



**Highlights from the ARC Meeting  
San Diego, California  
August 18-19, 2005**

**Introduction**

Bob Cottrell and Vicki Boylston expressed thanks to those individuals who had helped with the ALMIS Database Seminar (held August 15-17, 2005). The group discussed the seminar in terms of feedback received from a planning as well as attendee perspective. Comments included:

- From the perspective of an ALMIS Database Administrator (DBA), a valuable component of the seminar was seeing what other states were doing in order to bring new ideas to your own state. Be mindful in developing the content of training and seminars that states are not necessarily at the same level in terms of infrastructure (e.g. servers).
- It was pointed out that past SQL trainings have worked well for many DBAs because even though not everyone was using SQL prior to the training it gave them the information they needed to go to know what to ask for from their IT shops and now many DBAs have greater access to the database than before.
- Another attendee perspective is that many DBAs were not familiar with WIC and ETA and/or were not familiar with the policy side of the ALMIS Database and what is required to fulfill key deliverables. This information needs to remain a component of the training.
- One common misperception held by those new to the ALMIS Database is that the ALMIS Database serves merely as the information file that drives their delivery system when in fact the database contains a huge amount of information that can drive any number of systems.
- There were many new ALMIS Database Administrators at the seminar and many also were serving as backup ALMIS Database Administrators. However, an estimated 40% were at the seminar held two years ago and many have been an ALMIS DBA for several years.
- Recognizing that many DBAs have responsibilities that go well beyond the ALMIS Database, Rebecca Rust's presentation on the WIBs and Billy McNeece's presentation on LMI were both well received.
- With so much information to be covered, it seemed a 2-1/2 day seminar wasn't long enough for some. A suggestion was made to have webinars in addition to the seminar in order to cover topics such as changes to the ALMIS Database structure. It may also be helpful to have a document that walks through every change that will need to be made to the state database to incorporate the structure changes.

In other discussion, it was noted that if states were not getting the files in the ALMIS Database format from BLS programs then we would need to look into that. We are to notify BLS with any changes to the ALMIS Database structure so changes can be perhaps incorporated in the next releases of their software. Additionally, it was suggested that notices of BLS software releases relevant to the ALMIS Database could be issued through the ARC Help Desk.

In terms of the marketing presentation held during the seminar, it was pointed out that “demand driven” is extremely important. Customers do need to be listened to, especially employers and Workforce Board members. Effective solutions need to be developed for several types of customer bases. As part of that, it was noted that the overall training and communication efforts of the ARC have resulted in a paradigm shift from “do I have an ALMIS Database in my state and what is it”, to “so how do we load data into it”, and now “what are some possibilities for delivering information from it in order to meet customer demand”.

ARC funding status was discussed. The ARC Statement of Work and budget was sent to the national ETA office.

### **Employment and Training Administration (ETA), Workforce Information Council (WIC), Miscellaneous Workgroups and Policy Council Updates and Discussion**

*Workforce Information Council* - Roger Therrien reported on the current status of funding to ETA and BLS programs. Major funding sources are at best flat and looking more likely they will be reduced for FY 2007. Nothing has happened recently in regards to WIA reauthorization or Workforce Information Performance Measures. The Benefits Consortium is officially no longer funded. The WIC proceeded to establish a charter for a Benefits User Group. Nebraska will likely be the lead state. Meetings will probably be conference calls and from a Structure Subcommittee perspective, it was suggested to put together an ALMIS Database table for benefits data. Roger also updated the group on items related to CIPSEA, staff changes at BLS, Job Vacancy, and wage records activities.

### **Subcommittee Reports**

#### **Policy and Procedures Subcommittee:**

Bob Cottrell reported that the request came in March to put together a Statement of Work (SOW) for the ALMIS Resource Center. Some teleconferences were held in order to put together the information for the SOW incorporating items such as delivery dates for the Employer Database. He had requested additional funding for the ARC for meetings and projects. Future funding status is still unknown. Will be working with the ETA national office to determine options and future funding possibilities to continue the work of the ALMIS Database. If funding continues, it will be important to recruit additional membership among LMI Directors and/or assistant LMI Directors.

#### **Structure Subcommittee:**

Roger Therrien reported that there was a long list of changes to the structure. Many are minor in nature. Others will need to be incorporated in a major version release. There

are already some that need additional homework. There will be a concerted effort to release version 2.3.1 as planned.

Need to put together a document that identifies table load order and have available on the website. It will also be included in the ALMIS Database dictionary as a resource. Also need to have the core tables list moved to a location on the website that is more easily accessible. Need to package all these resources together and make it readily accessible.

### **Education and Communication Subcommittee:**

Vicki Boylston reported that the Education and Communication Subcommittee had discussed the seminar evaluations in terms of the goals that had been set and possibilities for the future. Seminar information and seminar feedback will be placed on the website as soon as possible.

The subcommittee will be looking at the possibility of doing more hands-on training due to popular demand and need. Several states offered to have training hosted in-house.

Working with the Structure Subcommittee, Education and Communication will be analyzing the currently available online training guide and updating as necessary.

Will be distributing the remainder of the ARC Annual Reports and CDs. Will make more copies of the CDs for LMI Directors, ETA and BLS.

The subcommittee reviewed changes to the ARC website and prioritized the items that would be incorporated in the new design. Will have a prototype available for the next meeting.

### **National Crosswalk Service Center Update:**

Steve Rosenow gave a brief update on the National Crosswalk Service Center activities since the last ARC meeting. Will be available to help states migrate to the new licensing structure. Have spent quite a bit of time working on the ARC website the last few months. Will have an annual report up on the website in the next couple months. Have been working on a revised ARC website. Started the hiring process to fill Joanna Hendrickson-Larson's position and will be making an offer to the selected candidate very soon.

### **Miscellaneous:**

The previous meeting minutes were accepted.

Next meeting is tentatively scheduled for end of the year or first of next year in North Carolina.