



Business Services Team

Teleconference

August 30, 2006

9:00 a.m. to 11:00 a.m.

Attendees: Candice Bluechel, Pam Cone, Rachel Johnston, Ross Hamann, Kevin Cattran, Rafeeka Gafoor and John Strong.

WWA Staff: Holly Parkin

Sponsor: Michelle Mann

Absent: Bob Bartusch, Mollie Patshkowski, Dan Bernhard, Richard Berndt, Jerry Petrick, Lisa Romine, Jennifer Jaske, Jim McKenna, Gary Smith, Bill Tarrow and Aaron Washington.

SKIES Employer Services Definitions: Kevin Cattran

Finalization of definitions on intensive services was agreed upon. Clarification on what is actually a service to a business customer, and what is a tracked activity of staff for local business decisions was discussed. How resources are determined for Business Services and GMAP was discussed.

Public Relations and Future Workforce Initiatives category activities were put into the parking lot since they are not recorded for a specific employer. Economic Development and Business Diagnostics were merged into one category.

Updated Intensive Services Categories:

1. Hiring Events
2. Business Education & Seminars
3. Business Diagnostics/Economic Development
4. Applicant Management
5. Workforce Training

Parking Lot:

1. Public Relations
2. Future Workforce Initiatives

Assignment: Michelle Mann will discuss the completion of this task in the September WEOC.

Assignment: Kevin Cattran will forward the complete matrix to the WorkSource Operations Division with Employment Security and all approval and

then send to Rachel Johnston to be sent to the SKIES Change Control Board for implementation.

Security Assignment for Staff in SKIES

Rachel brought up that the SKIES Change Control Board has further questions for the Business Services team about the Change Order Request regarding security. They need further clarification in order to allow a security assignment for staff that input new employer records into SKIES. (Tabled from August Meeting)

Next Meeting:

November 15, 2006 WS Renton 9:00-3:00 PM

November Meeting Agenda:

1. Employer Notes Screen for Employer Follow up Activities (Kevin) and Survey Results of ramifications (Pam).
2. SKIES security staff assignment for allowing input of job orders (All).
3. Further clarification on SKIES security staff assignment for allowing input of new employer records (Rachel).
4. Next steps for identifying training for the quality job order policy. (Ross)