

# Partner Call Meeting

## Minutes

October 8, 2019

### **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.

### **Attendance/Roll Call** (by agency, not individual)

Better Family Life MWA/SkillUP

ARCHS IGP/SkillUP

City of Springfield

FWCA

LINC

MERS/Goodwill

Southern MO Works Project

Other representatives or board members- Troy & Mary from the Southwest Region Investment Board

FSD Managers and PDS

### **Reminders**

1. Reminder - 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 use the Change Request Guidance when submitting change requests.
3. 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 period of time this could cause a delay in receiving payment if it is sitting in their personal inbox.
4. Please submit your success stories! When submitting these, please include a signed FSD 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 release form can be found on the provider portal.)
5. Please keep track of the number of individuals obtaining employment with the state (by region).
6. 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.

### **Agenda Items**

#### **Program Updates**

There will be some changes coming to the participation reports for invoicing. Keep watch for more details.

#### **Partner Call Minutes**

1. Did everyone receive and review the meeting minutes from the 9/24/19 partner call?--Yes
  - a. Were there any questions or clarifications needed? --No

## **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) if outreach/marketing materials are 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.

## **Partner Reports**

Please do not forget to utilize our reporting process. One person from each agency should email the following numbers using the template weekly. Please send completed templates to [SkillUP.Missouri@dss.mo.gov](mailto:SkillUP.Missouri@dss.mo.gov). Numbers will be included with the bi-weekly meeting minutes.

YTD Number of Outreach Attempts	YTD Number of Actual Contacts	YTD Total Enrollments	YTD Number in Training	YTD Number Employed	Average Wages per Hour
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## **Partner Updates**

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

**Better Family Life MWA/SkillUP-** Continuing outreach efforts. Focusing on moving out more in the community. We would like to acknowledge Asia Williams-She has recently become employed at BJC earning \$15/hour

**ARCHS IGP/SkillUP** –Continuing marketing and outreach. Calling and mailing flyers. Hiring Fair going on today from 9-12

**City of Springfield** – We have one participant attending Truck driving school. Other than that we are continuing outreach from FSD referrals and the list. We have posters (the materials provided by the state) hanging at Franklin Tech.

**FWCA** – We are continuing with normal recruitment, monthly visits to library. Recently started new cycle with jobs training class. Have several members attending. As a result of the referrals process we have had 3 people sign up.

**LINC** – We are continuing with normal referrals. Cass county WFD summit is being held and 3 LINC employees are attending. Life Coaches or case managers meet with new SkillUP participants at our area FSD Resource Centers once a month.

**MCCA** – Not on the call

**MERS/Goodwill** – Continuing outreach. Health resource fair that netted 7 potential enrollees. Have been invited to speak at several meetings. One is at a Chamber meeting. We are receiving a higher number of Excel students who now want to progress in their training by earning occupational certificates or enroll in post-secondary training.

**MOCAN** – We are following up on referrals and working the lists that have been provided. As of 09/30/19 247 individuals have been placed in employment.

**ResCare** – Not on the call

**Southern Missouri Works Project** – We are continuing outreach and have had several interested in these short term training. Working with local colleges for on the Office admin and looking into a phlebotomy training as well.

### **Questions or Additional Information**

**Question:** Do we compile a report on aggregate data?

**Answer:** We will send you a copy of what the partners are reporting out on. But will get back to you with a final answer.

### **Meeting Close**

## Email Quick Reference List

Training requests, Marketing Materials, Reactivations & MoJobs Change 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)

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, ABAWD Hours Reported Log and WIOA Career Services Form:

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