

Bi-Weekly Partner Meeting  
Minutes  
July 28, 2020 (10:30-11:30 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**

	<u>Y/N</u>		<u>Workforce Development Boards</u>	<u>Y/N</u>	
Better Family Life MWA/SkillUP	Y	Continue to work toward increasing days open, need to reevaluate. Success story: Participant enrolled in SkillUP 2/25/2020, classes to begin 3/20/2020, postponed due to COVID. During that process, continued to encourage the participant to seek out other ways to meet the goal. Participant is now a CNA, employed full-time at \$13.46 per hour.	Central	N	
ARCHS IGP/SkillUP	N		Kansas City and East Jackson	Y	Some staff still working remotely, beginning to open career centers for in person appointments only – three open. Providing space to conduct job search with assistance provided as needed.  Success Story: Participant had been working in housekeeping at a hospital for five years, started training as a sterile processor. Barriers included changing schedule to attend training, unable to pass assessment 1 <sup>st</sup> time, and changing work schedule again after passing to have the opportunity to do clinicals. Completed training and hired as a Sterile Processor.
FWCA	Y	Continue to encourage participants to start work activity now /instead of waiting until 8/1. Increased	Jefferson/Franklin	N	

		workshops, virtual options as well as presenters. Face to face not a viable option at this time. Several participants did not complete their SkillUP training, continue to encourage them to complete. In the process of compiling success stories. Two participants pending job offers.			
LINC	Y	Outreach continues, while continuing to remove barriers. Complying with CDC and Health Department guidelines. Some schools will be virtual. Continue to monitor COVID situation at the local level.	Northeast	N	
MCCA	Y	Colleges engaging as normal through zoom. Texts and emails sent to participants to raise awareness. Four participants completed welding course. Normal case management with maintaining social distancing. Some school will reopen to classes and some will not for the fall semester. Many trainings available online in the fall.	Northwest	Y	There are four career centers, two comprehensive, and two affiliate. Granted CARES Act Fund for dislocated workers, each board granted funds need spent quickly. MO Enterprise conducting Manufacturing training. Coursera is available to all MO individuals to complete training courses. Individuals have until the end of December to complete courses. AEL classes were suspended but DESE has advised they will begin allowing at home testing.
MERS/Goodwill	N		Ozark	N	
Missouri CAN	Y	Serving participants in person, online and by appointment. Success Story: Participant, homeless with 5 children, obtained DL and car with stimulus payment.	St. Louis City	N	
ResCare	Y	Continue to work remotely. More staff now in office while maintaining flexible scheduling. More participants employed than anticipated. Drive through career fairs. People assigned to reach out to businesses, using phone networking, to find out if they are hiring. 350 opportunities found in the Branson area.	St. Louis County	N	
Southern Missouri Works Project (SMWP)	Y	Four participants have graduated, two with a CDL program and two from cosmetology training.	Southeast	Y	Continue to do outreach – get people ready. Waiting on the budget. A couple of participants

		Upcoming graduations for dental assistant and medical billing & coding. Success Stories: 1. Participant enrolled in CNA training was not able to complete hours, the nursing home where she was receiving training hired her, allowing her to complete the hours while working. 2. Participant in Cosmetology, skilled up to Barber and is in process of completing training to become an instructor, she has employment lined up with the school where she is receiving the training.			have obtained CDL jobs after completing program. Preparing for drive through job fair at a local college with a circle drive, bags stuffed with flyers and business cards. Preparing success stories to submit to the state. Gearing up for the August deadline for ABAWD requirements
City of Springfield	Y	Monitoring back to school projects – virtual schooling is a challenge for working parents. Addressing Head Start closures and back to school processes – many virtual. Conducted a drive through job fair. Maintaining relationships with local employers. One participant was able to obtain employment.	Southwest	Y	Job Center opened in Joplin and Monett. Offering online virtual training with breakout rooms available. Contract and budget questions, referred to Program Manager.
			South Central WIB	N	
Other Reps:	N		West Central	N	

## **Agenda Items**

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

1. Work Requirements will resume August 1, 2020, for TANF participants and for September 1, 2020, for SNAP participants.

### **Partner Call Minutes**

1. There were no questions or clarifications needed for the July 14, 2020, minutes.

### **Training**

1. Send requests for staff training to [SkillUP.Missouri@dss.mo.gov](mailto:SkillUP.Missouri@dss.mo.gov).

### **Outreach**

1. Please ensure all participants complete the Outreach and Effectiveness Survey located at: <https://riskanalysisunit.wufoo.com/forms/et-engagement-effectiveness-survey/>
2. Please email [SkillUp.Missouri@dss.mo.gov](mailto:SkillUp.Missouri@dss.mo.gov) to request outreach/marketing materials if needed. Also, when requesting the materials make sure you provide your entire mailing address. There has been some materials

returned due to the address not having a suite number. In addition, as a reminder we cannot send to PO boxes. It must be a physical address.

### **Additional Manager Updates**

JaCinda Rainey – Reminder of approaching date for reinstating work requirements. Keep in mind local plans. List to be divided as follows: Prior to March and March-present. March-present with need first meeting letters.

Justin Logan – MODOT reports current need is 600 positions. However, not filling at this time. We will provide additional information when positions are available. Applications are available for advanced completion. We will be working with Taney County Economic Development and Job Centers to reduce unemployment rate in their area.

Jennifer Buechler – Regarding contracts, we will advise of updates when known. Working on those contracts expired in June as a priority. Some contracts do not expire until September, and while there are no TANF funds remaining, there are still FNS funds available.

Lisa Schroeder – Plans are underway to incorporate breakout sessions and/or speakers for future partner calls.

Jennifer Heimericks – Would like participants to speak on the partner call. Providers should reach out to participants who may be interested in speaking – provide them with a script to make it clear. SNAP E&T Participant Strategies in Times of COVID Webinar August 4 2020, from 2-4pm – conducted by FNS National Office. Jennifer H will send out the invite. Under Secretary will be speaking, along with representatives from Missouri, Wyoming and Colorado.

### **Questions or Additional Information**

1. No questions presented.

### **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)

## **Additional Resource Links**

For more information on internet access in specific states:

<https://aspe.hhs.gov/pdf-report/low-income-internet-access>

Case Management by telephone / "Best Practices in Telephonic Case Management"

[https://www.nursingcenter.com/wkhlrp/Handlers/articleContent.pdf?key=pdf\\_01269241-200807000-00002](https://www.nursingcenter.com/wkhlrp/Handlers/articleContent.pdf?key=pdf_01269241-200807000-00002)

Mental Health First Aid

<https://www.mentalhealthfirstaid.org/2020/03/how-to-bethedifference-for-people-with-mental-health-concerns-during-covid-19/>