



## Highlights from the ARC Meeting Kalispell, MT, August 3 – 5, 2004

### Introduction/Objectives

Joan Crum welcomed everyone to Montana and introductions were made around the room. The agenda for the week and previous meeting's notes were handed out while Bob Cottrell outlined the objectives for the meeting. Members gave updates on various policy councils and workgroups, the Workforce Information Council (WIC), the Bureau of Labor Statistics (BLS), and the Employment and Training Administration (ETA).

### Subcommittee Updates and Action Items

**Employer Database/Policy and Procedures Subcommittee** – Jeff Nall handed out an informational sheet on the Employer Database. They have received five silver masters (CD-ROMs) in the new format and there were some minor anomalies. As of last Friday, the silver masters were being sent to license holders. Iowa established an email contact (Dan Brown) ([employer.database@iwd.state.ia.us](mailto:employer.database@iwd.state.ia.us)) for Employer Database related concerns and questions. Jeff asked that Iowa serve as the "hub" on Employer Database related issues in order to efficiently address questions and asked that they be cc'd on emails from states to *infoUSA*.

Members discussed the benefits of maintaining a focus on building a knowledge base or repository of Employer Database questions as they came in and additionally look at highlighting and featuring the information in a "What's New" section on [www.almisdb.org](http://www.almisdb.org) and set aside a significant amount of time at next year's ARC Seminar to focus on the uses of the Employer Database.

Bob Cottrell reported that the Policy Subcommittee had discussed core tables and based upon funding issues decided to make no changes to the list of required core tables with the exception of removing lchist and associated tables. The issue will be revisited in the future. Vicki Boylston asked the Structure and Policy Subcommittees to review the core element content that is on ARC's Web site to ensure accuracy since the TEGL directs staff to that Web site for further information.

The Policy and Education and Communication Subcommittees also discussed exploring the opportunities or possibilities of expanding training related to the Employer Database and the ALMIS Database for local decision making.

**Structure Subcommittee** – Roger Therrien reported that ALMIS Database Version 2.3 was initially planned for a June 2004 release. Several structure issues were still being debated. At this point, however, the Subcommittee has decided that in order to keep the release of Version 2.3 from being delayed further, those items would be included in a future version release.

During the week, the Structure Subcommittee worked intensively on a variety of issues, including:

- 1) Refining revisions and edits for the Version 2.3 release,
- 2) Reviewing the recommended LED structure submitted by Illinois and Florida,
- 3) Review of the Job Vacancy table structure,
- 4) Review of the MLS data table structure, and
- 5) Determining content to add to NCSC's ALMIS Database "Non-Standard Tables" Web page.

**Education and Communication Subcommittee** – Vicki Boylston reported that an ALMIS Database class had been held in June 2004 in Raleigh, North Carolina and was very successful. A future ALMIS Database classroom training was proposed for Spring 2005. The future class would be somewhat broader in scope including a combination of the applied content and introductory content.

It was suggested at a previous meeting that a one-page fact sheet be developed for the Web site that conveys what the ARC is and does. Two fact sheets will be developed: one designated for an internal audience and one geared more toward an external audience illustrating solutions relevant to WIBs that are provided through ARC. Both sheets will be placed on the Web site and could be printed and used for handouts at various presentations. A draft for review of one of the fact sheets was presented at this week's meeting.

A monthly conference call continues to be held to review the ARC Web site and changes and updates are being made to the site as quickly as possible. If anyone has any ideas or suggestions, now would be a good time to submit those as a more extensive review and revision of the Web site is coming up.

This year the LMI Forum will be held October 2004 in Portland, Oregon. It was agreed to contact the LMI Institute about the possibility of doing a workshop. A recommendation was also made to have any extra copies of handouts, progress reports and CD items available on the publication tables.

A framework for the production of several sets of education and communication tools drawn from the 2003 ALMIS Database Seminar was developed, including:

- 1) Overview of ARC in the form of a self-running business card-sized interactive CD-ROM (already in development),
- 2) More focused and interactive CD-ROM containing detailed information on ARC products and services,
- 3) Set of topical ARC training DVDs incorporating presentations and filmed training sessions to be sent to states as a training package,
- 4) Interactive CD-ROM or DVD presentation geared toward "frontline staff", workforce boards and board researchers as they look at this new world of information and what's available.

The developed concept, script and some video excerpts from the business card-sized interactive CD-ROM were presented to and approved by members.

Members decided to continue with publication of a Progress Report scheduled for dissemination in January/February 2005 with an update to the Progress Report in June/July 2005 in the form of a more abbreviated report or brochure. The Education and Communication Subcommittee also discussed the possibility of exploring a variety of partnering/participation opportunities during the next year as a means of maintaining strong communications in the Workforce Information and Workforce Development community.

A recommendation was made by the group to explore holding an ARC Seminar tentatively scheduled for early September 2005 possibly in Minnesota. The seminar would be 2-1/2 days, as was the seminar held November 2003.

A discussion was held to plan content for the next two issues of the ARC newsletter. Articles and contributors were assigned.

**National Crosswalk Service Center** – Steve Rosenow and Joanna Hendrickson-Larson presented an overview and shared practical applications of RSS as a means of introducing members to the use of RSS as a communication tool for the ARC and NCSC.

Steve gave a further review of the XML link on the NCSC site and the sampling of RSS feeds available. Jeff Dreiling demonstrated how RSS feeds were being used in Oregon at [www.qualityinfo.org](http://www.qualityinfo.org) and discussed the RSS Reader and aggregators.

Joanna Hendrickson-Larson reviewed the [NCSC update handout](#).

ETA requirements for ALMIS Database upgrades were reviewed and discussed by member states. Currently, states are encouraged to use the most current release and there is an understanding that there is a transition of 6-12 months to modify applications. A recommendation was made to begin communicating the new ALMIS Database archival process with states, specifically, that ARC will no longer be maintaining Version 1.1 in the future. Due to time and resource constraints, NCSC will support the three most current versions and then archive the oldest version one year later.

### **Miscellaneous**

A recommendation was made to hold the next ARC meeting in November or early December 2004 in either Minnesota or South Carolina.

### **In Attendance:**

Denise Lee (North Carolina)

Joanna Hendrickson-Larson (National Crosswalk Service Center)

Steve Rosenow (National Crosswalk Service Center)

Jeff Dreiling (Oregon)

Vicki Boylston (South Carolina)

Muhammad Akhtar (Nebraska)

Bill Stambaugh (North Carolina)

Bob Cottrell (North Carolina)

Roger Therrien (Connecticut)

Joan Crum (Montana)

Mike Blank (Iowa)

Jeff Nall (Iowa)

Bob Wilson (Washington D.C.)

Curtis Theis (Minnesota)

Marilyn Skalberg (Contractor)

Christopher Knight (Florida)