

# Bi-Weekly Partner Meeting Minutes

July 16, 2019 (10:30 a.m.-11:02 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  
MERS/Goodwill  
MOCAN  
ResCare  
Southern MO Works Project

Other representatives or board members

Jenny 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](mailto: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](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.
- 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 7/2/19 partner call?
- Were there any questions or clarifications needed?

- There was no one that stated they did not receive the minutes from the 7/2/19 call. If someone did not receive the 7/2/19 minutes please email the SkillUp email address and a copy of the minutes will be sent to you. Minutes are also posted on the Provider Portal page if there are previous minutes that have been missed.

### **Program Updates**

- Stacy K. – Job Retention Services and Provider Portal Updates
  1. Stacy showed staff how to enter exit dates on a SNAP application.
  2. Stacy had previously sent out a user guide on entering Job Retention Services after a SNAP case has exited. This service (FS1) is used when providing supportive services to someone that has gained employment and their SNAP application has exited. Services can be provided for a maximum of 90 days from the date of employment. (user guide is attached).
  3. Stacy reviewed updates to the Provider Portal. If anyone has anything they would like to see on the Provider Portal please let us know.

### **Training**

- 08/06/19- 08/07/19 in Jefferson City

### **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](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 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](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**

#### **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. Also working on training sessions with Spectrum.

#### **ARCHS**

BFL success story-participant completed training and now has a job earning \$10.00. SWIFTE success story-participant had a mechanic certification but was displaced has now been hired. Working on a success story video. America Works gained 5 new job placements. They also have 3 that have passed 120 days of job

retention and 2 more that have passed 90 days of job retention. Will begin offering OSHA-10 and OSHA-30 training certifications.

### **City of Springfield**

Continue bi-weekly SU sessions. Success story of a participant that has completed dental school training and has had several interview so she should have a job very soon. Region 7 continues to work on outreach and working with community partners.

### **DWD**

All of the job centers are continuing to work on outreach and with the community partners.

### **FWCA**

Continuing to look at ways to recruit new SkillUp participants. Have 3 ladies participating in an on-site bioscience training. Feel as if these ladies will do great things and are excited to see what the future brings for them.

### **LINC**

Started a pilot project las week with FSD. LINC staff are located in the Resource Centers across Kansas City to help recruit new SkillUp and MWA participants.

### **MCCA**

The colleges are preparing for fall enrollments.

### **MERS/Goodwill**

Continue outreach and enrollment efforts. 496 year to date enrolled, 170 receiving TRE. Excel Centers now on break. Next session begins 8/14/19. In the process of opening a 4<sup>th</sup> location in Columbia.

### **MOCAN**

Adding Ozark Action to the network and they already have 7 in training. Continued outreach.

### **ResCare**

Continuing job clubs monthly.

### **Southern Missouri Works Project**

Continuing outreach.

### **Meeting Close at 11:02**

## 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)