



NINETEEN TRIBAL NATIONS

Innovative Workforce Solutions

**NTN MIS Meeting
Via Zoom
Thursday – July 8, 2020**

MIS Members Present:

Rosalie Rios	Chris Phillips
Maricela Quijada	Avarista Chatlin
Deanna Encinas	Juanita Felix
Georgianna Sieweumtewa	Marylena Ethelbah
Linda Valenzuela	Nadine Talayumtewa
Carol Coronado	Diana Russell
Amy Francisco	

MIS Members Absent:

Jessica Mills	April Salas
Angela Sandoval	Opal Boyer
Louann Levy	Rich Utzig
Yvonne Corella	

Guests Present:

Ron Trusley	Michelle Jackson
Marilyn Nicolls	Autumn Cooper
Deana Ringlero	Jonathan Rios
James Smith	Kathlene Sumatzkuku

- I. Call to Order – Linda Valenzuela (A)
Meeting called to order at 9:16
- II. Roll Call/Membership Update – Ron Trusley (A) Take a look at the membership and later today send me any new updates. Juanita Felix from TO is a new change.
Roll call by Ron – Meeting Quorum –
- III. Approval of Minutes – January 29, 2020 (A)
Motion to approve minutes by – Diana Russell
Seconded by – Ava Chatlin
Minutes approved –
- IV. MIS Officers Reports (I)
Chairperson – Linda Valenzuela - Vice Chairperson – Georgianna Sieweumtewa
Linda V. – Its been a while since we met and we are all trying to adjust. PYT is working remotely again until the virus situation gets better. We are not accepting anyone into the office and will continue to do that, not much to cover right now
Georgianna S. – Hopi has extended govt. shut down until end of this month. No one is allowed into office until they get clearance from Kathleen. Phone and fax are the only things working in the office. We have had Zoom meetings. OLEH from Tucson started but we have no one in that program. Other than that we have not been doing much, our numbers with covid is going up and have a set curfew.

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- V. Redmine 41307 – Youth Participation Report (I/D/A)
Marilyn Nicolls – As everyone has received the report from Marilyn, we asked another list from Marilyn so we can see if PYT has everything corrected. Ron can you share that list again with everyone. This new list is an update to what was sent out earlier, this was a request from Linda Eligibility determination, ISS and Objective Assessment are the three services that must be filled in if you have indeed provided these services. Then you must then add one of the 14 services, then close the file again. If there is no exit date you should be able to go in and put in the services. If there is no participation date, then they are not in your performance. **Question:** Linda: When we looked at the files that had been exited, the new definition had changed so we had to go back in and change the old verbiage to the new verbiage. i.e comprehensive assessment is now known as objective assessment. We had 127 that were all still active so a form does not have to be sent in. **Question:** Ron: We changing the process as to who sends in AJC forms, will tribal staff be sending in their own change forms or still send them to Ron? Marilyn will monitor and let staff know that tribal staff will be sending in these directly to State. Any other questions? **Question: Amy-** I see program element 7, support service, that is one of the elements provided and needs to be in there. As long as the three Eligibility/ISS/ OA are in there. OST, can that be them going to high school? No. If they are in HS there is another element that can be used which is alternative education element 2, drop out recovery which is element 2, Its one that you would use if an individual came to you and were still in school.
- VI. NTN Executive Director (I/D)
Correspondence – Ron I’m not going to go into detail, sometimes with the State they send emails out and I’m not sure who has received what. I send out the info on the security awareness training that needs to be done so that you can keep your AJC access. Previously I had to do a J125 and they stopped doing that, make sure staff get that done so your access is not interrupted. Nidia Herrera had asked some questions sent 6-8-20, forwarded from Rachel Tashbook on the new LLSIL. On 6-24-20 Covid 19 information was also sent out. On that same date information on Youth Practioners from DOL came out. DW definition from State came out 6-19-20 at the board meeting. If you have DWs make sure you let Diana know. Administrative Costs information, probably does not affect you but it is information.
- AJC Update Forms – Ron we already talked about that, you will start doing this all by yourself now. If you do send in an AJC update you need to make the corrections immediately. Also keep a record of exit information because when we remove exit, it erases all the exit information. You need to keep a copy so you can put it back in. We don’t remove exit dates on Thursday and Fridays.
- VII. TABE Discussion/Questions (I/D/A) – Ron: we had tried to get access to this, Johnathan sent this to the State. We have Christian Agave, at education, I will send him questions again and get information from him. We asked if anyone that administered the test, would they need to be certified. When can training be provided and how many can they handle. Ron will follow up on this. Is anyone administering the TABE? Hopi we are not doing it, only if the student is going to be enrolled in NPC. PYT we are still trying to figure that out. We only have 9 and 10 and need to

purchase 11 and 12. Because of covid, most are reluctant to come in and parents are not willing to let their kids come in. Some wanted to take the test at home, but no one is there to proctor. Ron – Johnathan had written to another company that may be able to administer that test. Ron will be sending that information out again. TABE has always been used but I don't know if there is a hard rule to use TABE.

- VIII. EO Training/Reminders – Ron Trusley (I/D) A reminder, make sure you have your posters up and parking signs, know where all your policies are when being monitored. All EO monitoring has been moved back to August. These are just reminders.
- IX. NTN Program Operations Coordinator – Nadine Talayumptewa (I/D)
Have been working on policies for Youth Incentives, Adult and DW. Also WEX policy for Adult, DW and Youth. These are in draft form and I believe Ron will be discussing these further in the agenda. We will need to make revisions and get those back so they can be submitted for approval by the State. Moriah has been very helpful in reviewing the WEX policy so thank you for that. Yuma and City of Phoenix have also been helpful in sharing their policies with me so that we would be in line with what has already been approved by other local areas. I have also run the report for cleaning up ETPL training codes and it looks like we have around 30-40 files which will need to have exits removed and the correct training codes entered. This is much better than the last report we had which had over a100 files that needed to be cleaned up. The instructions will also be attached, those come from Marilyn who did an excellent job with explaining how to run the report and how to make corrections. I have also been working on a short tutorial which will have all the regs and laws that pertain to our adult, DW and youth programs. When I was working on the policies it was very cumbersome to have to go back and forth through the documents to include every reference. This will have everything in one place for easy reference, this will include guidelines from the State as well.
- X. High Poverty Area – Determination (I/D/A) Some you are still using DES website to determine high poverty for youth. That old link is no longer valid. Ron: I got the policy and Moira sent me an email yesterday. I will send this out to everybody, the details will be in the email. I will send this out this afternoon.
- XI. Incentive Policies - Ron Trusley (I/D/A) Nadine sent those out but not sure how many of you have had a chance to review them. I have included in the packet the incentive request form every year and a form has to go through fiscal as well. Please review and get any changes or revisions back so that we can get it to the State.
- XII. AJC Privileges (I/D/A) Ron, just information on a chart that will show what privileges in AJC. Recently they had sent an email to Marilyn to access her AJC. They said that has always been sent to Marilyn so if you need that access it still needs to come through me. Linda: Marilyn can you give a quick update on all the changes in AJC. In July we will be able to go in and do everything they normally do in that site so we can see if anything is not working we will be able to address that. July 24 16.19 went out and everyone should have that. Next AJC workgroup is August 5th.

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- XIII. WEX Policy (I/D/A) Ron: Again, Nadine finished that and so take a look at it and see if there is anything that needs to be changed. We do not have to pay State minimum wage rates, that is in the policy but tribes follow federal jurisdiction. You are encouraged but not required to pay that rate. Linda: Is there a deadline for this? Ron, well let's get this back by Tuesday, July 14th. This is for the WEX and Incentive policies.
Marilyn, I have a caseworker who logs into AJC and tries to put in activities it logs her out. What browser is she using? Chrome. It happens on all files, not just on one file. I have had to put in all her activities for her. Send us her user name, and have her clear her browser first.
- XIV. Chairperson/Vice Chairperson Elections (I/A) Ron – according to by-laws chair and co-chair are elected to a 2-year term. The terms ended at the end of June. So we need to elect a new chair and vice chair. Is there a nomination for chair. Nomination for chair by Georgianna nominated Linda V. Linda accepts nomination. Close nominations, Ron will call roll and you will let him know who you are voting for. Linda V. has been nominated for Chair. Linda nominated Georgie for vice chair, she accepts. Any other nominations? Vice Chair: Motion made by Diana Russell seconded by Nadine T. Vice-Chair Georgianna S.
- XV. Good of the Order (I/D/A) None
Amy, sorry I want to go back to items that were not on the agenda. The skills gain and how they should be entered, we haven't got anything back from Moira. Linda: we would need to create a policy for each MSG Skills progression and we need to have policy created as well.
- XVI. Public Comment (I) Linda, please stay safe, stay healthy. Keep you all in our prayers. Especially for Terilyn and Kim and her family. Keep your families safe.
- XVII. Next Meeting (A)
The next MIS Meeting was scheduled for Wednesday-September 16, 2020 from 9:00 am until noon.
- XVIII. Adjourn (A)
MIS Chairperson Valenzuela adjourned the July 8, 2020 MIS Meeting at 11:07 am.