Date: Wednesday, May 18, 2022
Time: 1:00 p.m. – 2:30 p.m.
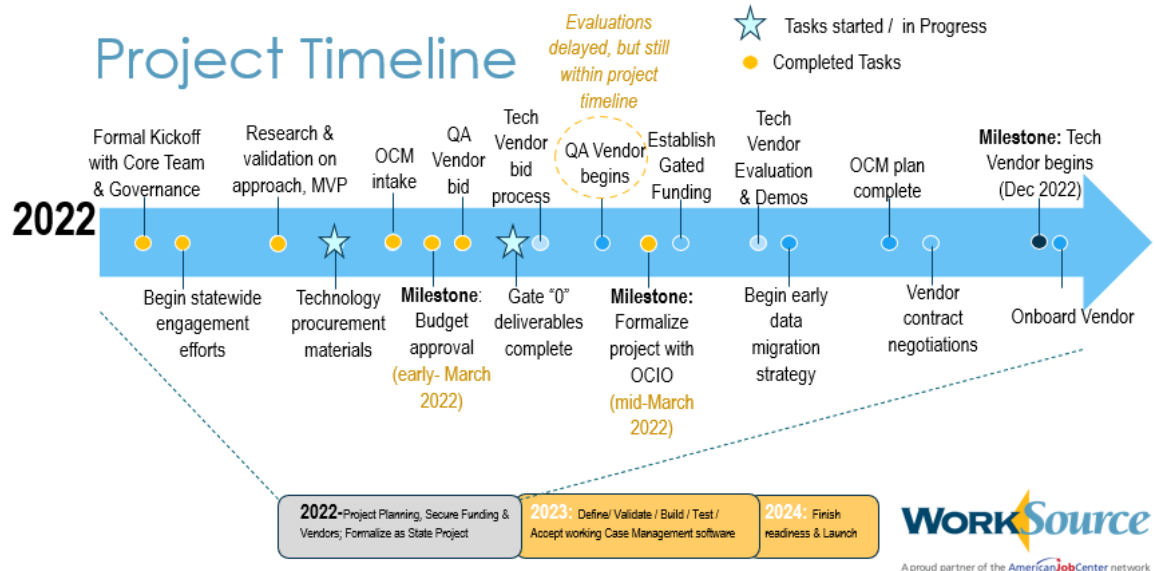**Location:** Teams Meeting

Action Items:

Provide response to Technology RFP Recommendations and Field Requirements RFP recommendations by 5/24/22

Provide response on EcSA Self-Sufficiency Calculator by 6/1/22

WIT ETO Replacement Project Update | Nona Mallicoat and Linda Kleingartner

Project Timeline- Linda Kleingartner

- The QA Vendor bid process is starting- the QA vendor is 3rd party group that looks at the project, conducts their own assessment on risk, and helps guide the project from an outside and unbiased perspective. Evaluations are complete and vendors are being interviewed now. The plan is to start on-boarding mid-June.

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Risk Discussion- Linda Kleingartner

In February we reviewed the Project Management Plan which addressed how Risk Management will be handed. In managing risk we look at what could cause project delay or failure and we create plans to mitigate the risks. If a risk is realized it becomes an issue and action planning is expedited. So far the project's Planning Team has compiled

20 risks and mitigation plans are being created. The plans will be complete by 5/26/22. Normal turnaround time from when a risk is identified to when a mitigation plan is created is 2-3 days. Risks are scored based on their probability of the risk occurring and the impact it would have if it occurred. Advisory will receive medium to high risks. In the future risks will be logged on a spreadsheet the group can review. Questions and concerns on current risks from Advisory members, as well as potential new risks can be brought to any member of the WIT Planning Team and can be discussed at Advisory meetings as needed.

Current high-level risks are:

- if the IT vendor cost is higher than estimated,

- if ETO data has quality issues affecting migration, and

- if stakeholder engagement does not garner trust and instill confidence in ability to deliver.

The Advisory Committee reviewed the stakeholder engagement risk to validate reducing the risk rating from 20 to 12 due to the mitigation plan in place. The Advisory Committee agreed the current score of 12 was accurate. All risks will continue to be reviewed and evaluated throughout the life of the project.

In the future the risk report will be sent out to the Advisory Committee for awareness. New risks will be highlighted on a monthly basis. Advisory is encouraged to review the risk report and determine if anything needs to be discussed at meetings. Per the Project Management Plan, the I&T Steering Committee and the status report will always reflect the high to very high risks (risk rating 20+).

Progress of RFP Recommendation Work Items- Nona Mallicoat

The Project Delivery RFP Recommendation is complete. The Technology RFP Recommendation and the Field Requirement RFP Recommendations were sent out to Advisory 5/17/22 with a request to review and respond by COB 5/24/22 The Program Requirements RFP Recommendations and the Reporting and Accounting RFP Recommendations will be to Advisory by 5/26/22.

The Product Vision will be cast into framework May- June.

The 5/3/22 Steering Committee approved adding Vendor workshops to the project timeline to assure the vendor is in alignment with our needs. These workshops will allow us to see what it's like to work with the vendor and will help reduce the risk of selecting the wrong vendor.

Action- Provide response to Technology RFP Recommendations and Field Requirements RFP Recommendations by 5/24/22

Product Framework- Michael Luchini

There are three artifacts going into the RFP:

- Product Framework/Narrative- frames the solution and is the foundation to the MVP

- RFP Recommendation Document- contextualized the vision and is the building block of the MVP

- Hard Requirements

WorkSource System Report- Christa Castanon

ESD is experiencing resourcing challenges and has limited staff to handle system requests and your patience is appreciated while ESD staffs up.

Current Priorities:

- RAS (RESEA Scheduler)/Twilio

- WorkFirst Enhancements

- SSO ETO

- Automating Employer Fraud

- Content Update from BAM on WSWA

- Case Manager Touchpoint

- Alchemer/Unite Us

A question was asked on the status of the Jot Form request- Christa advised that additional conversations are needed with stakeholders. The DOL has stated the way we collect information can constitute as self-service. If an ESD employee is working in a 3rd party-system not owned by ESD, there are concerns around tracking public disclosure requests.

EcSA Grant Tooling Requirement- John Traugott

John presented information on the EcSA Self-Sufficiency Calculator needed to effectively measure attainment of participant self-sufficiency outcomes. The Self-Sufficiency Calculator is a tool to help individuals plan for their financial and career goals, and for programs to measure their impact toward moving participants to self-sufficiency. The Calculator utilizes the Self-Sufficiency Standard developed by University of Washington (UW), a sophisticated metric incorporating validated national, state, and local data to determine individual costs of living, accounting for variations in cost by geographic location and family composition. The Calculator is maintained by the Workforce Development Council of Seattle-King County and is updated with new data every 2-3 years. The next planned update is early 2023. Discussion around the tool occurred and there were concerns from multiple Advisory members, so a vote did not occur.

John offered to provide additional information at the LWDB peer-to-peer group meeting.

The Advisory Committee was sent a request for recommendation after the meeting on 5/18/22 and asked to vote on expanding currently approved local use of the Self-

Sufficiency Calculator to include utilizing the database to enter participant household income information to establish and track progress toward individualized participant self-sufficiency targets. Members are to work with their leadership teams and provide a response by COB 6/1/22.

Action- provide response on EcSA Self-Sufficiency Calculator by 6/1/22