

Date: Wednesday April 16th, 2025

Time: 1:00 pm- 2:30 pm Location: Teams Meeting

Advisory Members in Attendance

⊠Emily Kok	⊠Ross Gearllach	⊠Cassondra Yi
☐Anne Goranson	⊠Ardriel Galvin	⊠Bryan Pannell
□Madeline Veria-Bogacz	☑ Sumit Gupta	⊠Josh Stovall
□Chris Barron		□Amy Gimlin
⊠Sam Havens	□Mari McGill	⊠Aaron Parrott & Emily Anderson
⊠Byron Mukai	□Michael Luchini	⊠Ariana Cordova
⊠Anne Buchan	⊠Luci Bench	□Rod Van Alyne
⊠Rob Crow		□Jesse Cardwell
□Sue Keltner	⊠Malinda Bjaaland	⊠Tim Robison

Guests: Linda Kleingartner, McKenzie Hogan, Michelle Griffith, Jensie Rosenow, Latasha Hudson, Martin Ndicu, Chris Jenkins, Allison Mountjoy, Michelle Wilson

WIT Replacement Project Update | Linda Kleingartner

Linda started the project update by reviewing risk updates. The team is closely monitoring project risks by watching the schedule and have implemented an action plan related to the open issue to ensure the backlog remains full of business requirements. Two risks have been escalated related to Launchpad key resources and system implementation experience. We were aware of system implementation experience when we transitioned from the previous vendor to Launchpad, we recognized that their system development capability was limited. Although ESD has supplemented this capacity, as we add more environments, the lack of experience becomes more evident, causing the risk score to rise. Please be aware that these issues may continue to pose challenges.

Ready. Set.

Luci Bench is moving full steam ahead in her change management capacity has been out working with many of the areas and the feedback from the meetings has been very exciting—and Luc is doing great! Linda commented that she is noticing key themes that are resonating, and the Committee will hear more about this statewide next month. There are opportunities to address statewide concerns where we can implement solutions like FAQs, videos, and other resources that simplify addressing resistance. The team is pursuing similar initiatives for ESD with Liane Johnson. Additionally, there is a leadership toolkit in development to help change leaders,



CEOs, and RDs understand who is involved and what they need. An end-user survey is scheduled for May, which will help inform training.



Go/No-Go Checklist

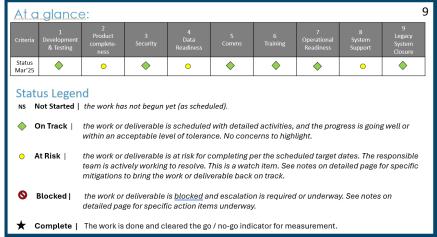
The Steering Committee approved the "Go/No-Go" checklist template. The communications team is updating the outreach plan, and you'll have a preview before it's published. Business validation confirms that details such as PIRL and DM are correct

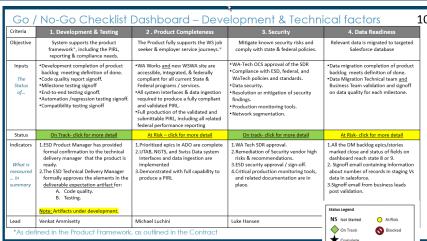
Go/No-Go reporting updates will commence in June. The frequency of this modified status report will increase as launch nears, culminating in a formal Steering decision. Linda reviewed the "At-A-Glance" view of the "Go/No-Go" checklist which provides a high-level overview, while "Go/No-Go" dashboard for development and technical factors details objectives, inputs, status, and indicators. The objectives and inputs have been set by the steering committee, and the indicators serve to measurer progress.

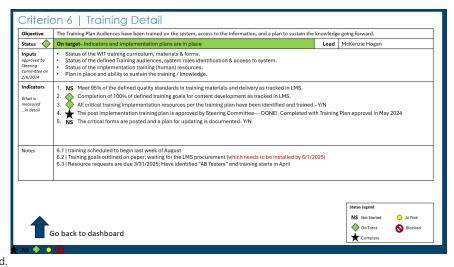
There are also detailed dashboards for each criterion, where indicators are assigned specific markers. The criterion status will always default to the lowest marker, and notes sections are reserved exclusively for items that are at risk or blocked. This approach allows the team to focus on areas needing improvement without reiterating what is already working well.

Linda reviewed Criterion 6: Training Detail to provide an example of how to read the criterion dashboards. This criterion status is "on-track", even though there is one completed indicator, as that is the lowest marker. The notes indicate the installation of the LMS is behind. The project team is keeping a close watch on the training environment setup. Although there was hope for a smoother process, the environments are complex and new to ESD, so the team is encountering some challenges. To address these issues, the team has instituted tiered support to ensure a comprehensive ticket triage process, with the goal of improving overall functionality.

If a criterion isn't fully met by go-live, measurable data will be shared with the Steering Committee and they will decide if it's acceptable to proceed despite an imperfect score. Rob asked the feedback mechanism when a flag is raised while moving forward. There will be a three-month stabilization period after launch. If the Steering Committee decides to move forward on criterion with a lower score, a detailed mitigation plan will be implemented.







Finally, when the new system launches over the weekend, the ETO system will be placed in read-only mode. Further details will be shared soon, and Steering leaders expect that normal business operations may be impacted for a couple of days during the transition.



Action: Anne B will send out a link to the summary of how to read the "Go/No-Go" checklist

Training Approach | McKenzie Hogan

McKenzie, WIT Training Manager, is requesting rough estimates of how many staff will need training in various categories to help plan for instructor-led sessions. She is seeking numbers only—no names are required—and if you're not sure, please round up.

She needs estimated staff counts for the following categories:

- Job Seeker Assistance
- Employer Assistance
- Monitoring and Auditing
- Reporting
- Supervisors/Managers (or others overseeing the above areas)

Some staff may qualify for more than one category, which is perfectly acceptable. Please have your responses ready by May 2nd.

Action: Anne B will send a follow-up email regarding this training numbers request.

WorkSourceWA Information | Anne Buchan

As WorkSourceWA development continues, there is a need to ensure that the office listings on the current platform are accurate, so the correct information carries over to the new system. Anne is asking each Workforce Development Area (WDA) to review and update their office information on WorkSourceWA. The Committee confirmed that committee members are the best contacts for this task, and a spreadsheet will be the most effective way to collect the data. Anne will send out the spreadsheets to each area for review and edits. Please submit your responses by May 2nd.

Action: Anne B to send out office location information spreadsheets to each area individually for review and updates.

WIT Project Points of Contact Document | Anne Buchan

Anne B informed the Committee that the WIT Project Points of Contact document, which was discussed at the March 2025 Advisory Committee Meeting, will no longer be stored on the WIT Project SharePoint site. Instead, she will distribute the most current version to Committee members each month when the Advisory Committee Meeting agenda is sent. Anne B will distribute the most recent version after today's meeting, and starting in May, it will be included with each monthly agenda.

Core LDP Report | Michelle Griffith

The Core LDP recently met and discussed capability of attaching one service to multiple programs. Work has also occurred pertaining to enrollment records and contact records flow.

DM Advisory Team Report Out | Bryan Pannell

Bryan reports the most recent data migration decision pertained to WIOA DLW category decisions for enrollment

WSWA LDP Report | Jensie Rosenow

Jensie reports that the WorkSourceWA LDP continues to move forward and crank out work. The April 15th Sprint Review highlighted some of the impressive work that has occurred. The job search landing page has been the recent focus, and the mechanism for employers to post jobs.

Portfolio and Tech Updates | Chris Jenkins

Chris provided status updates on the current portfolio and tech projects. The

<u>WS Site Slowness:</u> This item is complete. Improvements include replacing outdated hardware, measuring progress post-WIT, and continued collaboration. Monitoring will remain ongoing to assure stabilization. This issue is not just impacting public facing Wi-Fi, but also impacts ESD staff Wi-Fi and wired connections



<u>JAS/JFS Update</u>: This item is in-progress. The internal kickoff included conversation focused on a pilot and light discovery. The timeline has been pushed to September 30 due to a late start, allowing sufficient preparation time.

<u>RAS Phone Accommodation</u> Project Product manager Eric Le completed the discovery phase, estimating the project will take two sprints (six weeks).

<u>New Portfolio Item: WS Resource Rooms Virtual Customer Connection</u>: Thie is a new item recently added to the portfolio and seeks to improve technology use and enable online connections for customers and staff working remotely.