



**Business Services Team
Teleconference
July 26, 2006
9:00 a.m. to 11:00 a.m.**

Attendees: Mollie Patshkowski, Candice Bluechel, Rachel Johnston, Jennifer Jaske, Dan Bernhard, Ross Hamann, Jerry Petrick, Rafeeka Gafoor, Kevin Cattran, Bill Tarrow, John Strong and Aaron Washington (Pacific Mountain).

WWA Staff: Holly Parkin
Sponsor: Michelle Mann

Absent: Bob Bartusch, Richard Berndt, Lisa Romine, Jim McKenna, Pam Cone, Lu Jewell, Gary Smith, and Jeannie House.

Welcome/Agenda Review: Michelle Mann

Agenda was reviewed and approved.

SKIES Employer Definitions: Kevin Cattran

Further clarification and definitions were requested from the group. The group discussed the difference between Intensive and Core Services in SKIES. Core Services are currently the only services defined by the group for a recommendation to WEOC. Intensive and Follow up Services are not yet defined. The group decided to have an August meeting to define the Intensive and Follow up Services. The matrix will remain the same until further clarification in the next meeting.

Agenda Item: Employer Services Definitions – Core, Intensive, Follow up

SKIES Standard Management Reports: Kevin Cattran

- A matrix with all of the SKIES management reports was distributed. These reports are what are currently being used by SKIES power users across the state. Kevin asked the group if more reports are needed from the field.
- Further submissions to the comprehensive reports can be given to Kevin. Further prioritization will be done with the SKIES Team, according to capability of the system.
- The use of these types of reports for staff evaluation and what is currently being put into GMAP reports was discussed.

Next Steps: Kevin will continue to capture information on these reports, update performance measures, add common measures report requirements, monitor progress of prioritization of these reports, and provide support to the WorkSource Management Information Systems (WSMIS) developers team.

SKIES Duplicate Records

The implications and security issues with these requested changes were discussed and a consensus was requested on a recommended change. Rachel asked for a change request in paragraph form, written by a contact person from the Business Services Team to the SKIES Change Control Board in order to allow for any changes.

Possible:

- A SKIES-created record can be merged into a TAXIS-created one (but not the reverse).
- Two or more SKIES-created records can be merged with one another.

SKIES capabilities were discussed. The change request will eventually be forwarded to the SKIES Change Control Board, with the understanding that the role assignment for staff that will have the capability of making changes to Employer Records will be decided locally.

Action: Candice Bluechel will draft a change request statement with Jennifer Jaske, and will be the contact point for recommendations from the group. Deadline for responses to the draft change request due to Candice and Jennifer via email by: **August 11, 2006**.

Action: Jennifer or Rachel will send the final draft change request to the Business Services group before the SKIES Change Control Board meets August 16th.

Job Order Template: Ross Hamann

There was some confusion on this topic:

1. There is a Job Order Taking policy from ESD that was sent out to the Policy Committee for approval. (Not for Business Service Team)
2. There was a recommendation from this Business Services Team to WEOC for a Common Job Order Format in SKIES (in outline form). (Finished)
3. There was discussion by email about the Job Order template form the Marketing Committee developed for WorkSource staff to receive information from employers. (New topic)

Since the first two are finished, it is the third issue under discussion. The group discussed the Job Order Template which staff can use from the Marketing Catalog. A request to create a recommendation to the Marketing Committee for a revised electronic version of the template using elements from the Common Job Order Format was explored. This item was tabled until the August meeting.

Agenda Item: Job Order Template for Marketing Committee

Next Meeting:

August 16, 2006

WS Renton (Room F)

9-3:00pm

July Meeting Agenda Items:

1. Employer Services Definitions – Core, Intensive, Follow up (Kevin)
2. Job Order Template for Marketing Committee (All)
3. SKIES Duplicate Records Change Order Request (Candice)