



## MEETING OF THE PIMA COUNTY WORKFORCE INVESTMENT BOARD (WIB)

### Performance and Accountability Committee

Wednesday, July 17, 2019, 8:30 a.m.

University of Phoenix, 300 S. Craycroft Road, Tucson, Arizona 85711

### Meeting Minutes

#### Members Present

Dr. Mark P. Vitale, Chair  
Laurie Kierstead-Joseph  
Glenda Roark  
Maria S. Sopher

#### Members Absent

Rose Grijalva  
Kari Hogan

#### Guests Present

Michael Gates      Dalila Perez  
Dan Sullivan      Anna M. Cunes  
Marcelino Flores

- I. **Called to Order:** Dr. Mark P. Vitale, Chair, 8:40 a.m.
- II. **Action Item:** To approve the 06/19/19 WIB “Performance and Accountability Committee” Meeting Minutes. Meeting Minutes approved. Maria S. Sopher motioned to approve; Glenda Roark seconded the motion; and all were in favor.
- III. **Core Program Partners’ WIOA Negotiated Levels of Performance for Program Years 2018 and 2019:** Meeting attendees reviewed and discussed the negotiated levels of performance for Titles I and III that were in the meeting packets.
  - A. Michael and Dan confirmed that the data can be generated from Arizona Job Connection (AJC).
  - B. Michael said when the Title I Case Manager enters the client’s data, the client is in the denominator for Retention, and when the client enters the training they will be in the denominator for the Credentials.
  - C. Measurable Skills Gain (MSG) will be entered once per program year. The result is a percentage and the individual may also be looked at. Michael

confirmed that Title II and Title III have their MSG number determined but Title I is on a baseline.

1. Mark asked if the Median Wage, MSG, and Retention can be generated from PTS? Michael said that Median Wage and Retention can be.
2. Mark said the Committee should continue to oversee performance with the AJC data since that is what the state is using.
3. Laurie said PCC did not meet their MSG target last year but overall it was higher than this year. The state changed the calculation so they did not meet their target this year.

D. Michael mentioned that a new data base will be available.

1. The Committee would like to know when the new software system is initiated and Michael Gates confirmed that the Committee could be notified when the data management system is implemented.
2. Mark asked Michael to keep the Committee updated so the Committee can share what the needs are for oversight and for the users (i.e., Intake Specialists and Workforce Development Specialists).

E. Rather than oversee the self-reported numbers, the Committee agreed to use the levels of performance.

Glenda reported that Title IV was above by 43 units on one of their goals and short 4 units on another goal so she believes that they are doing well.

F. Mark suggested that during the August 2019 meeting, the Committee should review the Service Providers' data for the 2018-2019 program year vs. the 2017-2018 program year.

G. The Committee reviewed and discussed the Title I Service Providers' March 2019 Report so the AJC data and the PTS data could be compared.

1. Dalila explained how AJC is three months behind on the data. Note: Titles I, III, and IV all use AJC.
2. TYD and TUL are the only two Service Providers whose data matches on the March 2019 report and Mark pointed out that the Year to Date March 2019 report shows 1,013 Placements and the YTD through May 2019 report shows 873 Placements.
3. Pima County staff will double-check the reports with Marco Favela. The Committee originally wanted to compare the January, February, March 2019 data in AJC to the January, February, March 2019 data in PTS.

H. Mark asked if Pima County staff will provide a report for the next meeting so the Committee may review the most recent data for three quarters in the 2018-2019 program year:

1. July, August, September 2018
2. October, November, December 2018
3. January, February, March 2019

I. Mark confirmed that during the August 2019 Committee meeting, the Committee will review June 2019 data and the following during future meetings:

1. September 2019 Committee meeting, Committee will review July 2019 data;
2. October 2019 review August 2019 data;
3. November 2019 review September 2019 data, etc.

Marcelino suggested that the Service Provider report should include specific data that shows only Pima County staff's data entries and the Service Provider's data entry. Marcelino also asked if the report could also show numbers for the Adult, DW, and Youth and not one combined number.

Dalila confirmed that she will run a report for Pima County and will try to run a report by only the Service Providers.

Dan Sullivan confirmed that staff should be able to provide the 2018-2019 report because the updates and data is supposed to be completed on or before 08/09/19, per the Arizona Department of Economic Security (D.E.S.).

Dan asked Dalila if there is a report that may be run by case manager (Workforce Development Specialist) and Dalila said she will look into it.

Dalila logged into AJC and confirmed that she will be able to run the reports by Service Provider and by Adult, DW, or Youth.

**IV. ARIZONA@WORK Pima County One-Stop Partners' Monthly Report(s) –**

Required Core Program Partners, Required Other Partners, and Optional Additional Partners: All Partners still need to get better at submitting their monthly data to Anna.Cunes@pima.gov.

**V. ARIZONA@WORK Pima County One-Stop Job Centers' Monthly Report:** The One-Stop Summary Report for Title I was reviewed along with the Month Services Report. These reports are generated from the Pima County Participant Tracking System (PTS) database that is managed by Pima County Community Services, Employment and Training.

**Note:** Arizona Stat Plan states **Arizona Job Connection System**. Both the Workforce Development (Title I–B) and Employment Service (Title III) partners use the Arizona Job Connection (AJC), a comprehensive workforce case management and reporting system managed by America's Job Link Alliance (AJLA). AJC will provide case management, data collection and reporting capabilities for U.S. DOL programs to include: Veterans, Migrant and Seasonal Farmworkers, Re–employment, Trade Assistance, and Work Opportunity

Tax Credit. There is flexibility to include other workforce–related programs such as the Jobs Program and Supplemental Nutrition Assistance Employment and Training (SNA E&T). In addition, AJC will improve the effectiveness and efficiency of DES and local ARIZONA@WORK Job Center partners in managing the activities of program participants. AJC consists of a comprehensive software system capable of reporting all required data to the U.S. DOL under the reporting requirements. The system requires minimal interaction to ensure data accuracy and timely reporting.

The system has been upgraded to be WIOA compliant. The other core partners, Adult Education and Vocational Rehabilitation, currently use other systems, but with AJC Arizona has a good foundation for the work that needs to be done on linking all data systems and generating reports for all partners.

**VI. Next Meeting:** Wednesday, August 21, 2019

**VII. Adjourned:** 9:40 a.m.