

# Weekly Partner Meeting Minutes

February 25, 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/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<br>MWA/Skillup | <u>Y</u>   | Outreach continues as will collaboration with career centers. Shared success story about single parent who needed help succeeding at nursing school and support overcoming barriers through help from BFL Staff. She worked part-time as a Certified Nursing Assistant (CNA) and considered giving up but staff kept her motivated and she finished the Nursing Degree program and has secured a job paying \$26 an hour with a local hospital. | Central                             | <u>N</u>   |   |
| ARCHS<br>IGP/Skillup              | Y          | Success stories included single mother of three who completed CNA training and found job making \$12.95 per hour, and a recently released justice involved individual who completed training and is now a property manager for a real estate company making \$12 an hour. Staff also spoke about a hiring event planned today geared to help Wal-Mart hire new staff.   | Kansas City and East Jackson        | Y          | Continuing recruitment efforts and inviting Food Stamp participants to events. Success story was a client who completed CNA training who has received certificate and will move onto Registered Nurse training. |
| FWCA                              | Y          | Continue efforts on SkillUP recruitment and moving Missouri Work Assistance participants to activities. Also planning a spring hiring fair in early April.  | Jefferson/Franklin                  | Y          | Nothing to share today.   |

|  |   |  |                    |   |  |
|--|---|--|--------------------|---|--|
| LINC                                   | Y | Continues work on outreach with nothing new to report at this time.  | Northeast          | N |  |
| MCCA                                   | Y | Outreach efforts continue. One MCCA college has created a radio advertisement for SkillUP services with other colleges recruiting participants for other short-term training programs. MCCA is also establishing connections with Missouri Job Centers.  | Northwest          | N |  |
| MERS/Goodwill                          | Y | Working to reach out to Job Centers and attend community resource meetings to promote SkillUP training. Two success stories were mentioned - One Southeast region participant completed Three Rivers Community College Production Technician training and has found employment at \$12 per hour; and a Columbia, Mo., woman, with help, found a \$15 per hour job working with a mortgage company.                     | Ozark              | N |  |
| Missouri CAN                           | Y | Continuing outreach efforts with many groups including the area Head Start programs. Staff advise a success story is forthcoming.  | St. Charles County | N |  |
| ResCare                                | Y | Working on referrals and planning for informational meetings about services. Success stories included a man completing training and testing to become a barber, and other jobs paying between \$14 and \$17 per hour.  | St. Louis City     | N |  |
| Southern Missouri Works Project (SMWP) | Y | Outreach efforts are ongoing – including plans to go into area schools to promote services to graduating seniors. SMWP is also working to develop a phlebotomy training program. Success stories include a person completing truck driver training employed at \$12 per hour, another who completed Emergency Medical Technician training who is seeking work, a participant attending the Police Academy and a person | St. Louis County   | N |  |

|                     |   |   |                      |   |   |
|---------------------|---|---|----------------------|---|---|
|                     |   | who finished welding school and started working at \$13 per hour.         |                      |   |   |
| City of Springfield | Y | Continuing outreach efforts and collaborating with the local Job Centers. | Southeast            | Y | Success stories shared included a person receiving Supplemental Security Income who has completed truck driver training and is now looking for work; and two CNAs who have enrolled in additional training to secure better paying jobs. Staff also discussed outreach efforts. |
|                     |   |   | Southwest            |   | N   |
| Other Reps:         | N |   | South Central<br>WIB |   | N   |
|                     |   |   | West Central         |   | N   |

## Agenda Items

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

1. **JaCinda discussed the WDU Convening-Participant Panel** – Partners are asked to provide contact information about Employment and Training participants to participate in a panel discussion at the convening. JaCinda would like names by March 6.

JaCinda also advised WDU E&T staff will soon begin working in Missouri Department of Corrections Community Support Centers to provide services to CSC clients before release. Information about this effort will be sent to staff and partners in the near future.

2. **Lisa asked for success stories for the WDU Convening** – Lisa asked partners to send success stories and video along with signed release of information that can be shared during the convening.
3. **Tom spoke about the Laclede Careers Project SNAP participant outreach effort promoting two upcoming area career fairs** - Cross Function Team is working with Lebanon Region Economic Development Inc., the Lebanon Area Chamber of Commerce, the Missouri Career Center, and Central Workforce Investment Board to notify unemployed and underemployed Food Stamp recipients about two upcoming job fairs through mass postcard mailings. Participants who respond can obtain free assistance updating resumes and other important job skills.
4. **DMH Housing Unit Referrals** – Cross Function Team has established a simple referral process that can be used by Missouri Department of Mental Health housing staff to refer participants for WDU E&T services. DMH is asking staff processing initial application or recertification for U.S. Department of Housing and Urban Development assistance to discuss income with clients. These new referrals will be emailed to the [SkillUp.Missouri@dss.mo.gov](mailto:SkillUp.Missouri@dss.mo.gov) mailbox. CFT staff spoke to St. Louis area DMH Housing staff Feb. 21 and will meet with Kansas City area staff March 5.
5. **Child Support Outreach Unit specialist Jeannie Sparks was introduced as a new partner call participant** – The Outreach Unit provides several services designed to help non-custodial parents (NCPs) overcome barriers so they can become better parents and contributors to the success of their children. Sparks shared information about CSE services available to help NCPs pay obligations through employment and training and spoke about some of the negative incentives like tax intercepts and license confiscations to compel payment. The Outreach Unit, she said, can also help NCPs when orders are too burdensome. She said open communication, making some type of payment each month, and diversion agreements are available if non-custodial parents will just reach out. NCPs can obtain help by calling CSE toll free at (866) 313-9960 and selecting Option 2.

She may be reached at [Jeannie.Sparks@dss.mo.gov](mailto:Jeannie.Sparks@dss.mo.gov) by contract staff who may have questions or want to schedule a Child Support staffer to attend an event.

## **Partner Call Minutes**

1. Did everyone receive and review the meeting minutes from the 2/11/20 partner call? No questions at this time
  - a. Were there any questions or clarifications needed? None were requested during meeting.

## **Training**

1. There are no new events at this time.

## **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.

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

|                          |  |
|--------------------------|--|
| Dione Pashia             | Nothing additional   |
| Joy Benne                | Nothing additional   |
| JaCinda Rainey           | Announced that Jennifer Paul will be new Missouri Work Assistance Program Development Specialist starting March 2<br>Also shared that Jennifer and Sheila W. will be scheduling Child Support information sharing meetings for each contractor |
| Justin Logan             | Nothing additional   |
| Jennifer Buechler        | Nothing additional   |
| Kami Macias              | Asked partner staff reporting success stories to send them in today  |
| Jennifer Heimericks      | Asked partners to send in success stories  |
| Lisa Schroeder           | Nothing to report  |
| Jeriane Jaegers-Brenneke | Nothing additional   |

## **Questions or Additional Information**

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

There were no questions.

## **Meeting Close**

11:18 a.m.

## **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 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](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)