



Advisory Committee Meeting Minutes June 8, 2018

Location:

Mill City Museum
ADM Conference Room
710 South Second Street
Minneapolis, MN 55401

Attendees: Nicky Winters, Sawe Doth, Lynne Pond, Julia Janik, Sheemika Rutaro, Betzaida Vera Heredia, Hyewon Chung, Laura Felz, Courtney Spears, Nicolette Graf, Nick Henderson, Marisol Chiclana-Aylla, Cyndi Cunningham, Matt Evans, Deloris Friske, Ana Isabel Gabilondo-Scholz, Ida Gatfield, Marian Hassan, Jansel Hernandez, Angela Kapp, Tonya Morris, Rhonda Olson, Maxine Peterson, Teresa Ripple, Deborah Schierbeck, Sherry Tiegs

Absent: Anita Blaine Stavitski, Sameerah Bilal-Roby, Julie Christensen, Tara Hudson
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Note Taker: Nicolette Graf

Minutes Review: Betzaida Vera Heredia
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1. Call to Order
2. Agenda Items
 - a. Welcome
 - b. Achieve Presentation/Questions
 - c. Group Advisory Committee Photo
 - d. Advisory Committee Handbook/Business Rules
 - e. Break/Lunch
 - f. Achieve Website Overview
3. Welcome
 - a. Betzaida Vera Hereida welcomed the group.
4. Achieve Presentation/Questions
 - a. Achieve staff presented on:
 - i. Achieve History
 1. Achieve is processing 3 times as many applications now in 2018 as we were in 2014 in half the amount of time, going from 12 week processing time to 6 weeks.
 2. From February 1-April 30, 2018 we have finalized 3,363 applications with a 5.3 week processing time average.
 - ii. Achieve Workflow
 1. Staff explained the different departments covering workflow.

- a. Intake
 - i. First point of contact in the application process.
 - ii. Receives documentation through mail, email, and fax.
 - b. Data Verification
 - i. Evaluates certificates and transcripts
 - ii. Enters data into Develop
 - iii. Calculates Career Lattice Step
5. Advisory Committee Handbook/Business Rules
- a. Committee Membership Structure
 - b. Membership Expectations
 - c. Functions of the Committee
 - d. Use of Committee's Input
6. Future Meeting Dates
- a. The next meeting will be via Web Ex at a date TBD to discuss the Advisory Committee business rules and group agreements for the handbook.
 - b. The next face-to-face meeting is tentatively planned for October.