

Bi-Weekly Partner Meeting Minutes

July 2, 2019 (10:30 a.m.-11:04 a.m.)

Welcome

Housekeeping

- Please mute phones unless you are sharing information with the group. Please do not put the group on hold.
- 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
City of Springfield
DWD
FWCA
LINC
MCCA-not present for call
MERS/Goodwill
MOCAN
ResCare
Southern MO Works Project

Other representatives or board members

Jenny and Vicki from St. Charles Co. WDB

FSD Managers/PDS

Reminders

- Reminder - 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.
- Provider staff should use the Change Request Guidance when submitting change requests.
Third quarter ended 6/30/19, please submit change requests ASAP to ensure reporting is correct.
- 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 period of time this could cause a delay in receiving payment if it is sitting in their personal inbox.
- 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 release from the participant, please remove any personally identifying information.
- Please keep track of the number of individuals obtaining employment with the state (by region).

Agenda Items

Partner Call Minutes

- Did everyone receive and review the meeting minutes from the 06/18/19 partner call?
- Were there any questions or clarifications needed?

No responses.

Program Updates

- Stacy K. - MoJobs Reports - Projected Begin Dates and Projected End Dates
 1. Steps for Adding Credentials in MoJobs:
 - a. toggle open the SNAP application, toggle open Credentials, click add Credential, add Credential information, upload the document or certificate to be sure it is on the participant record and save
 2. Steps for Adding the 122 SkillUP Employment service:
 - a. toggle open SNAP application, toggle open Create Activity/Enrollment/Service, select region and office, select 122 SkillUP Employment code, this is a one day activity, enter actual begin and end as the date the participant starts employment.
 3. Attempted Steps for Exit dates
 - a. will demonstrate next meeting
 4. Reports - Projected Begin Dates, Projected End Dates, and Credential:
 - a. Detailed Reports, Case Load Reports (under Case Management), select the appropriate report, enter program and region (if desired), select date parameters. (These may be exported to Excel if desired.)

Projected Begin – shows participants that have an upcoming training

Projected End – shows participants that will be completing training soon

Credential – shows participants that have a credential added

Training

- Upcoming SkillUP training dates Springfield 07/09/19- 07/10/19 and TBD 08/06/19- 08/07/19

Outreach

- Please ensure all participants complete the Outreach and Effectiveness Survey located at: <https://riskanalysisunit.wufoo.com/forms/et-engagement-effectiveness-survey/>
- 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 have 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 the new 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. 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

Better Family Life

Continuing MWA/SU info sessions at The Crossings Mondays (10a.m. -1p.m.) and Tuesdays (9 a.m. -2 p.m.). Thankful for FSD referrals.

Success stories—Participant enrolled in SU in January. Completed CRT and Work Keys, New Horizons obtained computer Cert Associate in Project Management and is now seeking employment.

Second participant is single mother of two, wanted to go to cosmetology school. Had substance abuse issue, accepted referral to substance abuse treatment and has recently celebrated 6 months clean. Vocational Rehabilitation is also aiding the participant and together they have helped her obtain employment in retail at \$11.00/hr. and she has completed the enrollment process and will begin cosmetology classes in August.

ARCHS

They are in planning mode for Fiscal year 2020. They are identifying what worked and didn't work so far and are working on engagement and retention of participants and how to strengthen it in the coming year.

City of Springfield

Continue bi-weekly SU sessions averaging 6-10 people/session. The community partners and some area school reps have attended sessions, too. They are continuing outreach and community meetings. SW is collaborating with partners and events development.

DWD

Nothing new to report.

FWCA

Continuing aggressive recruitment efforts. Have created internal friendly competition to increase enrollments. They are working with Head Start, youth initiatives and even local farmers' markets for getting the word out about the programs. FSD referrals are helpful. Have about 5 enrollments from the FSD referrals.

Success story—unemployed single mom came to MWA in October 2018, she had goal to continue construction/manufacturing career pathway. Guided her into CRT and had perfect attendance. She attended St. Louis Community college HVAC program, earned HVAC operators certification. She is currently working full-time temp job at \$15/hour. Is expected to go to a permanent position with higher pay.

LINC

Continuing outreach. Success story and video to share soon. Three year client is now in an apartment (had been in a homeless shelter), and is expected to graduate from Vet Tech school in 2020. She is currently working at a Specialty Vet Hospital now.

MCCA

Not on call this week.

MERS/Goodwill

Continue outreach and enrollment efforts (482 enrolled and 87 employed at an average wage of \$9.47/hr). Working and partnering with other agencies (non-profits, churches, food banks) for back to school, senior and resource events and fairs. They are preparing for the monitoring visit later this month.

MOCAN

Planning and sharing with partners for fiscal year 2020. Continued outreach.

ResCare

Continuing job clubs monthly. Summer Fun and Safety Picnic. Many participants came. It was a successful event.

Southern Missouri Works Project

Continuing outreach.

Questions/ Additional Information

Question: (Kami M.) – Do staff enter employment when a participant enrolls and states they are employed or after the participant has enrolled with SkillUP and obtains employment?

Response: (Stacy K.) – After the participant has enrolled and obtains employment with assistance from the provider.

Meeting Close at 11:04

Email Quick Reference List

Training requests, Marketing Materials, Reactivations & MoJobs Change Requests:

SkillUp.Missouri@dss.mo.gov

Partner emails

DSS.FSD.SkillUPPartners@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