

**GOVERNOR'S WORKFORCE INVESTMENT BOARD  
ACCOUNTABILITY COMMITTEE**

**Walt Sullivan Building, 2<sup>nd</sup> Floor Conference Room  
(CONFERENCE CALL)  
APRIL 16, 2004**

**MINUTES**

**COMMITTEE MEMBERS PRESENT:** Gary Willis, Joe Matthews, Byron Roberts

**COMMITTEE MEMBERS PRESENT VIA CONFERENCE CALL:** Chair, Diane Harkins

**STAFF:** Pam Watson, Penney Clark

**GUESTS:** Laurie Lamson

**I. Call to Order**

Chairperson, Diane Harkins, called the meeting to order at 8:30 AM.

**II. Welcome and Roll Call**

Chair Diane Harkins welcomed everyone to the meeting and summarized the agenda.

**III. Integrated Performance Information (IPI) Project Update**

Kate Kahle reported on the most recent meeting for the technical group and advised that there was a power point presentation that would be provided to the committee members. Pam Watson will distribute that presentation. The group asked Ms. Kahle a number of questions about the meeting and to clarify some of the issues addressed in the draft Montana Team minutes that had been distributed to committee members. The data warehouse process was discussed. Kate and Pam will obtain clarification on several items.

The technical and policy groups will meet in June in Seattle to come up with final recommendations for the blueprint publication, which is expected to be available in January 2005. States that participated in the process will act as mentors for other states. Montana will be mentoring four other states. This process will go ahead no matter what happens with WIA reauthorization.

Chair Harkins asked for public comment. Laurie Lamson from MJTP asked what had happened to the SKIES system and asked if the data warehouse and the SKIES system were duplicating information. Kate Kahle explained that the SKIES system did not contain all of the information that would be available through a data warehouse and that efforts were not being duplicated. Ms. Lamson also stated that the local boards would be glad to offer any assistance that they could to the project. Ms. Harkins thanked Ms. Lamson for her comments.

**IV. Programs Document Map Update**

The committee discussed the draft of the Programs Document Map that had been previously provided to them. Pam Watson explained that a scorecard could be added to the document map after the IPI Project was done. At Joe Matthews' suggestion, alternative formats of the map will be explored. Discussion from the committee recommended adding a document title to the front cover, and offered

suggestions for text content and the information for the back page that will be written over the next two weeks. The committee also discussed their intent to keep the information contained in the document user friendly. The committee wants to insure that the document will be very useful and informative, while being easy to interpret and understand. It was decided that committee members would review the document map and provide their comments to Pam Watson within one week. The next draft of the document map will be available to the committee members during the week of May 10<sup>th</sup>, with a final draft ready for presentation to the full board at the May SWIB meeting.

Ms. Harkins asked for public comment. Laurie Lamson stated that anyone that was colorblind would have difficulty with this document map due to colors, so an alternative format would be a good idea. Chair Harkins thanked Ms. Lamson for her comments.

The committee will schedule a meeting in conjunction with the full board meeting on May 21<sup>st</sup>.

#### **V. Adjournment**

The meeting adjourned at 9:50 AM.