



#Putting Marylanders Back to Work

Benchmarks of Success for Maryland's Workforce System

WIOA Alignment Group

1:00 – 4:00 PM, September 24, 2018

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

Attendees: Erin Roth, Dan McDermott, Daryl Rosenbaum, James Rzepkowski, Kimberly Bohnet, Kirkland Murray, Lili Taylor, Michael Digiacomio, Milena Kornyl, Netsanet Kibret, Richard Reinhardt, Scott Dennis, Susan Kaliush, Terry Gilleland, and Natalie Clements

Handouts:

- Agenda,
- Monthly Overview of Committee Activities,
- Benchmarks of Success Monthly Newsletter – Issue 3, and
- Draft Regional and Local Plan Guidance

Minutes

I. Welcome and Introductions

- Much of this meeting will focus on how the WIOA Alignment Group and the *Benchmark* committees can build on their good work and improve next year.
- The purpose of the first half of the meeting is for committee leadership to report-out to the WIOA Alignment Group and receive guidance. The second half is the rest of the WIOA Alignment Group's standing meeting.

II. Committee Report-Outs

A. Overview

- The Policy Committee completed the Regional and Local Plan Guidance and submits it to the WIOA Alignment Group for approval. The committee continues to have strong levels of engagement and participation from its members.

- The Data and Dashboard Committee continued its work in defining benchmark calculation methodology, noting challenges to capturing the full scope of data points for Strategic Goal #4 in the short term with available data. The committee continues its planning work to design a dashboard.
- The Communications Committee is on schedule with its video rollouts and has continued work to enhance collateral materials as well as build member capacity to effectively use the materials.

B. Communications Committee

- The committee has seen an increase in member participation.
- The committee shared their latest newsletter and two of their new videos with the WIOA Alignment Group, including:
 - September Newsletter: <https://content.govdelivery.com/accounts/MDDLRL/bulletins/20df0db>
 - Video, Secretary Padilla, Part 3: <https://www.youtube.com/watch?v=uwZAIGILxkQ>
 - Video, Chairman Dubin, Part 2: https://www.youtube.com/watch?time_continue=232&v=eNO0TF7A1oY
- The committee is working on the following collateral: a poster for the American Job Centers, a one-pager on the *Benchmarks*, and a smaller card of resources and summary information. After the content has been finalized for these materials, then DHS will design them.
- The committee asks the WIOA Alignment Group's members to disseminate the materials and the message of the *Benchmarks* to their distribution lists. As of this meeting, 87 percent of those that received the September Newsletter email opened it. The new videos are integrated into the newsletters and on the *Benchmarks* webpage.
- The videos of MSDE Superintendent Salmon and DLLR Secretary Schulz will be released in the next couple months.

C. Policy Committee

- The Maryland Workforce Plan is a four-year document, but it must be revised after 2 years. Similarly, the Regional and Local Plans must also be revise mid-plan to adhere to federal law and to conform with the vision and description communicated in the State Plan.
- The Policy Committee revised the Regional and Local Planning Guidance for review by the WIOA Alignment Group. The committee walked the WIOA Alignment Group through the document and changes that have been made. Changes were made to the Local Plan section but not to the Regional Plan section.
- The revised guidance has new background sections that are related to the *Benchmarks*, and there are new sections pertaining to the new partners of the State Plan. The committee has developed two documents for the convenience of the Local Areas: the official plan guidance and a document highlighting the difference from the original guidance released in 2016. Many of the prompts from the original guidance were reorganized to better fit the *Benchmarks*, and for other practical purposes.
- The WIOA Alignment Group approves the Regional and Local Plan guidance conditionally, but members have until Friday to send comments and/or revisions. Erin Roth will follow-up with partners not in attendance to gain approval on their program-relevant sections.

D. Data and Dashboard Committee

- The Data and Dashboard Committee proposed working with the Communications Committee to share date-specific messages, including that benchmark data will be reported as an aggregate for the state, and these measures are not meant to be punitive.
- The committee defined “Life Management Skills” for the Glossary of Terms as: The necessary skills needed to address conditions and circumstances that impact our lives, including but not limited to nutrition, housing, stress, health, employment, financial literacy, etc.
- For Strategic Goal #4 on barriers, many partners report some or all of these services under a blanket supportive service or maintenance fee category, so it is not possible to break it out by specific service at this time. The committee can report an aggregate number of all of these services together for the partners now and make recommendations for measuring them separately in the long-term. The aim is to be able to report all of the benchmarks by population in the long-term.
- The committee shared rough benchmark numbers for WIOA Titles I and III for the first two Strategic Goals. The WIOA Alignment Group emphasized the importance of keeping the 200 percent of the Federal Poverty Level as a limit on the first Strategic Goal, for it is a measure of progress.

III. Next Steps and Action Items

- WIOA Alignment Group members will send their comments on the Draft Regional and Local Plan Guidance to Erin Roth by Friday, 9/28, who will then share with the group what changes will be made. The guidance will be considered approved if no comments are received. Erin will follow-up with partners that are not present at the meeting.

Part II: WIOA Alignment Group – Remaining Business

2:30 – 4:00 PM

Attendees: Erin Roth, Dan McDermott, James Rzepkowski, Kimberly Bohnet, Kirkland Murray, Michael Digiacommo, Netsanet Kibret, Richard Reinhardt, Scott Dennis, and Terry Gilleland

Minutes

I. WIOA Alignment October Meeting

- Due to a conflict with DORS’ annual conference, the WIOA Alignment Committee agreed to cancel the October meeting and reconvene in November.

II. Strategic Committee Planning Discussion

- The Group discussed whether modifications to committees’ structure should be made. In general, the Group decided it would be best to continue work via the existing committee structure.
- To support the workforce system’s professional development needs, a subgroup of Alignment Committee members (or designees) were asked to work together over the next 60 days to devise a recommended plan of action to include: What should the professional development include? How should it be provided? What is a recommended timeline for activities? And what are the budgetary implications of the proposed professional development plan? LiLi Taylor from DLLR will be asked to organize the group on this effort. Members of this subgroup will include: Lloyd Day of DLLR Workforce Development, Terry Gilleland and Jeana Davis from DLLR Adult Education, Erica Kneesi from DOR, Jennifer Moore from DHS, and Kirk Murray from the

Maryland Workforce Association. The full WIOA Alignment Group will look forward to a report-out on these activities at the November meeting.

- Scott Dennis of DORS shared the importance of increased data sharing between partners to accomplish the vision and mission articulated in the State Plan, including the *Benchmarks of Success*. As a next step, before the November meeting, Erin Roth of DLLR will convene the Assistant Attorney Generals for each agency to explain the vision and to identify any additional data sharing agreements or protections that the system will need.

III. Good of the Order

- Kim Bohnet of Howard Community College shared learnings from a recent professional development event that connect to the Alignment Group's work.
- Netsanet Kibret of DHS shared updates on the SNAP Plan.
- Erin Roth offered to connect Mary Keller of the EARN Program to Netsanet to enhance connection points between SNAP Employment and Training and EARN.