

Weekly Partner Meeting Minutes

April 21, 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 MWA/Skillup	Y	Using Google/Zoom to continue JRT and other distance learning; sending out COVID-19 information and Next Steps letters. Enrolling via phone and thorough case notes and completing welfare checks utilizing coaching techniques. Participant gained employment, Amazon, \$15/hr.	Central	Y	No updates
ARCHS IGP/Skillup	Y	IGP – completing wellness checks, especially for the 35 in healthcare field and offering live online classes AW – participant gained employment at Schnucks, \$10/hr. Staff assisted participants with IRS portal setup. SWIFTE – Single mom who left previous job due to health went to work as Property Management Assistant \$15.50/hr. + full benefits after working through legal issues discovered at assessment. MSL staff delivered food/supplies to participant's home. UL has financial literacy course for SkillUP participants 4/20-4/23. Using video conferencing and Zoom for contact and enrollments.	Kansas City and East Jackson	Y	First Zoom graduation completed with 12 participants. Currently offering resume/interview trainings online. Using DocuSign for enrollments. 1 st virtual hiring event completed.
FWCA	Y	Conducting outreach and keeping up with community partners. Most participants	Jefferson/Franklin	N	

		report need of resource referrals due to COVID-19.			
LINC	Y	Participants are completing basic skills assessments online. Online trainings offered through FEC. Working on the outreach list.	Northeast	Y	Job Centers busy assisting with UI Connect last few weeks, switching focus back to workforce programs. Completing contacts and sharing job openings.
MCCA	Y	Working the outreach list and enrolling some in the summer courses. Justice-involved individual who finished CDL recently, gained employment at \$20/hr. One employer is allowing participant who was in training to work another position until training resumes. Another participant was able to continue internship and online classes due to supportive services. Using Zoom for contacts.	Northwest	N	
MERS/Goodwill	Y	Using Zoom for enrollments/contacts and DocuSign for signatures. Staff are focusing on IEP development. Excel remains online. Referrals are being made to Life and Financial coaches. Upcoming financial literacy online training.	Ozark	Y	Using social media for outreach and offering skills workshops online. Using DocuSign for enrollments.
Missouri CAN	Y	Working the outreach lists. Checking in with employers and training partners to keep up with openings. Continuing to check in with participants.	St. Charles County	N	
ResCare	Y	Offices are open to participants. Offering orientation through WebEx and Ring Central. 20 hours of workshops available online. Sending out job opening lists.	St. Louis City	N	
Southern Missouri Works Project (SMWP)	Y	Working with local colleges to secure seats for next available sessions. Worked with partners to ensure students who missed clinicals will still be able to test.	St. Louis County	N	
City of Springfield	Y	Using Zoom and FaceTime for contacts. 3 SkillUP enrollments, one gained FT employment at KFC, \$10/hr. Assisted others with resume. Attended COVID-19 webinar for AEL/EEL. Several MWA	Southeast	Y	Using social media for outreach. Offering mock interviews, online application assistance, and online workshops. Staying connected with training facilities for upcoming openings.

		enrollments. Working on a virtual HiSet class.			
			Southwest	Y	Working with training partners to ensure participants have everything to continue training. Completed virtual job fair with 1500 hits, 500 job listings, and 15 employers – working on 2 nd one. Using Citrix ShareFile.
Other Reps:	N		South Central WIB	N	
			West Central	N	

Agenda Items

Program Updates/New Reminders

1. All May invoices must be submitted by June 10th to allow for processing and payment before SAMII shuts down to reconcile and prepare for the new fiscal year starting July 1. This is for all programs. If your invoice comes in late, we cannot guarantee timely payment.

Partner Call Minutes

1. No clarifications requested to the 4/7/2020 meeting minutes.

Training

1. No new trainings scheduled at this time. New staff can obtain training through WebEx if needed.

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 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

Jennifer Heimericks:

Thank you to all partners for using technology and other resources to continue case management. Most providers are reporting issuance of laptops and hot spots for participants. FNS recently released a Q&A with guidance for supplying loaner laptops to participants. If any provider has questions, please reach out. Reminder, there are several training webinars on the Provider Portal staff can access at any time.

Questions or Additional Information

Q: Will we receive an alert or need to take action when a SkillUP or MWA participant starts receiving UCB?

A: (Jennifer H) FSD systems will update the income and this will trigger an alert on the SkillUP and MWA cases.

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 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 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 are 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, and ABAWD Hours Reported Log and WIOA Career Services Form:

ABAWD1@ip.sp.mo.gov

Partners email distribution list

DSS.FSD.SkillUPPartners@dss.mo.gov