

# Weekly Partner Meeting Minutes

December 18, 2018 (Amended)

## Agencies Represented

Better Family Life MWA/SkillUP  
ARCHS Intergenerational Project/SkillUP  
City of Springfield  
DWD  
LINC  
MCCA  
MERS/Goodwill  
MOCAN  
ResCare  
Southern MO Works Project (information provided by email)  
Others on call- South Central WDB, West Central WDB, Northwest WDB, St Charles County

## Reminders

- Select your agency as the Provider when completing SNAP applications and adding services to MoJobs. **Please email [SkillUp.Missouri@dss.mo.gov](mailto:SkillUp.Missouri@dss.mo.gov) if your provider information is not showing or is incorrect in MoJobs.**
- Return Supervisory Case Review spreadsheets and the Focused Reviews spreadsheets to [FSD.E&TMonitoring@dss.mo.gov](mailto:FSD.E&TMonitoring@dss.mo.gov) by the end of each month. **Use this address for any questions you may have regarding the Focused reviews.**
- Send FS-5/DWD-PO-608 forms to [ABAWD1@ip.sp.mo.gov](mailto:ABAWD1@ip.sp.mo.gov). **Use this form to report employment, training, exemptions, and other services. Refer to the SkillUP Provider Handbook for specific guidance on the use of and the appendices for a link to the FS-5.**
- Agency supervisors will approve Change Requests and submit them to [SKillUP.Missouri@dss.mo.gov](mailto:SKillUP.Missouri@dss.mo.gov). **Double-check these for accuracy before submitting.**
- Remind all staff how important it is to retain access to MoJobs. Staff **MUST** sign in at least once every 30 days. **A sign in every 30 days is required for any region for which you have an assigned ID.**
- If your agency has questions regarding invoicing please use the email address [FSD.E&TInvoices@dss.mo.gov](mailto:FSD.E&TInvoices@dss.mo.gov). **Submit these quickly so the issue can be resolved before the next billing cycle.**

## Agenda Items

### **Partner Call Minutes**

- Minutes from 12/11/2018 were emailed after today's call.
- **Please review minutes once received and submit any corrections on the next call.**

### **Program Updates**

- **It is critical to include career pathways on the IEP, even when assisting someone who is already working; we recognize recruiting workers to move on to better employment can be challenging; may mean looking for paid training or additional help from employers to reach these participants.**
- **We have not received any questions on the 1099 process, still open to discussion of regional needs or programmatic issue. Please feel free to call or email Jeriane with any issues/questions (573) 751-1078.**

Long-term sustainable employment opportunities need to be sought out when working with participants; the Governor's office, his Cabinet, the Division Directors all want to know the impact the program has on the workforce, employer needs, and non-dependency on benefits.

## **Training**

### **The following questions were asked:**

- Can case notes be added to MoJobs for outreach efforts if the person is not yet enrolled?  
**A:** Yes, not necessary to do post cards but recommended if calling the person.
- We are listed in MoJobs but we are not able to assign as a case manager.  
**A:** FSD will contact MoJobs to seek a resolution.
- Is it normal to have duplicate contacts?  
**A:** Lists were not duplicated but this could occur due to canvassing, contact at events, or tell-a-friend referrals. Remember to check MoJobs first to reduce duplication of services.

## **Outreach**

- Please ensure all participants complete the Outreach and Effectiveness Survey located at: <https://riskanalysisunit.wufoo.com/forms/et-engagement-effectiveness-survey/>  
Add a case note to MoJobs for completed surveys; we want to know what works – calls, texts, emails, flyers, etc.
- Do others need additional marketing materials (not previously requested)?  
**ARCHS – still needs postcards and Justice for All Poster**

## **Partner Reports**

### Outreach Efforts

- Number of attempted contacts for outreach
- Number of successful contacts from outreach

BFL – 12/13/18 SkillUPalooza, 90 flyers; 301 calls for week; info session held 12/17

ARCHS – no additional information provided

COS – 513 SkillUP contacts for Region 8 and 9 for Region 7; info sessions 2x week w/8-10 in attendance; working to train OACAC staff; pop up event held in Webster County; upcoming event in January

DWD – 3500 contacts completed by Job Centers

FWCA - 201 contacts completed; 15 scheduled appointments; building an incentive plan

LINC – 1430 contacts to date; 500+ postcards; 270 emails; 2 presentations at before/after school programs

MCCA – individual schools are doing radio/tv spots and newspaper articles as well as flyers/texts/emails

MERS/Goodwill – 195 of participants are volunteers; continue working list

MOCAN – 220 calls made for week, @ 30% reached; of 3000 post cards @ 200 returned; 40 Facebook posts

RESCARE – working new list, 70 calls; event coming up 1/5/19 at St Joseph Job Center; event 2/6/19 in Chillicothe will serve participants in morning/employers in afternoon; presentation to Voc Rehab held 12/17

SWMP – 743 postcards sent

Please be prepared for one person to provide your verbal report for each of the funding sources (MWA, MWA/SkillUP, TA/SkillUP, and SkillUP FNS) Please include following information in your report from 10/01/2018 to present for programs:

- Enrollments since 10/1/2018
- Number of participants that gained employment
- Average wages for FY2019

Date	Contractor	Program	Participants Enrolled FY 2019	Participants Employed FY 2019	Average wage FY 2019
12/11/2018	BFL	MWA	19 (wk ending 12/14)	56 (50 FT/6 PT)	12.06
12/11/2018	BFL	SkillUP	4	3	12.00
12/11/2018	ARCHS	SkillUP	124	19	14.19
12/11/2018	COS Region 8	MWA	6 (wk ending 12/14) (87 since 10/1)	3 (wk ending 12/14) (37 since 10/1)	9.55
12/11/2018	COS Region 8	SkillUP	2	1	9.50
12/11/2018	COS Region 7	MWA	2 (wk ending 12/14) (61 since 10/1)	2 (wk ending 12/14) (4 since 10/1)	10.98
12/11/2018	COS Region 7	SkillUP	0 (1 since 10/1)	0 1 (since 10/1)	Not provided
12/11/2018	DWD	SkillUP	92	3	12.50 (excl 6.33 wage + tips)
12/11/2018	FWCA	MWA	13 (wk ending 12/14)	5	11.25
12/11/2018	FWCA	SkillUP	2	0	N/a
12/11/2018	LINC	MWA	10 (wk ending 12/14) (116 since 10/1)	24 (20FT/4PT)	11.94 (13.01FT/10.86PT)
12/11/2018	LINC	SkillUP	10	Not provided	13.50
12/11/2018	MCCA	SkillUP	0 (wk ending 12/14)	1	11.25
12/11/2018	MERS	MWA	31 (wk ending 12/14)	15	9.97
12/11/2018	MERS	SkillUP	202 (since 10/1)	0	N/a
12/11/2018	MOCAN	SkillUP	40	5	11.35
12/11/2018	ResCare	MWA	39	1	Not provided
12/11/2018	ResCare	SkillUP	9	0	N/a
12/11/2018	SMWP	SkillUP	60	15	10.50
					Avg Wage 11.47

We will be asking for information on component activity in the near future (i.e. trainings/services participants are receiving)

### **Questions/ Additional Information**

Everyone received the “Save the Date” email for the next Partner Convening Meeting, January 29 -31  
**Will be held at the Governor’s office building in Jefferson City.**

### **Meeting Close**

**Jeriane – Happy Holidays, Merry Christmas; enjoy time with your families.**

**No call next week.**

# Email Quick Reference List

Training requests

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

Partner emails

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

Marketing Materials request

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

DCN verifications

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

FS-5/DWD-PO-608 forms

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