

Date: Tuesday October 6th, 2026
Time: 9:00 a.m. – 10:30 a.m.

Meeting Notes

Attended by: *Barney Brockwell, *Cynthia Garcia, *Marissa Cahill, *Bill Dowling, Martin McMurry, *Lisa Kissler, Marie Kurose, *Ish Maidadi, Kevin Williams, *Amy Martinez, Maddy Thompson, William Westmoreland Guests: Puneet Agrawal, Karandeep Kondal, Chris Barron, Alberto Isordia, Chris Jenkins-Torres, Anne Buchan, Sumit Gupta, Rebecca McGinnis, Greg Ferland, Dave Wallace, John Traugott, Dave Wallace, Liz Gallagher, Michael Luchini, Jeff Mortenson, Kathleen Bougazzoul
Unable to attend: *Lekha Fernandes, *Gustavo Aviles, Katie Condit, *Tony Hanson, Joy Emory, Darcy Hoffman, Lisa Romine, *I&T Steering Committee voting members

Meeting Objectives: Shared understanding on the New WorkSource WA and WA Works project deliverables
Full engagement from participants on decisions and advice requested

Decisions Made: APPROVE- adding one dedicated Business Service Super User per Workforce Development Area (WDA), along with one assigned to WSD Central Operations.
APPROVE- Expanding overall organizational capacity Super User capacity by increasing the maximum allowable number of Super Users to four per local area.
APPROVE- Updated Steering Committee bylaws

Action Items: Jeff Mortenson to update status of WIT project budget health
Ish Maidadi will schedule a dedicated offline meeting including key representatives from the ESD product team, Workforce representatives coordinated by Maddie, and local board representatives selected by Amy Martinez.
Chris Jenkins- Torres to coordinate with Anne Goranson to initiate a review process with the Advisory Committee on how define BAM's decision-making parameters and escalation pathways.

Welcome | Ish Maidadi opened the meeting by welcoming the Committee and noting Anne Goranson would not be in attendance. Amy Martinez also welcomed the Committee and commented she was glad to be back in the Northwest after being in California.

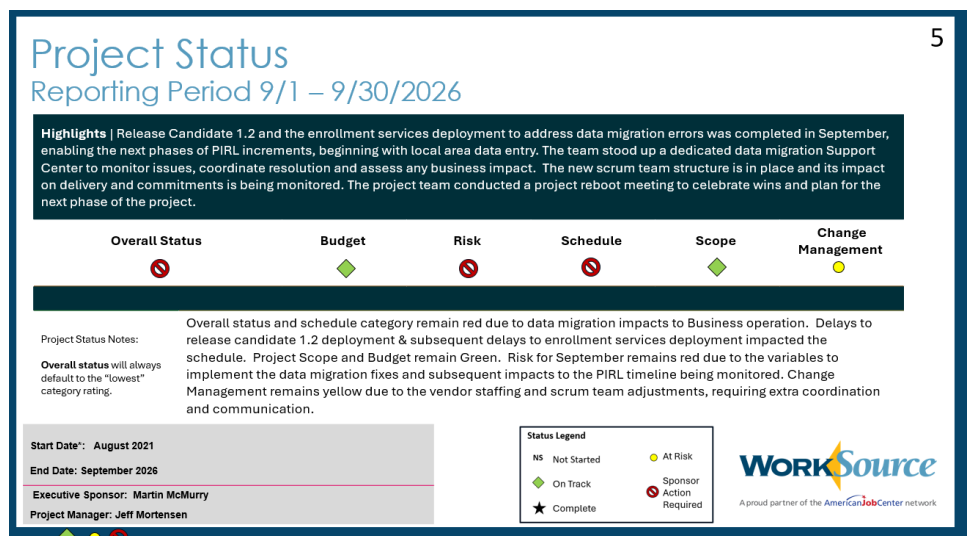
Project Update | Jeff Mortensen provided the WIT Replacement Project update, noting several key highlights that included the recent deployments and structural updates. Release candidate 1.2 and a collection of minor releases were successfully deployed. Crucially, the key deployment of the enrollment services was completed at the end of September to directly address data migration errors. This milestone enables the next phase of PIRL increments, which will focus heavily on local area data entry.

Following the deployment of the enrollment services, the team successfully stood up a dedicated data migration support center. This new unit mirrors the structure and processes of the post-release support center that was operational from June through September.

Concurrently, a new Scrum team structure was officially put in place, and leadership is actively monitoring its direct impact on delivery and commitments. From a project alignment standpoint, the team also conducted a successful, in-person project reboot meeting designed to celebrate recent wins and map out the strategy for this upcoming phase of the project.

The overall project status, risk rating, and schedule remain in red, primarily due to the ongoing business impacts of data migration and the heavy coordination required to implement the new Scrum team structures. In contrast, the project scope remains green.

The project budget status was also noted as green, but Puneet Agrawal provided a different perspective. Puneet contends that because the project timeline has been extended by several months, it will necessitate additional in-kind resources that carry real

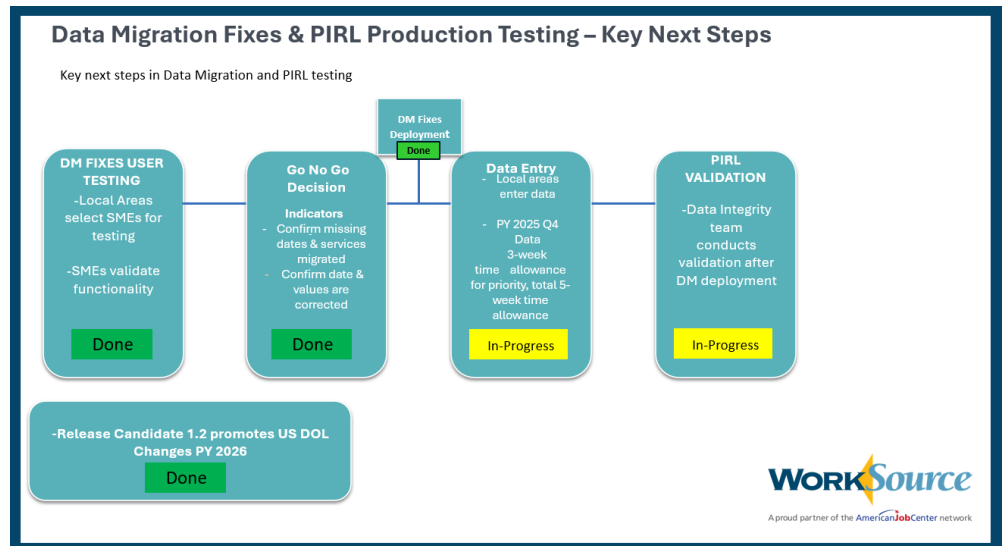


costs, meaning the original budget plan is no longer valid. Jeff clarified that the green status was maintained because the agency is utilizing already approved Maintenance and Operations (M&O) resources and is not requesting new funding. However, Puneet emphasized that diverting funds from one purpose to another does not alter the fact that the overall project cost is increasing. It was agreed that the budget status needs to be updated to at least yellow or red, and **Ish Maddadi asked an action item was taken to formally rebaseline the budget to accurately reflect current expectations. Jeff will update the status.**

- Risk Review:** Jeff Mortensen reviewed project risks and noted that while several existing items remain prevalent, active mitigation plans are underway. There are two new issues that revolve around the contractual pieces of the remaining work. Specifically, these issues concern settling on a final, post-release contractual operating model. Action plans are currently in place to maintain close coordination between ESD and Launchpad to finalize these terms. Additionally, a new high-risk item was introduced concerning potential data discrepancies between the various platforms being used for PIRL testing. To prevent running into major live production issues, the project team ran a version of the PIRL directly in production to capture the exact error types and volume. This proactive step allowed the team to isolate and focus on specific errors, forming a solid mitigation plan. Puneet Agrawal inquired about the availability of a draft contract for review, given that the expected renewal date had passed. The Committee was advised that while a draft date is not currently set, ESD and Launchpad have agreed on nearly all terms except for the exact definition of a "full milestone" scope. Because three major components—the full payment, data migration, and go-live—remain milestone-based, defining what constitutes milestone completion is critical. Launchpad submitted a proposal, which has been sent to the AAG and the Director of Contracts for input. Progress is temporarily paused while waiting for feedback from the AAG's office contact, who was recently out of the office. Despite the contract modification being unsigned, the team has already begun transitioning to a new internal team structure and has cleaned up its release and environment strategies to mitigate associated risks. Puneet Agrawal raised a concern regarding the vendor's position, noting that changing the team structure and operating under a new framework while the contract modification is pending could put the vendor in a bind by operating in a non-contract model. Lisa Kissler clarified that Launchpad is still legally under contract. The current, binding contract operates on a milestone-based payment model where the vendor is paid upon delivery. While the intent is to pivot to a sprint-based framework, the milestone contract remains legally in effect until the formal modification is signed. Lisa also noted that the risk is relatively low, as Launchpad still retains the right to prioritize and bill for the milestones outlined in the active contract if they choose to do so, though both parties are actively working toward the newly agreed-upon format. Additional questions were raised regarding an issue on the log tracking work not being completed by September 30th. It was clarified that September 30th was the project's original internal end date with OFM and WaTech. Because the timeline has been increased to June of next year, that original date represents the risk that was realized before the extension work began. Amy Martinez questioned whether the September 30th date would simply be removed or replaced with the definitive June closing date. Work is already underway to officially extend the entire project, not just the contract, to June 30, 2027. This timeline adjustment follows a decision established during a Steering Committee meeting a couple of months prior.
- Data Migration-to-PIRL Delivery:** Sumit Gupta provided an update on data migration, noting that major deployments and a mid-week hotfix successfully resolved 99.97% of targeted migration issues. Partner data entry has commenced, and the initial production data pull is being handed over to the Data Integrity (DI) team for a WEBS direct chat submission within the next 48 hours. The product team's rigorous October schedule enforces a weekly cadence where production PIRL pulls run every Saturday, are analyzed, and are submitted to WEBS by Monday or Tuesday. This tight loop allows the team to utilize built-in, "speculative" Wednesday code deployment windows to immediately fix discovered bugs before the next weekend's push. While the weekend production pull currently takes 39 hours, the committee agreed that the primary goal right now is absolute data accuracy and submission success, deferring all code and process optimization until after system verification. Concurrently, the team is addressing pending backend data migration fixes that require no field data entry, including correcting post-go-live discrepancies where certain credential attainments and measurable skill gains missed the initial migration, and fixing report card dates that mistakenly defaulted to the migration day. These updates involve straightforward record additions using continuous IDs and will be pushed as supplemental loads rather than large weekend deployments that take the system offline, targeting production deployment the week of October 19th. At the same time, the team is migrating educational placements from ETO—a late build completed right before go-live—with code wrapping late this week for testing next week. The goal is to have both data sets live for the weekend PIRL pull following the 19th, giving the DI team a full week of analysis before the final, critical PIRL generation over Halloween weekend. This ties directly into the core operational strategy for the final two weeks of October, which is to reduce the surface area of risk by enforcing a strict freeze on standard data fixes and general feature changes to establish a completely stable dataset and codebase. Historically, shifting inputs made it difficult to track errors, but moving forward, Wednesday deployments will be restricted exclusively to minor, known PIRL adjustments to show a transparent, quantifiable reduction in outstanding errors week-over-week. The upcoming WIPS checks exist structurally to detect technical misalignments, ensuring the file achieves perfection by being completely structured, accurate, and submittable to the Department of Labor (DOL). Highlighting a major breakthrough, the team can now push a button to generate a complete PIRL with only a handful of logic errors remaining—a rapid, repeatable capability the agency has never possessed in over 12 to 14 years. To clarify a prior statement, the PY 2026 PIRL code changes are already live on the case management side, successfully capturing front-end data, leaving only the reporting engine code changes to be deployed. The tactical progression for the current data pull follows a strict sequence leading to the November 15th target submission date: focusing entirely on file format checks this week, transitioning to valid values next week, and finalizing logic values the following week. At the request of Ish Maddadi, once the initial code is submitted to WIPS, Steering Officers—Amy Martinez, Bill Dowling, Lisa Kissler, and Ish—will receive a formal update on the outcome and specific error check results. Leadership agreed to implement a weekly point-in-time status tracking report using an adapted, lower-environment Launchpad template to monitor the downward trajectory of error types and percentages. Addressing a concern from Maddie Thompson regarding overall confidence, the committee clarified that earlier mentions of PIRL "imperfection" referred strictly to the underlying technology engine and deployment process; the final PIRL submitted to USDOL will be technically

accurate. If substantial obstacles threaten data integrity or timelines at the end of October, the agency will halt the process and formally request an extension, though current indicators show the technical teams are fully on track. Frontline staff will have adequate time to review and re-enter data with confidence, a mechanism that will be embedded even earlier for the PY 2026 reporting cycle. The final discussion focused on aligning timelines and expectations for the upcoming data validation process to establish a detailed process blueprint for future iterations. To resolve concerns that a November 15th deadline leaves insufficient time for field staff, it was clarified that the field is not reviewing the technical PIRL artifact itself, but rather the underlying front-end data in Salesforce. Furthermore, field staff have already been actively inputting latent data and executing corrections for several weeks, giving them five weeks of continuous data entry runway by the end of October.

However, it was acknowledged a current bottleneck exists where some local staff are intentionally holding off on validation activities while waiting for the final backend migration fixes to go live. To bridge these gaps and establish a unified operational approach, **Ish Maidadi will schedule a dedicated offline meeting including key representatives from the ESD product team, Workforce representatives coordinated by Maddie, and local board representatives selected by Amy Martinez.** Jeff Mortenson will be included to ensure these field validation steps are formally integrated into the master project schedule and tracked against core milestones.



- **DM Support Center:** Jeff Mortenson provided an update detailing the mechanics of the newly established Data Migration Support Center, which officially stood up the week of September 28th. The unit brings together a highly specialized cross-functional team, including the product team, technical leads for data migration, business representatives, and the data migration testers and Subject Matter Experts (SMEs) who led the work up to the recent enrollment services deployment. The Support Center is currently structured around a targeted two-week duration, operating three days per week with individual sessions lasting between 1.0 and 1.5 hours. Jeff noted that this schedule is flexible; the team has the direct authority to extend the Support Center's timeline if new or major migration issues arise that require escalating back to the broader technical team. This structure provides a stable, dedicated platform to fully support ongoing data migration efforts. Following this update, the floor transitioned to a review of the 1.2 release.
- **1.2 Release:** Sumit Gupta informed the Committee that the technical team successfully navigated a complex coordination period in September to deliver Release Candidate 1.2, a major release that focused on critical accessibility and operational fixes across WorkSourceWA and WAWorks. Notably, this major release officially implemented the PY 2026 PIRL changes on the front-end case management side. In addition to Release 1.2, the team deployed several minor technical releases throughout September, specifically versions 1.2.1.1, 1.2.0.2, and 1.2.0.3. These minor deployments delivered the phase-one enrollment services fixes, PIRL remediation fixes, and the phase-two enrollment services deployment. Together, these technical achievements paved the way for the successful, first-of-its-kind production PIRL run executed over the recent weekend.

Completed Milestones

- Implemented the new Scrum team structure to optimize velocity.
- Deployed major Release Candidate 1.2 alongside all three minor technical releases.
- Completed the specialized data migration enrollment services fix deployment.

In-Progress & Upcoming Activities

- Continuing to operate and manage through the dedicated Data Migration Support Center.
- Facilitating ongoing coordination to support local areas with high-priority data entry.
- Planning a comprehensive project team retrospective for Release Candidate 1.2 to capture lessons learned and implement process improvement initiatives for future releases.
- Confirming the long-term, go-forward release cadence plan.
- Initiating the critical Launchpad-to-ESD knowledge transfer training sessions to transition system ownership.

It was clarified that the project will monitor and support the entry of historical data covering the period up to June 30, 2026 (the conclusion of the last fiscal year). Frontline staff have until October 30th to complete this priority data entry, which will ensure all relevant activities are fully captured before the final federal reporting run in November. Additionally, the new Scrum team structure will continue to be monitored for any downstream impacts on schedules or delivery commitments while advancing the PIRL work in small increments to prepare for the upcoming data validation sessions.

Next Steps, Project Steering Committee closing comments | Puneet Agrawal acknowledged that the project end date currently displayed on the dashboard has technically passed. Consequently, the technology budget must be officially amended to reflect the shifting costs from September through the end of the fiscal year. Crucially, the net financial impact of this budgeted spend is not expected to be material, as existing Maintenance and Operations (M&O) funds will be utilized. However, this adjustment will technically increase the stated project cost as those funds transition from M&O to the active project budget. These financial updates and the ongoing contract finalization efforts are deeply interconnected, representing the two primary project artifacts that require immediate completion. The Committee expressed strong support for the clear calendar visualization and its defined milestones, reconfirming that October 31st remains the definitive target date for the final production run. Amy Martinez expressed formal appreciation for the collective effort, explicitly requesting it be entered into the meeting minutes. While acknowledging that the data migration has been a significant challenge, Amy highly commended the project staff for their exceptionally hard work in navigating these challenges.

Transition to the I&T Steering Committee <only> Items

Super User Recommendation | Chris Jenkins-Torres provided information to the Committee in Anne Goranson's absence, with request for a decision. The request revolves around WIT Super Users. There is a current network of 36 Super Users was explicitly designated to focus on job seeker services. However, due to late-deferred scope items prior to go-live, some of the most critical remaining system features are heavily business-service oriented, such as talent search functionality. The system currently lacks a dedicated Super User structure or trained field experts for these business modules. This approved recommendation structurally addresses that gap to ensure adequate training resources are available as those business features roll out.

Derived from recommendations during the August Advisory Committee meeting and subsequent planning sessions, the proposal outlined two strategic recommendations to enhance operational support:

- **Specialized Expertise Expansion:** Formally adding one dedicated Business Service Super User per Workforce Development Area (WDA), along with one assigned to WSD Central Operations. This ensures dedicated, localized expertise for specialized business functions.
- **Capacity Scaling:** Expanding overall organizational capacity by increasing the maximum allowable number of Super Users to four per local area.

To ensure the success of this model, local leadership must guarantee that current Super Users maintain the active capacity to engage with the statewide Super User team, local leaders, and frontline staff. For areas needing roster modifications, updates can be processed by contacting Sam Campeau, the team's Training Analyst. It was confirmed that local areas that have already submitted their designated names directly to Anne Goranson do not need to resubmit them to Sam.

Ish Maidadi made a motion to adopt the recommendation, which was officially approved by the Committee without objection.

I&T Steering Committee Charter & Bylaws Discussion | Chris Jenkins-Torres revisited the updated Steering Committee Charter and Bylaws, which had previously been shared with in prior meeting minutes and within the initial materials for the September Steering session. Because no feedback, revisions, or edits were submitted leading up to the meeting, the text was presented in its current state for finalization. **Amy Martinez made formal motion to approve the bylaws as sent out, Ish Maidadi seconded, the other remaining voting members officially approved the motion without objection.** Once the document is signed, the new charter and bylaws will be uploaded directly to the WPC platform for official record-keeping.

The session concluded with the committee extending formal recognition to Chris for dedicating a substantial amount of time and effort to drafting and refining the document in close coordination with Linda Kleingartner.

Portfolio & WS Technology Updates* | Chris Jenkins-Torres provided a comprehensive overview of the agency's broader project portfolio, focusing on project health, resource capacity constraints, and upcoming launches. While the extended deadline of June 30th for the WIT project remains unchanged, leadership announced that the Digital Payment Adoption project has formally been moved to red. This status change is a direct result of severe capacity constraints. Specifically, data solutions personnel who were originally supporting both initiatives have been diverted full-time to the highly critical WIT project. The digital payment project will remain flagged as red until additional resource support can be secured.

- **Enhanced Business Services:** The project is currently tracking green and demonstrating excellent progress. A monthly project meeting is scheduled to review ongoing milestones. Chris noted that the project team's expertise is being significantly reinforced by a new hire from the Yakima local area. This individual brings extensive system knowledge from serving as an administrator in two of the region's largest centers. This specialized background will directly benefit specialized business services for the Migrant and Seasonal Farmworker (MSFW) program. Furthermore, local leadership highlighted that local workforce efforts in Yakima County have successfully placed workers to the extent that several private staffing agencies have recently laid off their own staff, underscoring the high capability of the system.
- **Employment Services Improvements & RESEA Enhancements:** Both of these initiatives are categorized as Level 4 projects, representing a high level of effort that creates a tight capacity spread across the organization. They are currently flagged as blue (pending, waiting to initiate) while the team finishes drafting charters, defining scopes, and finalizing initial risk and issue

logs. Formal project kickoffs will be scheduled , at which point specific updates will be provided routinely to the Steering and Advisory committees.

An analysis of general portfolio health metrics indicates a slow trend of smaller projects shifting toward the elevated side of the risk scale due to organizational capacity limitations. The active risk report shows that the portfolio's high and very high-risk items are entirely driven by the WIT project, whereas low and medium risks pertain to the other initiatives. The current overall portfolio volume consists of 5 active projects and 17 inactive projects maintained on the backburner.

BAM | Ish Maidadi initiated an ongoing governance question regarding the operational relationship between the WorkSource Brand and Media Group (BAM), the Advisory Committee, and the Steering Committee. Currently, it remains unclear which technical or operational items should originate at BAM and flow sequentially to the Advisory Committee and then to Steering, which items should bypass advisory to go directly from BAM to Steering, and which items fall entirely within BAM's independent decision-making authority. To resolve this ambiguity, Amy Martinez suggested to formally task the Advisory Committee with reviewing the current workflow. The Advisory Committee will evaluate the structural relationship and present a formal recommendation to the Steering Committee on how to explicitly define BAM's decision-making parameters and escalation pathways. **Chris Jenkins- Torres was assigned an action item to coordinate directly with Anne Goranson to initiate this review process within the Advisory Committee.**

Federal Policy Update* | Greg Ferland provided an overview of recent federal regulatory communications affecting state resources. The agency recently received TEGL 04-26 from the Department of Labor (DOL), which governs the use of statewide activity funds. The incoming guidance appears to expand governors' structural flexibility regarding these funds. The agency is actively working with the DOL and has requested formal training sessions, which may be scheduled over the next month or two, though a definitive timeline has not yet been established. The team will distribute updates as more details emerge from the federal office.

Ish Maidadi also addressed a high-stakes Notice of Proposed Rulemaking (NPRM) regarding the PIRL, which is under comprehensive review by ESPI to coordinate the state's formal responses. The proposed rulemaking incorporates critical revisions that will shift previous optional parameters into binding, mandatory requirements. Notably, these include reporting on sexual orientation and specific categories of disability—two elements the DOL added to its platform profiles last year but were not previously implemented by the agency due to a lack of formal administrative guidance. Under the new rule, these elements will become standard components of the federal reporting architecture.

- **Comment Deadline:** Official feedback and comments on the proposed rulemaking are due by November 30th. It was noted that while this provides a temporary runway, current legislative dynamics—including a freeze on certain Title 1B requirements until December 11th—mean the regulatory landscape may pivot significantly depending on the upcoming primary and congressional layout.
- **System Integration:** Assuming the rule is finalized, implementation is targeted for Q1 or Q2 of next year (most likely Q2).
- **Data Capture Approach:** To avoid making frontline staff ask highly sensitive or uncomfortable questions during in-person intakes, the elements will be isolated entirely to the self-service intake portal on WorkSourceWA (WSWA). Users will have first-party consent control, and the technical schema will include a specific option allowing individuals to choose not to answer, preventing a null or blank field error while maintaining a long-term focus on inclusive question architecture.