



Business Services Team

March 22, 2006

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

WorkSource Renton

919 SW Grady Way, Suite #125

Renton, WA 98055

Attendees: Lisa Romine, Albert Garza, Ross Hamann, Candice Bluechel, Rafeeka Gafoor, Lu Jewell, Jerry Petrick, Kevin Cattran, John Strong, Jim McKenna, Dan Bernhard, Pam Cone and Bill Tarrow.

Facilitator: Bob Bartusch

WWA Staff: Holly Parkin

Sponsor: Michelle Mann

Absent: Rachel Johnston, Gary Smith, Jeannie House and Sue Ambler.

Welcome/Agenda Review

February 2006 meeting minutes were approved.

Michelle reported that the Business Services Team has approval to meet monthly through June 2006 by WWA. After June, the schedule will change back to quarterly. She also thanked the group for their fantastic work on the Quality Job Order and SKIES Employer Services tasks.

SKIES Employer Services Matrix (Kevin)

- 3 WDAs responded with recommendations and uses of the Employer Services menu in SKIES electronically. The team reviewed the area's feedback and Kevin asked for definitions of the 10 categories of services that were outlined in the last meeting. 6 out of the 10 categories of service descriptions were completed; the remaining 4 will be finalized in the April meeting.
- The group recommended that the statewide data roll-up be extracted by category. The group also discussed the option of local management flexibility in report queries, especially for sub categories.

Assignment: Michelle will report on the progress of the SKIES Employer Services matrix in the April WEOC meeting.

SKIES Management Reports

Pam, on behalf of Kevin, asked the group what information is needed statewide as “standard” queries in SKIES. The group agreed that feedback can be gathered electronically.

Assignment: Pam will send a feedback spreadsheet with an example of a report, and ask the group to enter their information as it pertains to their area by **April 4, 2006.**

Quality Job Order Task Team

The subcommittee met and sent requests for information and best examples of job orders to the group and then compiled commonalities. The team’s draft “Roll-Up of Quality Job Order Feedback” and “Recommendations for Common Job Order Format” documents were distributed and discussed. The next steps were defined and the group updated the recommendations for a common job order format.

Assignment: Ross will email draft recommendation documents to the group for feedback, and ask the group to bring statewide training needs to the April meeting based on input.

Labor Market Reports for Businesses

Jane Field from LMEA could not make the meeting, so she asked the group via email for their top 5 labor market information requests for businesses. Some of the responses included making the workforceexplorer.com web site more business friendly, creating a “Thermo Map” population information capability (similar to Oregon Employment Department) and recommendations for easy navigation.

Assignment: Bob will check with Gregg Weeks about getting more information from the group on LMI requests and invite him to the May or June meeting.

Wrap Up/Tabled Discussions:

- The WTECB “Work Readiness Credential Profile” was distributed and discussion was tabled for a future meeting.

Assignment: Pam Cone and Lisa Romine will investigate the profile further and bring more information to a future meeting.

Next Meetings:

April 26, 2006	WS Renton	9-3:00pm
May 24, 2006	WS Renton	9-3:00pm

April Meeting Agenda:

1. SKIES Employer Services Matrix definitions finalized (Kevin)
2. SKIES Management Reports feedback finalized (Pam/Kevin)
3. Quality Job Order Recommendations and Training Needs Assessment (Ross)