



Innovative Workforce Solutions

WORKFORCE EXECUTIVE COMMITTEE

Yuma Private Industry Council, Administration Building

3834 W. 16th Street, Yuma, AZ 85364

Meeting Link: <https://zoom.us/j/92104828471>

Meeting ID: 921 0482 8471

Phone: +1 669 900 9128 US

December 10, 2020

8:30 a.m.

MINUTES

I. Call Meeting to Order

Maria Chavoya called the meeting to order at 8:39 a.m.

II. Pledge of Allegiance

Maria Chavoya led the Pledge of Allegiance.

III. Roll Call

ATTENDEES:

Maria Chavoya, Board Chair (Virtual)

Jesus Garcia, Board Vice-Chair (Virtual)

Antonio Zuniga, Board Member (Virtual)

ABSENT:

Steven M. Miller, Board Secretary/Treasurer

STAFF:

Nidia Herrera, YPIC

Beatriz Aguilar, YPIC

GUEST:

Kevin Imes, Youth Committee Chair (Virtual)

IV. Discussion of Further Participation on the Youth Committee due to Attendance, Committee Member-Denise D. Loera

Youth Committee Chair, Kevin Imes informed the Board per the Yuma County Local Board Bylaws; if a Committee member misses three consecutive meetings their participation in such committee would be brought to the Executive Committee to discuss further participation. Denise D. Loera has missed three consecutive meetings and multiple attempts to contact her have been made with no response. Mr. Imes recommended removing Denise D. Loera and adding a replacement. The item will be presented to the full Local Board for official action.

Maria Chavoya asked if there are any potential candidates to replace her. Mr. Imes replied there are no candidates at this time but the membership will be advertised and will be reaching out to members in the community. Nidia Herrera added the Youth Committee Membership Application is on the website for the public to view and fill out if interested. Maria Chavoya suggested advertising in the business section, Facebook, etc.

V. Review the Revised Measurable Skills Gain Policy

Nidia Herrera presented a revision to the Measurable Skills Gain Policy. A discussion took place on minor revisions or updates to policies. Policy is attached.

The Executive Committee Members are allowing Local Board staff to make minor revisions or updates to any policies without having to present to the committees for review. Local Board staff will inform the full Local Board at the Board meetings of any minor revisions or updates. Revisions and updates to policies should be taken to the committees and the Local Board for review if major changes are made or it changes the way business is done.

VI. Discuss the Establishment of a Performance Review Committee

Nidia Herrera informed the Committee that Local Board staff is working on the recertification process and per the Yuma County Bylaws a Performance Review Committee needs to be established. The Local Board Chair will appoint members for a two year term and they will hold a meeting at a minimum annually. Currently, the Local Board staff meets on a quarterly basis with contractors/service providers to review performance, services, fiscal or programmatic etc. therefore results would be presented to the Committee. The Committee's duties and responsibilities are as follows:

- Develop, review and approve local performance standards for contractors/service providers;
- Review fiscal and programmatic performance of contractors/service providers;
- Report to the Local Board on contractor/service provider performance;
- Make recommendations to the Local Board for corrective action regarding service provider deficiencies and corrective action plans;
- Review monitoring results and make recommendations to the Local Board;
- Make recommendations to the Local Board regarding renewal of contracts or MOUs for contractors/service providers

Local Board staff will contact members of the Yuma County Local Board to participate on the Performance Review Committee.

VII. Good of the Order

Nidia Herrera made the Executive Committee aware that an Executive Committee or Finance and Personnel Committee meeting will be scheduled before the next Board meeting should any of the recertification documents need to be revised or amended.


The Executive Committee thanked the Local Board staff for their hard work and wished all a happy holiday season.

VIII. Adjournment

Maria Chavoya asked for a motion to adjourn the meeting.

Antonio Zuniga made a motion to adjourn the meeting; Seconded by Jesus Garcia. Meeting adjourned at 9:10 a.m.

Respectfully submitted by Beatriz Aguilar, Clerk of the Board

 <p>Innovative Workforce Solutions</p> <p><small>A proud partner of the americanjobcenter network</small></p>	Subject Measurable Skill Gains Policy ARIZONA@WORK-Yuma County	
	Original Issue Date October 14, 2020	Revision Date
	Authorized by: Yuma County Workforce Development Board	

Background/Purpose: This policy for the Yuma County Local Workforce Development Area (LWDA) provides guidance on the reporting and documenting of the Workforce Innovation and Opportunity Act (WIOA) Measurable Skill Gains (MSG) performance indicator. Section 116 of WIOA establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of States and local areas in achieving positive outcomes for individuals served by the Workforce Development System’s six core programs, which includes Adult, Dislocated Worker, and Youth programs authorized under WIOA Title IB and administered by Department of Labor (DOL). Measurable Skill Gains is one of the six primary indicators of performance.

References: TEGL 10-16, change 1. ; WIOA Policy Broadcast PB#17-016; Measurable Skill Gains Technical Assistance Session State Webinar; WIOA State Policy Manual Training Services Chapter 2- Section 500; WIOA Title I-B Measurable Skill Gains Checklist; AZ DES-AJC Service Dictionary.

Policy:

A. Defining Measurable Skill Gains

Measurable Skill Gains is defined as the percentage of participants who, during a **Program Year**, are in an education or training program that leads to a recognized postsecondary credential, or employment and who are achieving documented academic, technical, occupational, or other forms of progress, toward a credential or employment. The MSG indicator is used to measure the interim progress of participants who are enrolled in education or training services for a specific reporting period. MSG is a real-time measure, not an exit-based measure. The measure calculates the number of participants who attain at least one type of gain during the program year.

B. Who Is Included in the Measure

- a) All WIOA Title I-B Adult and Dislocated Worker participants who are enrolled in training and education program leading to a credential or a high school diploma or high school equivalency; including work-based training such as OJT, customized training, registered apprenticeship. **This does not include Work Experience/Internship as it’s considered an Individualized Service, not training.**

Note: Incumbent Worker Training

- Incumbent Worker Training is considered a business service to employers.
 - If participants are also enrolled in the WIOA Title1B Adult or Dislocated Worker Program to receive other services; their participation would be reported under the appropriate WIOA indicator of performance.
 - Individuals who only receive Incumbent Worker Training are not included in the WIOA performance indicator calculations; however participant and performance data is reported to US Department of Labor (DOL)
- b) All WIOA Title I-B Youth participants who are in the occupational skills training element, or attending secondary education, postsecondary education, adult education, Youth build, Job Corps are included in the MSG performance indicator. This includes all In-School Youth since they are attending secondary or postsecondary education.
- Note:** Youth who are in OJT's are not included in the MSG indicator as this is considered a type of work experience.

C. Education and Training Services

- 1) Services that place Adult and Dislocated Worker participants in the MSG denominator:
- Most Commonly used Services;**
- a. Adult Ed. And Literacy Activities Provided in Combo w/Another Training Service.
 - b. Occupational Skills Training
 - c. On-the-Job Training (OJT)
- Other Available WIOA Services;**
- a. Apprenticeship
 - b. Customized Training
 - c. Entrepreneurial Skills Training
 - d. Incumbent Worker Training
 - e. Integrated Education and Training Programs provided concurrently or in combination with another training service.
 - f. Job Readiness Provided in Combination with Other Training Services
 - g. Job Readiness Provided in Combination with Transitional Job Programs that Combine workplace Training with Related Instruction
 - h. Skill Upgrade/Retraining
 - i. Training Programs offered by the Private Sector
- 2) Services that place Youth in the MSG denominator:
- a. Alternative Secondary School Services
 - b. Apprenticeship
 - c. Dropout Recovery Services
 - d. Occupational Skills Training
 - e. Secondary Education Program

D. Documenting Progress Toward Measurable Skill Gains Outcomes

Achievement of skill gains are specific to the type of education or training program in which a participant is enrolled. Indicated below are the 5 types of MSG and the supporting documentation that will be used by the LWDA area to demonstrate a skill gain;

- 1) **Educational Functioning Level (EFL)** - achievement of at least one EFL of a participant who is receiving instruction below the postsecondary education level. Skill Gain is measured by the following:
 - a. A basic skills pre- and post- test which demonstrates an advancement of an educational level. The same test and version must be used for both the pre-and post-test; OR
 - b. Report an education functioning level gain when participants who exit a program below the postsecondary level and enroll into postsecondary education or training during the program year.

Acceptable Documentation:

- Copies of results from an approved test suitable for the National Reporting System (NRS) showing increase of at least one educational functioning level within the program year. Note: the most recent list of tests determined suitable for the NRS is available online at: <http://www.nrsweb.org>.
 - Copy of school verification enrollment form or class schedule indicating participant has enrolled into postsecondary education or training during the program year.
- 2) **Secondary School Diploma-** attainment of a secondary school diploma or obtained passing scores on all parts of the Arizona high school equivalency test. Skill Gain is measured by the following:
 - a. Participant enters program without a High School diploma or equivalency
 - b. Enrolls into secondary education
 - c. Attains secondary school diploma

Acceptable Documentation:

- Copy of High School Diploma or GED
 - Copy of an official transcript
- 3) **Secondary or Post-secondary transcript or report card-**documentation of a Secondary and Postsecondary transcript or report card for a sufficient number of credit hours showing participant is meeting Arizona's unit academic standards. Skill Gain is measured by the following:

Secondary Education-

- a. Participant enrolled into secondary education
- b. Submit official transcript and or report card
- c. Meets the Arizona's unit academic standards

Acceptable Documentation:

- Copy of an official semester transcript or report card showing participant achieved passing grades of "D-" or above in all classes.

Post-Secondary Education-

- a. Participant enrolled into post-secondary education
- b. Submit official transcript and or report card
- c. Meets the requisite number of credit hours
- d. Meets the Arizona's unit academic standards

Acceptable Documentation:

- Full-Time student-copy of an official transcript or report card demonstrating completion of a minimum of 12 credit hours per semester.
 - Part-Time student-copy of an official transcript or report card demonstrating completion of at least 12 credit hours over the course of two completed semesters during a 12 month period.
- 4) **Training Milestone-** satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training. Documentation must include one of the following:
- Post assessment skill evaluation performed by the employer validating participant is “proficient” in mastering and achieving all job skills listed on training plan.
 - Upon completion of one year in the Registered Apprenticeship Program, a progress report demonstrating satisfactory progress on established milestones or;
 - Official transcript results showing completed modules for each level of apprenticeship from a training provider demonstrating participant has demonstrated satisfactory or better progress on key competency areas required by the apprenticeship or;
 - Documentation such as a letter coming from the employer indicating there has been an increase in pay based on newly acquired skills or increased performance during a registered apprenticeship program. Documentation must include the following;
 - Employer name and name of the employer's staff member who is verifying the pay increase;
 - Previous and increased pay rates; and
 - The date the pay increase takes effect
- 5) **Skills Progression-** successful passage of an exam required for a particular occupation, or progress in attaining technical or occupational skills as demonstrated by trade-related benchmark, such as knowledge-based exams. Documentation must include one of the following:
- The Occupational Skills Assessment Evaluation Form (OSA) verifying participant demonstrates attainment on each technical/occupational skill trade-related benchmark and rated as “Skilled”.
 - Official transcript, exam, or copy of certificate level of apprenticeship indicating progress in attaining technical or occupational skills.

E. AJC Data Entry Requirements

In order to ensure accurate reporting of Measurable Skill Gains, the LWDA must record and enter data in the Arizona Job Connection State System (AJC) under Enrollment Details, “Measurable Skill Gains & Goals Link” within 15 calendar days from the date service was provided and or from when documentation of the MSG attainment was received.

Only one MSG is required per Program Year. If participant attains a MSG, the requirement has been met. There is no need to set another MSG for the same program year. Service Providers must not delay on providing training or educational services to participants as a result of insufficient time to attain a MSG by the end of the program year.

Note: The LWDB does not allow for Service Providers to change the type of MSG in AJC if the MSG will not be attained. Once a MSG has been set and recorded in AJC, the MSG type cannot be changed as there is a sequence of documentation in AJC indicating the MSG type being set.

The supporting documentation of an achieved Measurable Skill Gains must be saved under ISDS/Case Management Folder or uploaded into AJC. Please refer to the Case Management Electronic File document and AJC Uploaded Documentation List for guidance. Documentation of MSG outcome is required to be recorded on program notes and the Development of ISS/IEP.

1) Measurable Skill Gains & Goals Link:

- a) Goal Type must be left blank when setting a MSG in AJC.
Note: Goals are only required for Work Experience/Internship and when training or education services are paid by non-WIOA funds. This must also be included in the participant’s Individual Service Strategy ISS/IEP.
- b) Date Set of MSG must coincide with start date of the Educational or Training Service. If MSG has overlapped program year, then Date Set must reflect the beginning of the current program year.
- c) Planned Date of Attainment must not be greater than current program year end date.
- d) The Date Attained must coincide with the date reflected on the supporting documentation of the achieved MSG.
- e) At the end of the program year, the MSG must result as “Attained or “Set, but not attained”.
- f) The most recent MSG recorded in AJC will be the one included towards the Measurable Skill Gains Performance Measure.

2) **Testing Link:**

- a) When the MSG outcome is claimed by using the Educational Functioning level, the Test Scores must be recorded and entered in the Testing Link under Enrollment Details in AJC.
- b) Assessment Tool, Functional Area, and Date Administered must be entered.
- c) Scaled Score must be 3-digit number.
- d) Universal note must include book level and grade equivalent.

3) **Outcomes Link:**

- a) When the MSG outcome is claimed by Secondary School Diploma, the 4th Quarter Outcome screen must be completed in AJC under Program Details.
- b) High School Diploma/or Equivalency must be selected under the Credential Rate Information.
- c) Date of Attainment must be the date displayed on hard copy of High School Diploma/or Equivalency, and or official transcript.

4) **Service & Training Plan:**

- a) The following question, *“Does this service lead to a credential, employment, or measurable skill gains?”* must be answered as “Yes” for all training and education services.
- b) The Measurable Skill Gains Box under the section, *“Select the results the service may lead to”* must be checked whenever an education or training service is added to the Service & Training Plan in AJC in addition to the type of credential.