

**Wage Record Interchange System (WRIS)  
Data Sharing Agreement Amendment Proposal**

**Proposal Number:** 13

**Proposal Title:**

**WRIS Meetings and Distribution of Minutes**

Reference: *Section V. WRIS Governance, Subsection B, Paragraph 1, and Subsection C, Paragraph 2*

**Date Submitted:**

**Sponsoring Entity Information:**

**Contact Person:** Karen Staha

**Agency/Organization:** Employment and Training Administration (ETA)

**Phone:** (202) 693-2917

**E-mail:** staha.karen@dol.gov

**Statement of Issue:**

WRIS members have questioned whether it is appropriate to continue the requirement of two annual in-person meetings and issuance of the draft minutes of an Advisory Group meeting within five business days.

**Discussion of Issue:**

In the current economic environment, out-of-state travel budgets have been frozen for many state and federal staff members, making the two annual in-person meetings currently specified in the Data Sharing Agreement (at Section V. Governance) impractical, if not impossible. In addition, several member states have suggested that the existing requirement to issue draft minutes of an Advisory Group meeting within five business days, and for states to comment within the subsequent five days, is unnecessarily restrictive.

**Statement of Proposed Change/Proposal:**

**Reference:** Section V. WRIS Governance, Subsection B, Paragraph 1

**Original Provision:**

1. The Advisory Group will convene each calendar quarter. Meetings will be held in-person biannually and via conference call during the two calendar quarters an in-person meeting isn't scheduled. In-person meetings will be held in conjunction with other meetings to conserve state travel resources to the extent possible.

**Proposed Replacement Provision:**

*1. The Advisory Group will convene each calendar quarter either in person or via a conference call. In-person meetings will be held in conjunction with other meetings to conserve state travel resources to the extent possible.*

**Reference:** Section V. WRIS Governance, Subsection C, Paragraph 2

**Original Provision:**

2. Employment and Training Administration:

b) After each meeting or call, ETA shall provide a draft of the meeting report or conference call no later than five (5) business days after the meeting or call. Advisory Group members will have five (5) business days to comment on the draft, or provide their concurrence.

**Proposed Replacement Provision:**

*2. Employment and Training Administration:*

*b) After each meeting or call, ETA shall provide a draft of the meeting report or conference call to group members within ten (10) business days. Advisory Group members will have twenty (20) business days to comment on the draft report.*

**Supporting Documentation:**

Not applicable

**Preliminary Decision on Disposition of Amendment Proposal: 03/02/2010**

**Disposition Discussion:**

A comment was received on this amendment proposal during the 60-day comment period suggesting that Advisory Group members receive 10, rather than 20, business days to comment on the draft Advisory Group meeting report after its release by ETA.

The preliminary decision on the disposition of this amendment proposal is to incorporate it into the Agreement, using new proposed language intended to address the comment, received during the 60-day comment period, regarding 10-day time limits for release of and comment on the draft reports.

**Proposed Disposition:**

*1. The Advisory Group will convene each calendar quarter either in person or via a conference call. In-person meetings will be held in conjunction with other meetings to conserve state travel resources to the extent possible.*

*2. Employment and Training Administration:*

*b) After each meeting or call, ETA shall provide a draft of the meeting report or conference call to group members within ten (10) business days. Advisory Group members will have ten (10) business days to comment on the draft report.*