. Rob agreed to share the Excel spreadsheet associated with the reflected pie chart.

RFI

Mark has chaired two meetings to date at CTDOL which included representatives of Employer Services, Information Technology, Office of Workforce Competitiveness, WIOA staff and Project Management Office. This group is reviewing the RFIs; the review method differs from the scoring method of RFPs. The RFI's which focus on providing workshops through technology services have included focusing on the following:

- ◆ Who is the audience?
- ◆ How will the technology be used to make the presentations?
- ◆ How can the technology be integrated into current systems ie CTHires?
- ◆ Is there a need for this technology or is there something already in place in CTHires that can fill the gap. (Allison)

Action Items

- ➔ Mark plans to contact Geographic Solutions who hosts the current CTHires system to determine how opportunities to save time and money can be achieved since they already host our current system.
- ➔ A discussion followed pertaining to Allison Metric which is used with participants of EWIB's WIF grant; use of this tool is positive when used in one-on-one participant to staff interactions. A forthcoming presentation by Geographic Solutions is planned. Date: 4/11/2017, time: 11AM to 12PM
Topic: "Preview for the new look of Allison Ed Site."
- ➔ Rob plans to forward registration information for the 4/11 event.

NEW BUSINESS

STEP-UP

Ram announced that all funds to date have been obligated and offered congratulations to the teams for their work. There are additional unobligated funding amounts of \$5 million for regular STEP-UP and \$3 million for Veterans STEP-UP which remains with the State Bonding Commission at this time. CTDOL testified in an effort to secure these additional funds however the recent cancellations of the bonding commission has made it difficult to get on their agenda for additional funding and

no agenda has been set for the next bond Commission meeting. There may be no answer until the budget is set.

A discussion regarding co-enrolling WIOA participants occurred however there was a consensus that this practice would be difficult because the enhanced eligibility requirements/verifications which are required with WIOA. Some staff for the WDB's has been supplemented with both WIOA and Step-Up funding depending on their duties and assignments. WIOA has braided services, a blended approach, that has evolved into supporting additional programs if there is a benefit for the whole Workforce Development system. Discussion followed about how braided approaches benefit WIOA as a whole. It is clear that JFES does benefit from braided approaches: JFES is not independently self-supporting.

For now, if additional funds aren't realized the program is scheduled to phase out as WDB's expend their monies. As money for support staff in each of the five workforce development boards expires the duties left will be passed to the Southwest Workforce Development Board who operates the financial portion of the program until all funds are expired in 6-8 months.

SAMPLE MOU AND INFRASTRUCTURE TOOLKIT

Ram indicated that the Workforce GPS had released a Sample MOU and Infrastructure Toolkit which could easily be used for guidance in developing a plan for each of the AJC operators in terms of cost sharing. Kim Andy indicated that OWC is working on drafting a policy giving guidance in this regards. The WDB's generally expressed concern that working with state agency partners remains difficult when there is no current guidance in place or plans to meet regarding this issue. Mark indicated that the fallback would be to send the issue to the Governor if agreements could not be reached. Everyone agreed that it would be in the best interest of all parties to work on this before that eventuality.

Steps of the process include:

- Review the TEGL
- Work with the WDBs on a final version to share space and get contributions from partners.

SECTOR PARTNERSHIP NEG

Mark announced that the no-cost extensions on behalf of three WDBs had been accepted by DOL Region in Boston. The other two WDBs have planning pieces only. Danielle (USDOL) was for the most part pleased with the submissions including descriptions and the on-time submissions. The challenges with these grants continue to be accessing enough potential Dislocated Workers to spend down the available grant monies. There is a hope that the new guidance will allow more flexibility in certifying dislocated workers.

UPCOMING MONITORING AND CONTRACT PROCESS

Mark announced that the official TEGL regarding state allocations are not available at this time but that a rough number had been issued. In the hopes of streamlining the process and getting a jump on the process a budget template may be issued without the numbers, so that planning can begin. A new monitoring process is in place: The review of services will begin with the first time that a participant enters the facility, and will continue to review every subsequent activity, referral and service that is provided. Monitoring will examine cases in depth to determine whether everything is being done to assist each participant and to partner with each employer customer. The new monitoring tool has been disseminated by Rob. Danielle our DOL regional representative was provided with a copy and agreed it was a solid start. Since there is no federal tool available, the CT monitoring tool may serve as an innovation to be shared at the national level. WDBs were encouraged to be prepared for monitoring

visits even though the timing has not yet been finalized. Rob described a three-week process: DOL WIOA Administration will send out names of selected participants. Monitoring staff will conduct monitoring of case files, utilizing the monitoring tool, then conduct staff interviews on site. Nestor indicated he had looked at the tool and requested a rating metric or evaluation criteria be added for each of the categories reviewed in the tool. The tool helps to see what is and what is not happening; and to expand our knowledge of what is important to success in the programs; and to illuminate policy and implementation from day one.

Action Items

- ➔ WDBs are asked to review the monitoring tool by Wednesday April 18, 2017 and to submit comments electronically. WDBs/ CTDOL will reconvene before monitoring begins, so that input can be reviewed and procedures adjusted accordingly.

ETPL UPDATE

Rob indicated that the shortcut on CTHires home page now redirects people directly to the ETPL list with the hopes that this will diminish confusion around accessing information regarding approved providers. A concern regarding the amount of time it is taking for requests to be approved at the state level was discussed. In addition it was reported that several of the WDB's had met privately to work on issues related to the CTHires and ETPL policies. The hope is that by sharing this information the WDB's will increase consistency in processing ETPL applications.

Mike Bartley from JFES addressed the group

Mike discussed the meeting regarding basic skills deficiency in which the boards, adult education, JFES and Capital Regional Education Center touched on during the meeting conducted earlier this year. In the course of discussions at that meeting it was discussed that a need regarding participants who had graduated high school and were still basic skills deficient existed. The group discussed some strategies and ideas that could be useful in taking next steps towards helping raise scores for those clients are basic deficient. Ideas included the Youth Summit, a National Cities Grant with East Hartford and potentially other cities and the RFI in terms of what technologies could be used to help boards provide remedial education.

Todd Berch from the Office of Apprenticeship and Training shared with the group his flow-chart of how Apprenticeship interacts with the Workforce Development System and WIOA participants to provide a participants and employers with their needs in both traditional apprenticeship opportunities and non-traditional opportunities ie medical coding. Todd indicated that as part of his commitment to the AJC's and WIOA he was sending his staff out at least monthly at each hub to represent the apprenticeship programs. In addition his staff has been conducting a series of Apprenticeship 101 trainings to give field staff a basic understanding of the program.

Ram announced that the next meeting was scheduled for May 4, 2017 and that the minutes for approval would be distributed prior to the meeting.

Mike Hayden made a motion to adjourn the meeting which was accepted at 2:46 pm. The motion carried unanimously.