



Business Services Team

Meeting Minutes

November 16, 2005

9:00 a.m. to 3:00 p.m.

WorkSource Renton, Room A
919 SW Grady Way, Suite #125
Renton, WA 98055

Attendees: Rafeeka Gafoor, Gary Smith, Albert Garza, Ross Hamann, Candice Bluechel, Lu Jewell, Jeannie House, Min Song, Nadine Luster-Poe, Kevin Cattran, Pam Cone, John Strong, Dan Bernard and Lola Barkley.

Facilitator: Bob Bartusch

Sponsor: Michelle Mann

WWA: Holly Parkin

11 Common Core Services Document

- Title change: the group changed the name of the document to "Basic Business Services"
- No additional items were added to the agreed upon 11. Some of the 11 were consolidated, and the original document was changed and reduced to 9 bullet items.
- The group was given time to read the agreed upon list along with the original list and came up with definitions.

New Document: Definitions of Basic Business Services

- The word "Business" will replace "Employer" in the document language.
- Add to new document: "*Basic Business Services is developed as an internal document for the statewide business services task group on 11-16-05.*"

Future Agenda Item: Develop business services resource web sites.

ES Commissioner Karen Lee's Message

Michelle provided a brief overview of the message, and asked for feedback from the group. The group discussed several items outlined in her message and agreed it was a positive marketing opportunity.

SKIES Change Control Board Process (Sub-Committee)

The sub committee did not meet since the last October meeting. Pam (lead) went over the requests from the previous meeting, and asked for additional change requests.

Changes discussed in meetings:

- o SKIES change requests:
- o Merging of Employer Record duplicates
- o Make UBI a required field
- o Job Order Summary Screen – add “number of referrals” column
- o List of staff profiles in SKIES needs to be updated
- o Ability to enter past referrals/hires after job order is closed
- o Create more self reporting options
- o Add feature for resume scanning and file download (PDFs) into job seeker screens

Already approved and waiting for data to input:

- o Add services to the Employer Services screen with agree upon definitions of current services recorded

GMAP Data changes:

- o Actual start date versus employment date – ability to stop counting Job Order after it’s placed on hold

Other:

- o Allowing access and information to partners (UI information for job match)

Future Agenda Item: Add services to the SKIES Employer Services screen, and agree upon definitions of current services being recorded.

Bob suggested that if SKIES issues being recorded to GMAP are a performance issue, take it to WWA’s WEOC Team - Tim Probst, Colin Conant or Lisa Nisenfeld.

Rachel Johnston with SKIES will be included in the sub committee.

Assignment: Ron Byington and Rachel Johnston from SKIES to be invited to the January or February meeting. (Michelle Mann)

Addressing the Labor Shortage and Needs of Businesses

Pam provided a background of addressing possible outreach of the labor force that is underemployed because of the economic downturn, to fill employers’ needs for skilled applicants. The group discussed their individual area’s needs and labor shortage issues. Included in the discussion were an increase in job orders and a decrease in labor pool. Pam asked for volunteers to research this issue further and join efforts to increase marketing.

Volunteers included:

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| Candice Bluechel | Benton-Franklin |
| Dan Bernard | King County |
| Jeannie House | Pacific Mountain |
| Ross Hamann | Walla Walla |

Future Agenda Item: Outcomes of research and marketing ideas for labor shortage needs.

Future Meetings:

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| January 18, 2005 | WS Renton | 9-3:00pm |
| February 15, 2005 | WS Renton | 9-3:00pm |

January Agenda:

1. Business feedback – Mike Hudson, Association of Washington Businesses (AWB).
 - Protocol - What to do when a business complains (Karen Lee, Mike Hudson).
2. Develop business services resource web sites.
3. Additions of services to the SKIES Employer Services screen, and agreement on definitions of current services being recorded.
4. Outcomes of research and marketing ideas for labor shortage needs.
5. Progress report from SKIES sub-committee.

