

# CONTINUOUS IMPROVEMENT COMMITTEE



**Date:** November 18, 2020

**Time:** 1:00 PM - 2:30 PM

**Location:** Online

**Facilitator:** Mr. Marlon McClinton

**Members Present:** Mr. Jay Brooks | Mr. Marlon McClinton | Mr. Thomas Hacker |

**Members Absent:** Mr. Andrew Warrington | Ms. Jennifer Foster | Ms. Barb Oilschlager |  
Mr. Julio Rodriguez

**Subject Matter Experts:** Dr. Brian Richard

**Staff Attendees:** Ms. Molly Cook | Dr. Aime'e Julian

## Meeting Goals/Objectives

1. Receive updates on the Evaluation and Performance workgroups
2. Discuss Annual Report business



Time	Item	Presenter
1:03 PM	<p>Welcome and Introduction</p> <p>Approval of the September 16, 2020 and October 21, 2020 meeting minutes</p> <ul style="list-style-type: none"> <li>Pushed to next meeting due to lack of quorum</li> </ul>	Mr. Marlon McClinton
1:05 PM	<p>Annual Report Update</p> <p>Dr. Julian explained that the Annual Report is due on November 30. Currently it is with the graphic designer. Dr. Julian showed a draft of the design.</p> <p>There was an opportunity for comments in August. It will be emailed to the Executive Committee today, and it will be approved on November 23. Once it is approved, it will be shared with the IWIB Board.</p>	Dr. Aime'e Julian
1:08 PM	<p>Evaluation Workgroup</p> <p>Dr. Julian explained that the group has defined their charges and priorities. They have also moved forward on creating a framework, which will provide guidance to evaluating policies, processes, and programs. The framework will be available as a draft in January. Right now, the group is seeking policy, process, and program pilots. Piloting will occur from January through June at the State and local level.</p> <p>Guiding questions and a logic model will be provided as well as guidance on evaluator selection.</p> <p>Moving forward both workgroups will provide written updates to the CIC.</p> <p>Mr. McClinton asked how many pilots would be used to test the framework.</p> <p>Dr. Julian explained that there will be six pilots. The two pilots currently picked are minimum expenditures and an evaluation with the apprenticeship group. Dr. Richard explained that there are many grants</p>	Dr. Aime'e Julian

Time	Item	Presenter
	<p>that have been given to local workforce areas as apprenticeship navigators and that will be evaluated.</p> <p>Mr. McClinton clarified that the end product will be a framework with a report on the pilots who tested out the evaluation plan.</p> <p>Dr. Julian explained that the group will also provide advice on when to find an external versus internal evaluator because the CIC does not plan to be the evaluator.</p>	 <p data-bbox="1380 231 1567 378"><b>ILLINOIS WORKFORCE INNOVATION BOARD</b></p>
1:17 PM	<p data-bbox="341 535 730 577">Performance Workgroup Update</p> <ul data-bbox="389 619 1193 1123" style="list-style-type: none"> <li>• Mr. Brooks explained that the group is using data from Adult Ed on how to proceed with their tracking report card. They are also working on aligning color coding on their document with the Annual Plan.</li> <li>• On color coding – the initial numbers will be shaded gray because many metrics are not due/compiled until 2021.</li> <li>• The final draft of the ‘performance report card’ will be ready by mid-December for this group to review.</li> <li>• Mr. McClinton asked Mr. Brooks to send out a draft of the report card to the group.</li> <li>• Mr. Brooks stated that in the Annual Plan, some of the metrics, in Adult Ed. for example, are difficult to report because individuals don’t provide social security numbers, etc, which makes data matching an issue.</li> </ul>	Mr. Jay Brooks
1:25 PM	<p data-bbox="341 1165 511 1207">New Business:</p> <ul data-bbox="389 1249 1193 1774" style="list-style-type: none"> <li>• Dr. Julian reminded the group that the Unified Plan Tracking bi-monthly meeting will be in December.</li> <li>• Mr. McClinton asked about the TDL Task Force, and Dr. Julian has approval to reach out to a potential Chair. Dr. Julian asked who should be on the Task Force.</li> <li>• Dr. Julian said that Ms. Dorr will be back in December to provide an update on the LWIA response to COVID. Mr. McClinton said he would be interested in having her back to hear an update.</li> <li>• Dr. Julian asked Dr. Richard if the Service Integration group had something to share, but he said not yet.</li> <li>▪ Dr. Julian asked for recommendations for pilot programs, policy, and processes to test the Evaluation framework with.</li> <li>▪ Mr. McClinton will reach out to those who were not on the call today.</li> </ul>	Dr. Aime’e Julian

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Announcements

- Bi-monthly updates on the Unified Plan Outcome Tracking scheduled for December.
- Dr. Julian announced that a WIOA Organizational Chart will be presented to the IWIB on December 8. This Committee’s work has really stood out, so Dr. Julian wanted to thank the group.



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1:36  
PM

Adjournment

Mr. Marlon  
McClinton

- Mr. McClinton made a recommendation to adjourn. Mr. Hacker moved to adjourn and Jay Brooks seconded.