



NINETEEN TRIBAL NATIONS

Innovative Workforce Solutions

**NTN MIS Meeting  
Tuesday – March 9, 2021 - 9:00-11:00 am**

**M I N U T E S**

**MIS Members in Attendance**

Rosalie Rios	Deanna Encinas
Georgianna Sieweumptewa	Melvina Johnson
Linda Valenzuela	Carol Coronado
Teresa Valenzuela	Amy Francisco
Chris Phillips	Avarista Chatlin
Juanita Felix	Yvonne Corella
Marylena Ethelbah	April Salas
Nadine Talayumptewa	Diana Russell
Rich Utzig	

**MIS Members Absent**

Maricela Quijada	Jessica Mills
Ramon Fass	Kara Walker
Angela Sandoval	

**NTN Staff Present**

Ron Trusley

**Call to Order**

Meeting called to order by Linda Valenzuela at 9:05 am

**Roll Call**

Ron provided roll call

**Approval of Minutes**

Minutes of the October 15, 2020 and October 19, 2020 MIS Meetings are not available. Ron asked anyone who has minutes to send to him for posting.

**AJC Workgroup Report**

Linda: There have been a lot of changes to AJC since the Rapid Storm changes which were brought up at our last meeting and so we wanted to go over some of those changes and what you will probably see when you start trying to enter data.

Reports that we used to get out of Report 8 are no longer there and are now housed in Tableau. This will require an email and you will need to set up a new password for that. These reports are in real time and all have drill down links for data.

Another problem people are having is editing a case file, the case manager is getting an error stating that the person has not been assigned. Then when new information is being entered it is coming back as disabled. That question should go to DES if you run into that problem.

Exit question that used to be there, the link is now gone, this also needs to go to the help desk.

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All these problems need to be forwarded to DES and please try to share those with the rest of the group. Not sure how we can do this but this would help the rest of the data entry people get quick answers to their roadblocks.

Question on how the TABE was being administered and who has been certified. Gila River is conducting the TABE and has been certified by the State. The cost is 20.00 per session. But everyone has to be using the 11/12 and can be administered on-line or in person.

Hopi according to Georgie has been using NPC for TABE testing and have only done 2 since the pandemic. Melvina added that they have not done any TABE testing but most who are on the program, we haven't been able to see. Still shut down until end of March.

Yavapai ordered the TABE before COVID, went through training but still confused on how to administer on-line. Need more help with this.

Diana asked if anyone is enrolling any DWs, how are you doing the TABE? We had some who had already tested with the tribes, need to get with Moira about this.

PYT according to Linda are doing applications virtually and email to customers and they email it back. We are also going to use electronic signatures.

Georgie also stated that the Phoenix Indian Center charges 10.00 to do the test for them. The contact is Olivia and they do 11/12 test which takes 4-5 hours.

WEX policy which Nadine finished a while back needs to go to the Directors' for review and approval. This also includes several other policies. Ron will set that up with the Directors' soon.

GRIC asked about new employees running into a problem with getting on AJC. TraCorp is asking for mandatory classes which we are not aware of. Ron mentioned that some are getting notices that they need to re-certify again. Ron will look into this.

Lou Ann asked if PYT might be able to help the other tribes with conducting virtual workshops for Work Readiness and other workshops. Maybe at our next meeting we could have them do a little presentation to help us out.

**Next Meeting**

The next meeting was not scheduled.

**Adjourn**

Motion was made and seconded to adjourn. Motion carried, and the meeting was adjourned at 10:31 am.