



#PuttingMarylandersBacktoWork

**Benchmarks of Success for Maryland's Workforce System**

WIOA Alignment Group

1:00 – 4:00 PM, January 28, 2019

DLLR

1100 N. Eutaw Street, Baltimore, MD 21201

**Part I: Combined Meeting of WIOA Alignment Group and Committee Leadership Teams**

1:00 – 2:30 PM

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**Attendees:** Erin Roth, Brittney Crisafulli, Dan McDermott, Jennifer Horton, Jody Boone, Kimberly Bohnet, Kirkland Murray, LiLi Taylor, Lloyd Day, Michael DiGiacomo, Milena Kornyl, Scott Dennis, Shomare Braxton, Stuart Campbell, Susan Kaliush, Terry Gilleland, and Natalie Clements

**Handouts:**

- Agenda,
- January Committee Overview,
- Communications Committee Draft Collateral, and
- Program Representation across Committees

**Minutes**

**I. Welcome and Introductions**

- This is the first meeting of the WIOA Alignment Group in the second implementation year of the Benchmarks of Success.

**II. Updates**

- Previous DLLR Secretary Kelly Schulz is now the Secretary of Commerce. DWDAL Assistant Secretary James Rzepkowski is the Acting Secretary of DLLR.
- Erin Roth is now the Deputy Assistant Secretary of DWDAL. The Director of Policy position is currently vacant.
- The Executive Steering Committee met in December. The WIOA Alignment Group and committee representatives shared a positive update of all of the Benchmarks of Success implementation work that has been done in 2018. The Executive Steering Committee is open to ad hoc meetings as needed. Information shared up should be directed at decision points.

### **III. Committee Report-Outs**

#### **A. Overview**

- The Data and Dashboard Committee does not have Title II or TANF local representatives; however, the committee deals with state-level data, so it may not make sense to add these representatives at this time.
- The Communications Committee is missing local representatives for several of its workforce partners.
- All DORS staff are state staff. The attendance report-out forms will be updated accordingly to remove the distinction between state and local staff.
- The committees welcomed their new members with a Benchmarks 101 Meeting. Existing members were invited to join as a refresher. The committee had a great turnout. Similar meetings can be scheduled in the future if there is a need.
- Erin Roth met with the Community Action Agencies and presented on the Benchmarks of Success. There is a renewed interest for participation on the committees. If needed, Erin can hold another meeting.
- The Executive Steering Committee requested that if a Local Workforce Development Board had not already received a presentation on the Benchmarks of Success, that that be prioritized.

#### **B. Communications Committee**

- The monthly newsletters are now available on the DLLR Benchmarks of Success webpage, and individuals can sign up from the website to receive the newsletters. There are almost 1,500 individuals on the newsletter listserv. If an agency or organization would like a group of their staff signed up to receive the newsletters, then they can provide a list of names and email addresses to Susan Kaliush. The Community Action Agencies are interested in receiving the newsletters.
- Other agencies are encouraged to include a link to the Benchmarks webpage on their own websites.
- This year, the Communications Committee's goal is to develop collateral pieces. The first collateral piece is a flyer for all audiences. DHS will provide the design, and DORS will make sure that it is accessible. The Committee is figuring out printing and distribution logistics. The committee also plans to create a poster and a rack card.
- The committee will continue to release newsletters each month, highlighting committee updates and success stories from the Local Workforce Development Areas.
- The committee will update the Benchmarks of Success logo to remove the spaces from the hashtag.
- The committee will set up a timeline of goals for a draft Global Work Plan and present it to the WIOA Alignment Group for approval at their next meeting.

#### **C. Policy Committee**

- DLLR DWDAL is working to hire a new Director of Policy. This individual will Chair the Policy Committee. The committee is waiting until the new Chair is in place to meet.

- Francine Trout will still participate on the committee, but she is stepping down from her Co-Chair position.
- Jennifer Horton, Policy and Planning Manager, at the Baltimore County Department of Economic & Workforce Development, will be the new Co-Chair.

#### **D. Data and Dashboard Committee**

- The Data and Dashboard reviewed their work from 2018 and created a draft timeline of deliverables for this year. The committee will present this draft Global Work Plan to the WIOA Alignment Group at their February meeting. These goals include finalizing calculation methodology in the short term, making recommendations for the long term, determining baseline numbers, and making recommendations for target numbers.
- The Data and Dashboard Committee shared its draft dashboard Scorecard design with the Communications Committee for input.
- Universal intake and common referral are both tools for systems integration and alignment. This task is not assigned to any committee. Many Local Workforce Development Areas are exploring creating these tools for their areas.
  - Erin Roth has information on how other states have approached this topic and will share that with the WIOA Alignment Group.
  - This could be a good topic for the Policy Committee to explore.

### **IV. Committee Formation**

#### **A. Membership – Partner Representation Analysis**

- WIOA Alignment Group members should send LiLi Taylor recommendations on their organizations' representatives for the different committees.
- Stuart Campbell will ask the DHCD Secretary if they would like to join the Executive Steering Committee.
- The Communications Committee needs a Co-Chair.

#### **B. Binders**

- All committees now have binders with background materials on the Benchmarks of Success initiative as well as the implementation work from 2018. The binders include space to add in monthly meeting materials.
- LiLi Taylor will share information on geographic service areas by workforce partner, for inclusion in the binders.
- The organization charts included in the binders are those that were submitted with the revised WIOA State Plan. If the charts need updates, members should send the updated charts to LiLi Taylor.

## V. Next Steps and Action Items

- The Communications and Data and Dashboard Committees will present their draft Global Work Plan items at the February WIOA Alignment Group meeting.
- Erin Roth will share what other states are doing for universal intake and common referral with points of contact to the WIOA Alignment Group.
- WIOA Alignment Group members should send LiLi Taylor recommendations on their organizations' representatives for the different committees.
- Stuart Campbell will ask the DHCD Secretary if they would like to join the Executive Steering Committee.
- LiLi Taylor will share information on geographic service areas by workforce partner, for inclusion in the binders.
- WIOA Alignment Group members will share updated organization charts, if needed, with LiLi Taylor.

## Part II: WIOA Alignment Group – Remaining Business

2:30 – 4:00 PM

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**Attendees:** Erin Roth, Jody Boone, Kimberly Bohnet, Kirkland Murray, LiLi Taylor, Lloyd Day, Michael DiGiacomo, Scott Dennis, Shomare Braxton, Stuart Campbell, Terry Gilleland, and Natalie Clements

### Handouts:

- Agenda,
- Director of Professional Development and Technical Assistance Job Description,
- Learning Management System ADA Compliance Issues,
- Draft Joint Performance Policy, and
- Important Dates for Regional and Local Plans

## Minutes

### I. Executive Steering Committee Debrief

- The next Executive Steering Committee meeting is in March.
- The Executive Steering Committee is warm to the WIOA Alignment Group's proposal of a new position to support professional development for the workforce system. They requested a job description, classification, and salary range for this position.
- Erin Roth, Scott Dennis, and Augustin Ntabaganyimana attended the last Executive Steering Committee meeting and proposed adjusting the meeting agenda. They would like to work with their fellow WIOA Alignment Group members to identify the top three priorities for the agenda in order to avoid content overload.

## **II. Professional Development and Technical Assistance Work Group**

### **A. Director of Professional Development and Technical Assistance Job Description**

- The MS22 was written based off of professional development job descriptions from different agencies as well as work from the Professional Development and Technical Assistance committee.
- The individual in this role would work with multiple partners.
- Lloyd Day has identified a PIN in his department that could be leveraged for this position. The Executive Steering Committee will make the decision on what grade the individual should be.
- The individual would actionize the plan put forth by the WIOA Alignment Group to create a three tiered workforce development professional development system that coordinates activities and offers a Maryland workforce professional credential.
- WIOA Alignment group members should email their questions and edits on the MS22 to Lloyd.

### **B. Learning Management System**

- The Hub is 508 compliant, but compliance does not always translate into usability and accessibility.
- The Hub functionality is highly variable with customization, but the platform format is standard. It is not configurable to be made user friendly. MSDE uses the Hub widely. MDOT has customized their iteration of the Hub.
- The Hub has two components, the platform and the training. These are separate items, both of which must be accessible.
- The WIOA Alignment Group will focus on finalizing the Director of Professional Development and Technical Assistance MS22, and the individual hired will take on the learning management system as one of their assignments.

## **III. Data Sharing Agreements for WIOA State Plan Implementation**

- Erin Roth and Scott Dennis convened the Assistant Attorney Generals (AAGs) to give a Benchmarks of Success 101, discuss gaps in data sharing agreements, and propose solutions. DORS' AAG shared an old mega-agreement sample. Prior to the meeting, they created an inventory of existing data-sharing agreements to aid in their discussion.
- The two DLLR AAGs are leading the effort, aligning their needs due to complicated rules around wage records, and then they will re-convene the other AAGs.
- Erin Roth has shared information with the AAGs from the USDOL Regional Meeting on what other states have done to tackle data sharing.

#### **IV. Joint Performance Policy**

- Two years ago, the Maryland Workforce System released a joint performance policy outlining the federal performance goals for each partner and Local Workforce Development Area.
- DLLR has updated the policy to meet current goals, for the WIOA Alignment Group agreed to re-issue the policy with the update of the WIOA State Plan.
- Stuart Campbell will see if DHCD has any employment-related performance goals and will share language with Natalie Clements, if relevant.
- Natalie Clements will include a blurb about the Benchmarks of Success in the draft policy to acknowledge the long-term goal that the system is working towards.
- Erin Roth has reviewed the updated draft policy and will share it with the WIOA Alignment Group for approvals before issuing.

#### **V. Regional and Local Plans**

- Under WIOA, Maryland designated 12 Local Workforce Development Areas, which make up five regions. Two of the Local Workforce Development Areas are also regions on their own. The other regions are the Capital, Central, and the Shore.
- The Capital and Central Regions submitted their Regional Plans, and the GWDB has plans to provide feedback this week. The Shore received an extension.
- The workforce system is also focusing its efforts on the Local Plans. The guidance was updated by the Policy Committee in 2018. The Local Plans will be reviewed by the GWDB and other workforce system partners.
- DLLR encouraged the Local Workforce Development Areas and the Community Action Agencies to collaborate on the Local Plans. The plans represent a big opportunity for systems alignment.
- WIOA Alignment Group members should contact Erin Roth if they have questions.
- Memoranda of Understanding and Resource Sharing Agreements are due to Lloyd Day on May 18, 2019.

#### **VI. Next Steps and Action Items**

- WIOA Alignment group members should email their questions and edits on the Director of Professional Development and Technical Assistance MS22 to Lloyd.
- Stuart Campbell will see if DHCD has any employment-related performance goals and will share language with Natalie Clements, if relevant.
- Natalie Clements will include a blurb about the Benchmarks of Success in the draft policy.
- Erin Roth will share the updated joint performance policy with the WIOA Alignment Group for approvals before issuing.
- Jody Boone will look into how many DORS consumers are served by the state and by county.
- This is Kimberly Bohnet's last meeting with the WIOA Alignment Group meeting, who is moving to a new organization.

- The next WIOA Alignment Group meeting is Monday, February 25, 2019.