

Bi-Weekly Partner Meeting Minutes

August 13, 2019

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.

In Attendance (by agency, not individual)

Better Family Life MWA/SkillUP
ARCHS
City of Springfield
DWD
FWCA
LINC
MCCA
MERS/Goodwill
ResCare
Southern MO Works Project

Other representatives or board members--Diane Simbro and Sharon Hillard from Northeast Region Workforce Development Board

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.
- 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 7/30/19 partner call?
There were no questions or clarifications.

Program Updates

Training

- Upcoming SkillUP training dates
 - 09/26/19-09/27/19 TBD
 - 10/08/19-10/09/19 TBD
 - 11/14/19-11/15/19 TBD
 - 12/17/19-12/18/19 TBD
- Note on the September 26 & 27 trainings--there will be two trainings, one in Jefferson City and one for the Workforce Board in Trenton. If you have people that would like to attend training in Trenton, let the training unit know.

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 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. 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
------------------------------------------	----------------------------------------	-----------------------------	------------------------------	---------------------------	------------------------------

Partner updates

Better Family Life--continuing SkillUP info sessions at The Crossings on Mondays and Tuesdays. Continuing following up with provider referrals from FSD and have had some successes with those. Hiring events today. Ballpark Recruitment for restaurant and management openings. St Louis Staffing for assembly, forklift, warehouse, packaging, and hospitality positions. Success story for SkillUP—customer was unemployed and needed childcare. She was interested in getting a healthcare certification. Now enrolled at Healthcare Education LLC, has childcare, and has been hired at Barnes as a secretary in Neurology at \$13+/hour.

ARCHS--Success story for SWIFTE—customer completed 90-day employment retention with St Louis Diaper Bank. Started as a transitional job placement and was hired after 2 months. Full-time front desk administrator making \$16.75/hour + free diapers.

City of Springfield--Continuing with outreach, contacting customers based on the spreadsheet, and speaking with customers as they come into the job center.

DWD--continuing with outreach, quite a few training enrollments due to time of year, excited to receive additional funding, Workforce Dev boards continue to work with community partners and attend events.

FWCA-- continuing to focus on recruitment, excited and grateful for state referrals. Enrolled three new participants in SkillUP from those referrals. Continuing outreach and participating in back to school fairs.

LINC—August 2, case manager participated in back to school event and provided TANF and SkillUP info and giveaways to attendees. Will send pictures to SkillUP email to share. Continuing to work with referred individuals.

MCCA--outreach—engaged colleges through presentations. Met with Metropolitan and North Central KC Youth Svcs, Farmington Correctional Facility, soon MO Recovery Network. Colleges are continuing to enroll—back to school week for them. Creating posters to hang around campuses.

MERS/Goodwill—Welcome SkillUP Director Ben Thatcher. Gretchen is now in another capacity with MERS/Goodwill. Staff have been attending back to school fairs that cover 60 counties. Staff share info with local churches, crisis centers, health departments, school counselors, hospitals, and non-profits. Staff attend community and chamber meetings.

ResCare--Continuing outreach efforts, back to school events and have had good success on those.

Southern Missouri Works Project—attended back to school fairs to do outreach for SkillUP. Had several people that showed interest. Continuing outreach and trying to make more people aware.

Reminder—keep track of success stories as you attend events.

Questions/ Additional Information

The online provider map is not working as designed at this time. It will hopefully be fixed soon. Providers may get some catch-up referrals, and then referrals should return to normal.

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