Evaluation WorkGroup

Date: June 1, 2023

Time: 10:30 am – 11:30 am

**Location:** Online – See log in Information Below

Chair: Dr. Kathy Olesen-Tracey

# Members Present:

Dr. Kathy Olesen-Tracey, ICCB| | Mr. Wolfgang Arterberry, IDHS| Mr. Mark Burgess, DCEO | Ms. Ewa Gallagher, IDES |

# Members Absent:

Mr. Francisco Alvarado, IDHS | Mr. Tory Davis, IDES | Mr. Tony Fuhrman, IWP

# Staff:

Dr. Aime´e Julian | Ms. Molly Cook

| Time | Item | Presenter |
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| 10:30 am | Welcome * Updated charges and priorities approved by the CIC -

Kathy Olesen-Tracey shared that the CIC approved the workgroup’s requested updated charges and priorities. The workgroup will be focusing on sharing the Evaluation Framework with the system this year and highlighting programs that use the tool.Mark Burgess shared that he shared the Framework at the WIOA Summitt at a presentation on evaluation.Aime’e Julian noted that we could include the flyer in the one-pager for the IWIB board packet. Kathy Olesen-Tracey said we should note that we also included the information at the WIOA Summit.Wolfgang Arterberry shared that the Framework is being used at DHS – specifically for a four-year funding project. Wolfgang will email Molly or Aime’e a written update on this. | Kathy Olesen-Tracey |
| 10:35am | Service Integration Policy Update: The Service Integration Workgroup included our revised policy suggestions for the Evaluation Goal.Kathy showed the original policy’s Evaluation goal and the revisions made based on this group’s feedback. The policy is going to the Executive Committee for approval on Monday.Kathy asked if there is a way for us to tie Service Integration implementation to the Evaluation Toolkit. | Kathy Olesen-Tracey |
| 10:40 am | Review Survey Feedback* No new feedback at this time.
 | Molly Cook |
| 10:41 am | Professional Development Discussion* We discussed a practical application/how-to webinar at our last meeting. Kathy asked the following questions:
	+ Who are some potential speakers? Ideas have included Dr. Carlotta Roman and workgroups of the IWIB that use the toolkit.
		- Wolfgang Arterberry shared that they will be in a position to speak on DHS’ experience with the toolkit around October.
		- Mark Burgess suggested Brian Richard at NIU. Aime’e Julian also suggested Drew Thomason in LWIA plan development.
		- Molly Cook mentioned that the CIC is planning to utilize the Framework as well.
	+ How would we like to structure the webinar – a panel, a demo, etc?
		- Aime’e Julian suggested a late-Fall or early-Winter panel, and Wolfgang Arterberry agreed.
	+ When would we like to do the webinar?
	+ Next steps
 | Kathy Olesen-Tracey |
| 10:51am | Dissemination* Is there a way to share the toolkit and survey link on each partner’s website?
	+ Kathy Olesen-Tracey said that she could list it on the ICCB website. Kathy also asked if we could tap into KEB to share with groups on the MOU process. Aime’e Julian said yes, we can reach out to Drew Thomason. Kathy also asked about the One Stop System, possible through scaleLit.
	+ Mark Burgess asked about a presentation at an upcoming IWP meeting.
	+ Mark Burgess will also look into getting it onto the Title I site. Aime’e Julian asked if we should put it on workNet. Molly Cook suggested putting it on the IWIB tools section.
	+ Wolfgang Arterberry said he would work to get it posted on the DHS website. It may need some work as the website is focused on customers. In the next few months, it will be ready.
 | Kathy Olesen-Tracey |
|  11:00 am | Next Steps * Next meeting: We currently do not have a next meeting scheduled. Does our current meeting cadence work for everyone?

We have been meeting quarterly. Does this still work for the group? Mark described that quarterly makes sense. Kathy agreed. Kathy suggested placing quarterly meetings at the same time we get quarterly reports from programs. Wolfgang noted that most reports would be fiscal year end in September. For DCEO, quarterly will be the end of August and the annual end of September. The next meeting would be the first Thursday of the month, and base future meetings quarterly on that timeline. The next meeting could be on October 5th from 10:30-11:30 am. The following meetings would be in January, April & July. |  Aime’e Julian |
| 11:03 am | Conclusion | Kathy Olesen-Tracey |
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**The Evaluation Workgroup Charges include:**

* Evaluation Design. Created an evaluation framework for the WIOA system including evaluation elements of policies, programs, and processes with the application of an equity lens. Created or overseen by the IWIB to be used by the WIOA system.​

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* Evaluation Outcomes. Promote the use of the evaluation framework by the system.

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* Continuous Improvement at Local Level. Review the data from the evaluation model and information provided by the CIC. Adapt evaluation frameworks and dissemination of information as appropriate. ​

* Priority Activities. Adapt priority activities of the workgroup to remain in step with the CIC.

**The priorities include:**

1. Pilot test the framework on a policy, process and program. Real world application ​

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1. Disseminate  Promote the use of the evaluation process to WIOA partners and key stakeholders.  ​

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1. Adopt evaluation processes based on data provided by the CIC to ensure processes remain valid and leads to continuous improvement.