



TITLE: Performance and Data (PAD) Workgroup Monthly Meeting

DATE: June 12th, 2026

TIME: 10:15-11:00 AM

CHAIRPERSON: Jess Wright

GUESTS:

Committee

Support: Andy Blanke & McKahl English

MEMBERS

PRESENT: Jess Wright, Carries Thomas, Sergio Estrada, Jay Brooks, Erik Grebner, Phuyal Biswa, April Bernard

MEETING MINUTES AGENDA

TIME	TOPIC / AGENDA ITEM	PRESENTER
10:15	Welcome and Introduction McKahl English welcomed the Performance and Data Work group as they began a deeper discussion about tracking business engagement.	McKahl English
10:20	Roll Call of Members and Approval of Previous Minutes After McKahl English took roll call and determined a quorum, she asked if anyone would like to motion to approve the minutes. Chair Wright called for a motion. Phuyal Biswa seconded the motion. The work group proceeded to vote, and the motion was carried out. The May minutes have entered the record as written.	McKahl English
10:25	Recap From May's Meeting Andy Blanke began the meeting by overviewing the PAD's last meeting in May. This also included the PAD's update to the CIA given by Chair Wright.	Andy Blanke
10:30	Tracking Business Engagement Andy Blanke started the conversation about business engagement by taking a step back to see what metrics of business engagement the group had. The starting list that he brought to the group consisted of the following: - Department of Labor defines their "Effectiveness Serving Employers" metric as retention with the same employer in the 2nd and 4th quarter after exit. - Easy to collect but is limited in scope. - Lack of retention could be positive for the participant - What other metrics are available? - Count of businesses served, or businesses that hired program participants? - Count of customized trainings provided? - Repeat business customers? - Satisfaction surveys?	Andy Blanke



Once the floor was open, Phuyal Biswa stated that his data is very informal even though it is in a formal tracking system. It is very elementary we put it in a case file when the service was provided and to who.

Carrie Thomas let the group know that they track contacts, and that they do a lot of helping and recruiting employers in hiring fairs and partnerships. Also bringing up that she is reluctant to hone in on a definition of business engagement before the group collects the data. Chair Wright agreed with Carrie Thomas apprehensiveness to hone in on a definition and suggest working backwards in this process by first finding a baseline of what is tracked.

Jay Brooks stated that Title II what would be readily available it is the tip of the iceberg for the community college system. They have employer connected services and training for the business. They also do specialized training for business at local community colleges. The measures that we use to evaluate effectiveness. The retention method is not really good because it doesn't mean it falls back on the system. Jay Brooks then questioned if the vision of this group that the inventory would be all things under the WIOA umbrella specifically. After further discussion the group decided to keep it to WIOA and WIOA adjacent. Andy Blanke stated that he can flag what is outside of WIOA in the matrix that he makes.

10:45

Next Steps

Andy Blanke

After some time, Chair Wright and the group felt it may be best to compile their resources between now and next meeting to see where everyone's baseline is at. Andy Blanke will create a document for the members to compile all of the available data that they have on business engagement. After receiving the information, he will create a matrix to share at the next meeting.

This matrix will give the PAD work group a starting point to discuss on their next steps.

10:50

Old/New Business

McKahl English

Jay Brooks had new business and wanted to address the previous CIA meeting. He was curious what they were looking for with their questions. Carrie Thomas was also feeling the similar. Chair Wright let the members know that as this workgroup is still new, and sometimes it is easy to get lost in what everyone is looking for. She informed the group that they will continue working together to move forward. The work group was grateful for Chair Wright and her ability to keep everyone on track with the charges and priorities of the CIA. After further discussion, the group decided that revisiting the questions with the CIA after the next performance progress reports in October and November would be best.

11:00

Adjournment

McKahl English

McKahl English opened the floor for adjournment. Chair Wright called for a motion to adjourn the meeting. Phuyal Biswa seconded the motion. The motion was carried out. The meeting was adjourned at 11:00 am.

Quorum: 5

Majority of Quorum: 3



ACTION ITEMS

TASK ACTION ITEM	ASSIGN TO	DUE ON	STATUS
Create document for members to list their business tracking data	Andy Blanke	July 10 th	In Progress
Fill out business tracking document	PAD Members	July 17 th	In Progress

NEXT MEETING

DATE: July 17th, 2026

TIME: 10:15 am – 11:00 am

LOCATION: Zoom online call

RECORDED BY: Aimee Julian