ContinUous ImprovEment Committee

Date: June 16, 2021

Time: 1:00 PM – 2:30 PM

Chairman: Mr. Marlon McClinton

# Members:

Mr. Jay Brooks| Ms. Jennifer Foster | Ms. Lisa Jones | Mr. Marlon McClinton | Mr. Thomas Hacker| Ms. Barb Oilschlager | Mr. Andrew Warrington |

# Members Absent:

Mr. Julio Rodriguez |

# Staff Attendees:

Ms. Molly Cook | Dr. Aime’e Julian | Dr. Brian Richard

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| Time | Item | Presenter |
| 1:00 PM | Welcome and Introduction | Marlon McClinton |
|  | Approval of the May 19, 2021 meeting minutesBarb Oilschlager moved to approve the minutes, and Andrew Warrington seconded. The minutes were approved by members. |  |
| 1:03 PM | Evaluation Workgroup Update | Aime´e Julian |
|  | * The Evaluation Workgroup had a preliminary Evaluation Framework website to share with the committee for edits and suggestions.
* Aime’e Julian shared the content of the website.
* The content is currently being finalized. Piloting will start late summer.
* Marlon McClinton asked where the step-by-step approach to the Framework begins on the website? Aime’e Julian explained that happens immediately after the Executive Summary. WIOA Wednesday Webinars are also integrated throughout the framework.
* Barb Oilschlager asked about pilot testing. Aime’e Julian and Brian Richard informed that the pilot tests include the Minimum Training Expenditure, Apprenticeship Navigator, and Service Integration.
* Marlon McClinton asked Brian Richard how exactly this tool will be used in the context of the Apprenticeship Navigator program. Brian Richard explained that there is more of a time cruch with upcoming funding for that program. This tool will be helpful for Navigators to use a common evaluation process. The hope is that evaluations will inform the next round of funding.
* Marlon McClinton asked about color blindness considerations with the website and how equity will be integrated.
* Andrew Warrington noted that the colors were user friendly for those experiencing color blindness.
* Aime’e Julian asked if the workgroup would like to see a link to the tool, or if they should wait until next month to see changes/edits?
* Aime’e Julian explained that equity will be integrated throughout the Framework utilizing an equity lens and through a definition of an equitable workforce system. The working vision of equity and equity lens come from the Equity Task Force.

Working Vision of Equity: Equity is "the state, quality, or ideal of being just, impartial and fair." The concept of equity is synonymous with fairness and justice. To be achieved and sustained, equity needs to be thought of as a structural and systemic concept.An equitable workforce system is one in which race, ethnicity, gender, socioeconomic status, health, ability, and other demographic or geographic characteristics no longer predict one’s outcomes in the labor market. The application of an equity lens for the Illinois workforce system ensures all individuals have equal and inviolable dignity, value, and opportunity to participate justly, fairly, and fully in all dimensions of academic, social, civic and economic life to reach their full potential.An equity lens is an ongoing process for analyzing or diagnosing the impact of the design and implementation of policies on under-served groups, and to identify and potentially eliminate barriers. Applying an equity lens to evaluation involves increasing justice and fairness in all policy, processes, and programs – taking into consideration historical and contemporary conditions that create uneven starting points for individuals within the workforce ecosystem and aligning the procedures and processes of institutions or systems, as well as in their distribution of resources, to provide the optimal experience for all individuals to reach one's full academic, social, civic, and  economic potential.* The group discussed removing: “Therefore, an equitable workforce system ensures the distribution of workforce benefits and burdens are not skewed by identity and group membership.” Tom Hacker recommended making this an ‘affirmative’ statement.
* Marlon McClinton suggested the following wording: “A workforce system ensures equitable distribution of resources within the workforce system. Resources in the workforce system will be distributed in a balanced and fair manner.
* Aime’e Julian explained that the Equity Task Force will be sharing an equity lens and working vision but not a definition.
* Jennifer Foster suggested adding Diversity, Equity, and Inclusion language in the equity lens definition. Committee members agreed.
* Aime’e Julian explained that the workgroup is also looking at resources that involve a culturally responsive lens to evaluation.
* Aime’e Julian noted that the Equity Task Force Is looking for each agency to define equity. Jennifer Foster infomed that it will impact agencies, and agencies can define as it applies to them. Lisa Jones explained the first charge of the Equity Task Force is to come up with terms and defintions.
* Aime’e Julian will send another draft to the committee.
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| 1:45 PM | Performance Workgroup Update | Jay Brooks |
|  | * Review using the Performance tool:

<https://www.illinoisworknet.com/WIOA/Resources/Pages/PerformanceTransparency.aspx> * Jay provided a table for reporting data. He suggested the quarterly updates according to the table below.
* Tom Hacker suggested updates according to whatever is most meaningful. The group agreed that quarterly updates work.
* Jay Brooks encouraged using facts rather than forecasting. He also explained that the reports will provide updates on measurable skill gains.
* Marlon McClinton clarified that leading indicators including making sure resources are in place for the future could be tracked. He asked if we could identify model performance from the updates and identify underperformance to improve over time? Jay Brooks explained that we could ask for a deep dive. Brain Richard explained a statistical adjustment model which would allow for context around performance metrics.

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| **Reporting Period** | **Update to CIC** |
| July-September | Oct. 15th  |
| July – December | Jan. 15th  |
| July – March | Apr. 15th  |
| July – June | \*Sept. 15th  |

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| 2:10 PM | Update on Committee MembershipMarlon McClinton will be looking to some of his colleagues to join the committee. Members can be from outside the IWIB. Aime’e Julian suggested directly asking potential members to join. | Marlon McClinton |
| 2:15 PM | New Business / Old BusinessSeptember Board Meeting – Aime’e JulianThe September Board meeting will be in person, as will the CIC meeting.Discussed ETPL (Eligible Training Provider List) membership – looking for any CIC volunteers as membersLisa Jones mentioned updating the ETPL with equity tools. She asked for volunteers from the CIC to join that effort.. | Marlon McClinton |
| 2:25 PM | Public CommentThere was no public comment. | Marlon McClinton |
| 2:30 PM | AdjournmentAndrew Warrington moved to adjourn the meeting. Tom Hacker seconded. | Marlon McClinton |

**Charges of the Continuous Improvement Committee:**

Charge 1: Evaluation Design. Review evaluation elements of policies, programs, and processes created or overseen by the IWIB to determine the appropriateness of their relationship to their expected outcomes. Provide feedback and recommendations.

Charge 2: Evaluation Outcomes. Review outcomes of evaluation to determine if results conformed to intended outcome. Provide feedback and recommendations.

Charge 3: Continuous Improvement at Local Level. Review local performance related to the six federal performance measures for the WIOA core partners and make recommendations about strategies for continuous improvement at local levels.

Charge 4: Benchmarks. Examine and evaluate workforce quality and earning benchmarks and recommend changes.

Charge 5: Data Recommendations. Provide Recommendations for Readily Accessible Data and technical assistance recommendations for an intended audience.

Charge 6: Priority Activities. Manage priority activities as assigned by the IWIB Strategic plan.

**Priorities of the CIC:**

1. Policy evaluation
2. Develop an understanding of how WIOA programs (under Title One, Two, Three and Four) are evaluated, what continuous improvement processes are in place and included, and what Technical Assistance from the lead agency is involved.
3. Provide the IWIB Committees with a Clear understanding of how outcomes are evaluated – defining the process for upcoming policy.