

# Bi-Weekly Partner Meeting Minutes

October 6, 2020 (10:30 a.m.-11:30 a.m.)

## Welcome

### **Housekeeping**

- Please mute phones unless you are sharing information with the group.
- Please take turns when speaking and identify yourself and your agency when sharing.
- Please do not put the group on hold.

## Roll Call/Partner Updates

*Please be prepared to provide a report on your outreach efforts, activities, and success stories during your verbal report.*

	<u>Y/N</u>	<u>Partner Update</u>	<u>Workforce Development Boards</u>	<u>Y/N</u>	<u>Partner Update</u>
Better Family Life MWA/SkillUP	Y	Barb Wheatley and team. Continue with outreach. Work on career readiness training, Entrepreneur classes. Checking on participants, info sessions on SkillUP folks,	Central	N	
ARCHS IGP/SkillUP	Y	Scott- 2020MO re-entry conference kicking off today. 100% virtual. Creating a vision for the Justice involved around the state. Success stories- Employment Connections-participant worked as cook at gas station, had gaps in employment, completed JRT and started job search, he and his father both participated in the program. He is now employed FT at 13.00 per hour as a laborer. The dad is employed also and they have both applied to union. 2 <sup>nd</sup> story is from BFL mom joined SkillUp job search and got job at FedEx.	Kansas City and East Jackson	Y	Lacherl Rainey- continue to have services provided remotely and in person by appointment. We offer a resume workshop virtually. Interview workshop via Zoom. We are going through our SkillUp monitoring now. Virtual hiring event in October for truck driving, labor and other positions. 4 <sup>th</sup> center open on Monday. 14 MWA and SkillUp enrolled in training. One MWA individual attended class for customer service training. One started working. She is a single mom of 5. We worked with her to apply for our project with Quest which was a work from home position. She received a laptop and training and is working earning \$12.05 per hour
FWCA	Y	Natalie Redman- business as usual. Ramped up efforts for SU enrollment. MWA continues with internal audits and trying to get those	Jefferson/Franklin	Y	Working with CARES Act funding to help participants to enroll and participate in classes. We are working with Jefferson

		engaged that previously were not. Issued a lot WRE lately due to COVID. Also new Case Managers joined the team. We are keeping employees motivated with a friendly competition to enroll participants. Still doing virtual enrollments, JRT and other classes. Trying to start back up with in person classes.			College and East Central College.
LINC	Y	Dawn Patterson- working with families by phone/virtually. Foot traffic increasing. Still practice social distancing. Referring participants to partners for training. Anticipating new traffic now that sanctions have started again.	Northeast	Y	Diane Simbro- got a lot going on with CARES grant. Enroll as many as possible for training, all centers are open. Still offering enrollment and services in person and virtual. We can also meet participants anywhere. Working with re-entry and low income housing. We are working a project in Lincoln with re-entry folks. Planning drive thru job fair. Manufacturing Day will be virtual this year. We are presenting at the national conference October 15 <sup>th</sup> on braiding resources. Will have Q & A time at the end.
MCCA	Y	Ramona Mundwiller- Transitions with staff, 7 schools participating so new hires going thru training. Text outreach started up again also social media outreach. Colleges continue to enroll. Using outreach listing also.	Northwest	N	
MERS/Goodwill	Y	Ben Thatcher- continuing with outreach to MWA and SU. Increase in in-person requests and meeting. Excel enrolling for term 2. One graduate moved on to Phlebotomy training. Success story- Participant got HiSet and worked as CNA, enrolled in WIOA and rec'd Child Care Assistance and supportive services. She will graduate as LPN soon and already has job @ 16.00 hr.	Ozark	Y	Continue to ramp up and get success stories in for last year. Also working on CAREs Act funding to get training started. Plan for future
Missouri CAN	Y	Beth – business as usual. Ramping up outreach. Success Story from Central MO Participant relocated to Columbia from CO. She rec'd	St. Charles County	N	

		SSA but this was not enough. She was living in her car. She received assistance with SkillUp and is now a substitute teacher and Paraprofessional.			
Equus	Y	Amanda Brown – Continuing with outreach. 2 new SkillUp enrollments. We are offering in person but still mostly virtual. Working with individuals for hybrid learning. One participant out of Ozark County was living in a domestic violence shelter. She enrolled and begun job search, got a new job and is doing great.	St. Louis City	N	
Southern Missouri Works Project (SMWP)	Y	Bridget Allen- Success story on 2 participants. One got a job as a truck driver earning 14.00 per hour. The second is working at the hospital earning \$11.00 hour. We are continuing outreach	St. Louis County	Y	Working on CARES Act funding for training for better job prospects for those that need it. Ramping up enrollment. Open to the public and taking walk-ins for new enrollment or coaching. One participant had interview but needed computer to participate with Zoom interview. We provided space and laptop for this. Hoping she gets the job. We continue to be responsive to needs of people with the changing ways of how interviews and hiring will be done going forward.
City of Springfield	Y	Kim Page – continue to enroll participants. 2-3 MWA per week. One SkillUp last week. Continue outreach via text and social media. We have updated our website. We are offering remote assessment opportunities. Staff are attending training next week on SkillUp and Temporary Assistance.	Southeast	Y	Denise Clay- last week we had 7 CNA students graduate from training. Success story- participant is going to beauty academy and leveled up to a 4. Awarded certificate in this. Just needs salon readiness to complete the training. She has maintained an A+ in grades and attendance. She is already booked for services through November.
			Southwest	Y	Laura Kesler- got several participants in training. 3 completed and got jobs. 2 looking for jobs. Working on CARES funding to get more participants in training. Promoting manufacturing month with drive thru interviews with employers.

					Resumes done online before the event.
Other Reps:			South Central WIB	N	
			West Central	Y	Angie Bailey- working on CAREs funding. Our office is open for walk in and virtual. 2 participants graduated from police academy training. Had to cancel the manufacturing class due to low enrollment.

## **Agenda Items**

### **Program Updates/New Reminders**

1. New changes to the Handbook-Christina Lenger. The updated Handbook is on the Provider Portal. Updates attached to these minutes.

### **Partner Call Minutes**

1. Everyone received and reviewed the meeting minutes from the last partner call and no updates or clarifications needed

### **Training**

1. If anyone needs training, send an email to [SkillUP.Missouri@dss.mo.gov](mailto:SkillUP.Missouri@dss.mo.gov) to request training.

### **Outreach**

1. Please complete and share our [Job Impact Survey](#) by September 30, 2020. Please email [SkillUp.Missouri@dss.mo.gov](mailto:SkillUp.Missouri@dss.mo.gov) if outreach/marketing materials needed. When requesting materials make sure you provide your entire mailing address. There has been some materials returned due to the address not having a suite number. As a reminder, we cannot send to PO boxes, it must be a physical address.

### **Additional Manager Updates (Items Not Already in the Agenda)**

- Dione Pashia
- Joy Benne
- JaCinda Rainey

MWA contract renewals issued by OA on 9/24. This is the last renewal for this contract.  
Reminder to update Missouri Buys when you have changes in the contacts for your agencies.

Reminder renewal budgets and narratives must be finalized before any payments made. Email to the invoicing email address no later than 10/23 close of business. Incentive emails will be sent soon. Process remains the same. Once your plan approved, contractors have 6 months to invoice for those incentive funds.

- Justin Logan
  - Update on the Job Impact Survey closed on 9/30. Over 18,000 responses. 41% said they are looking for work.
  - Send people to return strong job fair. Resource booth available with resources to download such as applications, how to apply for benefits. Chat is also available.
  - Encourage people to attend.
  - If you are hosting events let us know if you want FSD to help advertise we can put on social media.
- Jennifer Buechler
- Kami Macias
- Jennifer Heimericks
- Lisa Schroeder
- Jeriane Jaegers-Brenneke

### **Questions or Additional Information**

This is the partners' opportunity to ask or share any additional information with the group. Any questions?

**Q:** Bridget with SMWP – For our weekly reported numbers, when do we reset the numbers?

**A:** Jennifer Heimericks – We will send out instructions for the end of this fiscal year and new fiscal year.

**Q:** Barb Wheatley BFL - This is due today so how do we fill out?

**A:** Jennifer/Christina -- Last week was split by the old and new fiscal years. We will send instructions and it's ok if it is a little late getting submitted.

### **Meeting Closed**

### **Ongoing Reminders**

1. Providers need to submit weekly numbers by emailing the completed template to the [SkillUP.Missouri@dss.mo.gov](mailto:SkillUP.Missouri@dss.mo.gov). If templates are not received each week, weekly calls will resume.
2. Provider staff should always submit the FS-5 SkillUP Employment or Training Information Form to FSD **immediately** when a participant obtains employment.

3. Provider staff should use the Change Request Guidance when submitting change requests. **Please ensure entry of a case note prior to submitting, listing the details included on the request form.**
4. Please submit invoices and reports to the [FSD.E&TInvoices@dss.mo.gov](mailto:FSD.E&TInvoices@dss.mo.gov) email rather than sending them to Shanese or Jessica directly. If they are out for an extended time this could cause a delay in receiving payment.
5. Please submit your success stories! When submitting these, please include a signed release and a photo with the client's story. If you cannot get a signed FSD release from the participant, please remove any personally identifying information. The FSD release form is available on the Provider Portal. Submit success stories to [FSD.E&TInquiry@dss.mo.gov](mailto:FSD.E&TInquiry@dss.mo.gov).
6. Please keep track of the number of individuals obtaining employment with the state (by region).
7. Please contact [SkillUP.Missouri@dss.mo.gov](mailto:SkillUP.Missouri@dss.mo.gov) with any staff that have attended SkillUP training but are no longer working with the program so we can terminate MoJobs access and have them removed from our distribution lists.
8. Partner Call Minutes are available on the SkillUP portal.

### **Email Quick Reference List**

Training requests, Marketing Materials, Reactivations & MoJobs Change Requests:

[SkillUp.Missouri@dss.mo.gov](mailto:SkillUp.Missouri@dss.mo.gov)

Questions for MWA/SkillUp

[FSD.E&TInquiry@dss.mo.gov](mailto:FSD.E&TInquiry@dss.mo.gov)

Monitoring Unit

[FSD.E&TMonitoring@dss.mo.gov](mailto:FSD.E&TMonitoring@dss.mo.gov)

Invoices

[FSD.E&TInvoices@dss.mo.gov](mailto:FSD.E&TInvoices@dss.mo.gov)

DCN verifications

[DSS.FSD.Agreements@dss.mo.gov](mailto:DSS.FSD.Agreements@dss.mo.gov)

FS-5/DWD-PO-608, DWD-PO-609, Job Search Log, and ABAWD Hours Reported Log and WIOA Career Services Form:

[ABAWD1@ip.sp.mo.gov](mailto:ABAWD1@ip.sp.mo.gov)

Partners email distribution list

[DSS.FSD.SkillUPPartners@dss.mo.gov](mailto:DSS.FSD.SkillUPPartners@dss.mo.gov)