

Weekly Partner Meeting Minutes
January, 28 2020 (10:30-11:30 a.m.)

Welcome

Roll Call/Partner Update

	<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	<u>Y</u>	<u>Subsidized employment for 4 FTE at \$15.00/hr., continuing to use referrals, and have two job fairs line up</u>	Central	<u>N</u>	
ARCHS IGP/Skillup	<u>Y</u>	1 success story, participant is making \$14.50 as a CAN, early planning for outreach and recruitment events for early spring.	Kansas City and East Jackson	<u>N</u>	
FWCA	<u>Y</u>	Utilizing FSD being on their floor. Additional marketing giveaways. Got 4 new enrollments and 5 more upcoming appointments. Focusing on school activities	Jefferson/Franklin	<u>N</u>	
LINC	<u>Y</u>	Utilizing FSD referrals and local partner collaborations for outreach.	Northeast	<u>N</u>	
MCCA	<u>Y</u>	Colleges outreach has included but not limited to: community action agencies, high schools, probation and parole, employers, nexus meetings, outside entities. Preparing for mid-year audits at schools.	Northwest	<u>N</u>	
MERS/Goodwill	<u>Y</u>	2 outreach events scheduled in the past couple weeks, 2 additional events planned for February. 2 completers of training, including CNA training. Working on improving and streamlining the processes. Success story: Husband and wife got employment offer on the same day. Utilized supportive services for uniforms and job tools.	Ozark	<u>N</u>	
Missouri CAN	<u>Y</u>	Utilizing referrals, Head start program outreach. Convening in late Feb for their providers to explore training and outreach possibilities.	St. Charles County	<u>N</u>	

ResCare	<u>Y</u>	have been having trouble with this headset since I received it, sorry. Thank you for letting me know. ResCare updates are that we are continuing to utilize the list given for outreach. We have enrolled a participant in the pharmacy technician program and someone in dental assisting. Our success stories: We had a participant complete her Hi-Set and completed her enrollment in college for this semester. We also had a participant complete her CNA.	St. Louis City	<u>N</u>	
Southern Missouri Works Project (SMWP)	<u>Y</u>	Outreach, CNA classes starting soon, development of partnerships with vo-tech school in region, partnerships with schools.	St. Louis County	<u>N</u>	
Other Reps:			Southeast	<u>Y</u>	2 clients were sent to TRACE training in KC. They successfully completed warehouse and material handling training, OSHA, forklift, and resume' building. The program was 2 weeks and it provided room/board, transportation and the training fee. Also having success in Job retention supportive services with clients and 3 truck drivers completed training. Have Job Fairs lined up.
			Southwest	<u>N</u>	
			South Central WIB	<u>N</u>	
			West Central	<u>N</u>	

Agenda Items

Program Updates/New Reminders

1. Stacy to speak about:
 - Demonstration of uploading documents to MoJobs
 - Updates to SkillUP Provider Portal –
 - MoJobs Resources - new section with links to MoJobs, Training Region and MoJobs guides
 - Training Library has been divided into 2 sections Training Materials and Online Trainings
 - Requesting WIOA and WP access through DHEWD – staff that completed SkillUP training are not given access to the Wagner Peyser (WP) or WIOA by FSD staff.

We do not train anyone to co-enroll, we only cover the SNAP application. For this Fiscal Year the policy is to co-enroll if it is in the best interest of the participant and that is only for the staff that already have WIOA access.

If one of our SkillUP providers is also a sub-recipient for WIOA, that access would have to be granted by DHEWD or the Board that they are contracted with and would follow those procedures for access.

2. Manager Updates:

- Jennifer H: Reminder for everyone who is participating in the FNS Review in May to follow up with any follow up emails sent from Christina and others.
- Dione: Monitoring Notes for Partner Call:
 - Please ensure staff are updating and creating new goals and objectives for participant IEPs as previous goals are met. If there is an open IEP, there needs to be goals and objectives open.
 - Send in supervisor reviews by the end of each month.
 - December and January focused review spreadsheets will be sent out in early February.
 - Reminder to send in feedback for what you would like to see covered at the upcoming monitoring workshop at MAWD.

Meeting Close

Ongoing Reminders

1. Providers need to submit weekly numbers by emailing the completed template to the 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 participants 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 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.
6. Please keep track of the number of individuals obtaining employment with the state (by region).
7. Please contact 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: Available on the SkillUP portal.

Email Quick Reference List

Training requests, Marketing Materials, Reactivations & MoJobs Change Requests:
SkillUp.Missouri@dss.mo.gov

Questions for MWA/SkillUP
FSD.E&TInquiry@dss.mo.gov

Monitoring Unit
FSD.E&TMonitoring@dss.mo.gov

Invoices

FSD.E&TInvoices@dss.mo.gov

DCN verifications

DSS.FSD.Agreements@dss.mo.gov

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

ABAWD1@ip.sp.mo.gov

Partners email distribution list

DSS.FSD.SkillUPPartners@dss.mo.gov