

**PA Partners Technology Technical Workgroup Meeting**  
**PA Partners Conference**  
**Hershey Lodge and Convention Center**  
**May 7, 2008**

**Call to Order:** Peggy Shilk, Chairperson, called the meeting to order at 9:30AM. The meeting was going to be a round table discussion on Technology Issue.

**Introduction:**

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| Mark Canfield     | RCWE – Northwest PA WIA                  |
| Peggy Shilk       | North Central Workforce Development      |
| Cindy Derrico     | Southwest Training Services              |
| Mollie Fera       | Schuylkill County CareerLink             |
| Tommie Ann McShaw | Schuylkill County CareerLink             |
| Mike Freyman      | Lehigh Valley CareerLink                 |
| John Koenig       | Berks County CareerLink                  |
| Daisy D. Rosa     | Philadelphia Workforce Development Corp. |
| Gary Wentz        | Pocono County                            |
| Susan McElhare    | Bucks County                             |
| Richard Gould     | West Central Job Partnership             |
| Heather Ratvasky  | West Central Job Partnership             |

**Sign In Sheet** A sign-in sheet was passed around and members were asked to introduce themselves and update any changes in their agency address or e-mail address.

**Past Minutes:** Peggy briefly went over the past meeting minutes and asked that they be approved. Passed by Gary Wentz and second by John Koenig.

**Roundtable Discussion:** There was a round table discussion regarding the new CWDS system. Everyone agreed that the system has improved with the Enhancement Release 2.1.1 on March 15, 2008 but everyone also agreed that there are still a lot of things in CWDS that are not exactly working as planned. The Technology Workgroup would entertain the opportunity to discuss these concerns with Pennsylvania Partners and Labor and Industry. The Technology Workgroup would like Pennsylvania Partners to work with Labor and Industry to conduct Best Practice Sessions on the CWDS system.

Reminder to everyone that any staffing updates in CWDS needs to go the resource account ([ra-cwds-elm@state.pa.us](mailto:ra-cwds-elm@state.pa.us)).

**Next Steps:**

- Technology Technical Workgroup will continue to promote best practices in coordination with the Labor and Industry and all Workforce Investment Areas.
- Recommend future training sessions CWDS.
- Recommend future training and usage of Ad Hoc Reports software.

Peggy will follow-up with Mike Fuller on the request for training.

**Next Meeting:**

Next meeting will be scheduled in the Fall. Date and time will be announced. All members are invited. Questions/comments regarding these notes or the meeting are welcomed by Peggy Shilk (814) 773-3162, e-mail: [peggy@ncentral.com](mailto:peggy@ncentral.com). Congratulation goes out to Cindy Derrico for winning the Basket of Cheer. G:\Technical Workgroups\IT TWG\PA Partners Meeting Minutes 5-7-08.doc