



ARIZONA OFFICE OF ECONOMIC OPPORTUNITY

**WORKFORCE DATA TASK FORCE
PUBLIC MEETING MINUTES**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to members of the Workforce Data Task Force (Task Force) and to the general public that the Task Force will hold a meeting open to the public at the following time and location:

**Wednesday, October 18, 11:00am
1400 W Washington St, Phoenix, AZ 85007**

Video Conference:

Join Zoom Meeting

<https://us02web.zoom.us/j/6612530414?pwd=WEJaVjcrejRyY1hCTkhUMmFCdGFiQT09>

Meeting ID: 661 253 0414

Pursuant to A.R.S. § 38-431.03(A)(3), the Task Force may vote to enter into an executive session to obtain legal advice on any matter on the agenda, including matters not specifically designated in this notice as matters for consideration in an executive session. Executive sessions are not open to the public.

A copy of the material provided to Task Force members (except for material relating to possible executive sessions) will be available for public inspection at the Office of Economic Opportunity, located at 100 N 7th Ave, Suite 400, Phoenix, AZ 85007.

At its discretion, the Task Force may consider and act upon any agenda item out of order. Task Force members will attend in person or by video conferencing.

The agenda for the meeting, subject to change up to 24 hours before the meeting, is as follows:

- **CALL TO ORDER AND ROLL CALL**

Chairman Contreras calls the 2023 Workforce Data Task Force meeting to order at 11:02am and welcomes all who attend the meeting. The meeting was noticed and properly posted. The meeting was recorded. Erin Gallagher takes roll call. Quorum of voting members confirmed present.

Task Force Members Present:

Chairman Carlos Contreras, Director of Office of Economic Opportunity
Anna Hunter, Department of Economic Security, representing DES Director Angie Rogers
Daniel Barajas, Representative of Maricopa County Community College District
George Raudenbush, representing the president of Arizona Board of Regents

Task Force Members Not Present:

Kevin Imes, Arizona Department of Education, representing Superintendent of Public Instruction

Other attendees:

Vignesh Sukumaran, State Workforce Evaluation Data System, Office of Economic Opportunity
Stacey Faulkner, Workforce Administrator, Office of Economic Opportunity
Erin Gallagher, Workforce Arizona Council Project Manager, Office of Economic Opportunity

- **DISCUSSION & POSSIBLE ACTION: APPROVAL OF MINUTES FROM OCT 14, 2022 MEETING**

Chairman Contreras calls the next order of business, to adopt the October 14th, 2022 meeting minutes. Anna Hunter motions to approve the minutes, Daniel Barajas seconds, the motion passes.

- **DISCUSSION: UPDATE ON STATE WORKFORCE EVALUATION DATA SYSTEM BY OEO**

Chairman Contreras acknowledges and thanks Vignesh Sukumaran's service to the state and his upcoming retirement at the end of the year.

Vignesh discusses the State Workforce Evaluation Data System; this information is mirrored in the Annual Report.

System Operations: refer to the data system as the integrated data system (IDS). SpringML Inc, the original system developer, has been retained for a second year as the operating system. The renewed contract with SpringML Inc. will be from June 1, 2023 - May 31, 2024. SpringML Inc will be managing system administration, ongoing data integration of new data from current participants, and continuous security monitoring.

Vignesh introduces Jayesh Muta, who has been recently hired as the Cloud Operations Engineer, he will oversee IDS operations and will work closely with the vendor team. Welcome Jayesh.

Information security annual activities, most of the policies flow down from the statewide policies, which inherits everything from National Institute of Standards and Technology (NIST). This creates a robust annual exercise of ensuring the security controls are in place, test incidents response plan, annual network penetration test, disaster recovery testing, and risk assessment. All the testing was completed successfully last year.

System Use, Vignesh introduces new hire Ferris Ramadan, he will be the full time Data Scientist. Welcome Ferris. The Attorney General appointed Dickinson Wright PLLC as Outside Counsel to assist OEO with compliance and governance related matters such as, data use agreements (DUA) this is new and the outside counsel has been assisting. In addition to the outside counsel, OEO has been in communication with other states to discuss IRB oversight of human subject research, and procedures with handling public record act requests.

There are two projects in the pipeline: Earnings outcomes for Pima Community College Students and Earnings outcomes for Career Technical Education (CTE) students.

Earnings outcome for Pima Community College Students, the district office has been reviewing the DUA draft that was produced by OEO. Once the review is completed it will be sent to DES for further review, once it is done and all have accepted the draft, the DUA will be signed and the project can begin.

Earnings outcomes for CTE students, the ADE director has been reviewing all material from prior years and is waiting on the IRB policies. Once that has met ADE's requirements, ADE will approve CTE data sharing and amend the current MOU, that is currently with the department of education. The CTE data can then be brought in and integrated into IDS, the DUA will be signed and the project can begin.

Questions:

Daniel Barajas: In the second item, the earnings outcome for CTE, is that all schools? And what

range, is that K-12? Or the whole longitudinal group?

Vignesh: In the case of ADE, unlike some of the other states, CTE is a separate data system. But, it has some linkages with the K-12 data warehouse. So, some of the K-12 elements will be brought in, but the initial scope will be more narrow, it will only be for state CTE students in the K-12 system.

- **DISCUSSION: WORKFORCE EFFECTIVENESS ADVISORY COMMITTEE**

Chairman Contreras shares that Pursuant to ARS 41-5404, the director of OEO may appoint advisory members to the task force as necessary. Chairman Contreras announces the creation of the Workforce Effectiveness Advisory Committee which has been in partnership with DES. The purpose of the Workforce Effectiveness Advisory Committee is to set a research agenda for studying workforce programs, address data quality issues, and design reports to engage with workforce teams and workforce boards as to what measures that can be placed. The composition will consist of DES Division of Employment and Rehabilitation Services (DERS) and OEO.

- **DISCUSSION & POSSIBLE ACTION: APPROVAL OF ANNUAL REPORT ON TASK FORCE ACTIVITIES**

Chairman Contreras shares that Pursuant to ARS Section 41-5404, the annual report of the task force's activities from November 1st 2022, to October 31st, 2023 must be approved and sent to the Governor, Senate President and the House Speaker. The draft of this report was sent by email on Monday, October 16th to all members of the task force. Chairman Contreras asks for a motion to approve the annual report. Daniel Barajas motions to approve the annual report, Anna Hunter seconds the motion. The motion passes.

- **ADJOURNMENT**

Chairman Contreras asks for a motion to adjourn the meeting. Daniel Barajas motions to adjourn the meeting. Anna Hunter seconds the motion. The motion passes. The meeting is adjourned at 11:15am.