

# Weekly Partner Meeting Minutes

March 10, 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	<p>* We continue to work with the job centers in all of our counties to provide information, resources, and services to our SkillUp and MWA customers.</p> <p>* We continue to utilize the Outreach listing and referrals received from FSD - mailings and telephone calls.</p> <p>* We have SkillUp informational sessions scheduled weekly to provide additional information to those receiving food stamps.</p> <p>* We include SkillUp flyers, along with other community resource information, in our mailings to MWA customers to share with family members or friends/neighbors.</p> <p>* Our quarterly MWA/SkillUp RoundTable session for 2020 will be held March 17th. We invite agencies/organizations from the areas to come together and share resource information. We present the MWA and SkillUp programs. Our FSD representative has a standing invitation to share updates/information regarding</p>	Central	N	

		<p>programs.</p> <p><b>Success Story</b>  An MWA client attended our Job Readiness Training class, reluctantly, and successfully completed the class. She will enter training as a medical technician this Fall, with renewed excitement and a belief in what she is able to accomplish.</p>			
ARCHS IGP/Skillup	Y	<p>We are continuing with outreach, organizing job fairs, marketing program to outreach to the community.</p> <p>Success Story: Ms. T. Downing enrolled in BFL SkillUP Program. She was rapidly attached to the workforce (with the assistance of our employment team) and was hired on 11/13/2019 as an Accounting Associate earning \$14.00 per hour. Ms. Downing reported that her SNAP benefits would conclude by February's end, and that March will be her first month benefit free! Ms. Downing is also expecting to soon be promoted as a result of her great work. We will continue to monitor her for retention and future success.</p>	Kansas City and East Jackson	N	
FWCA	Y	<p>Following up on any state referrals and information received from outreach. New class started yesterday.</p> <p>Upcoming forklift training at the met center on 04/03-04/20</p>	Jefferson/Franklin	N	
LINC	Y	<p>Staff participated in Higginsville Family Summit. They had a table set up and had lots of interest. They recently had 3 participate in the CNA program.</p>	Northeast	Y	<p>Continuing outreach through our food pantries, partner agencies, job fairs/hiring events, and flyers. We are working with United Way to enable us to set up a table at the food distribution in a couple of towns. This would give us the ability to recruit and set up appointments or possible enroll on the spot. We are also working with Douglass</p>

					Community Services. We will be placing flyers in Headstart student backpacks, food pantry distribution bags, and other methods of delivery with their Kids in Motion and Teens in Motion. They also run the USDA Senior Food Distribution and Toys for Tots. We will have a booth at the Senior Expo in Hannibal to hand out flyers.
MCCA	Y	Provided a success story with a Student completing the Medical Assistant program at Jefferson College despite personal challenges. She is the first student to pass the National Health Association Exam. She is working full time at SSM Group making \$14.08/hour. I am going to present a webinar on SkillUP to the members of our association next week.	Northwest	Y	We are having great success with SkillUP. We don't have a lack of individuals to serve. We have an intro to manufacturing class starting with 12 people enrolled. This is the 2 <sup>nd</sup> class for this program. The first had 8 enrolled and all are employed.
MERS/Goodwill	Y	<p>Finals week at the Excel Centers hoping to have graduation numbers by our next call-in meeting.</p> <p>Expanded our Senior Seminar in Excel Centers to include more job readiness training.</p> <p>Chamber of Commerce director partnered with the school to provide a workshop on workplace expectations.</p> <p>He also provided a presentation on the keys to a successful interview.</p> <p>Our Staff outside of the Excel centers provided SkillUp group presentations in three regions over the last few weeks to provide information on the benefits of the program.</p> <p>Each of these meetings resulted in enrollments.</p> <p>Success story youth participant who has never been employed and had some significant barriers to employment. She engaged in Soft-Skills training and job readiness training with our service specialist and was able</p>	Ozark	N	

		to start training in a work-experience opportunity this week. Her employer has provided a conditional job offer assuming she is making satisfactory progress at the end of the work experience opportunity.			
Missouri CAN	N		St. Charles County	N	
ResCare	Y	Continuing outreach for SkillUP from the list and following up on referrals received. We are setting up additional outreach with informational meetings. One success we had since last call is a MWA participant who is enrolled in the Pharmacy Technician program needed to complete 16 hours of internship / job shadowing and she was able to get that done so she will be finishing up this program in April.	St. Louis City	N	
Southern Missouri Works Project (SMWP)	Y	Continuing follow-up and outreach from the list. Doing additional outreach. We are going into schools. We have a couple new collaborations one will donate clothing for interview and job needs. Still have some in training.	St. Louis County	N	
City of Springfield	Y	Continuing to have 5-15 people for orientation meetings. There has been lots of interest in the CDL program. Working on funding at this time.	Southeast	Y	We continue to work with our youth. We have several still in training. We will be submitting 2 success stories.
City of Springfield – MWA Region 7	Y	We are continuing to work the list that is provided and starting to do some additional outreach in some new area where we feel we can contact potential SkillUp participants. We are sending flyers, postcard, sending emails to see if we can make contact.	Southwest	N	

Other Reps:	N		South Central WIB	N	
			West Central	Y	We continue serving individuals that come into the job center. 2 have completed CDL and both are employed at \$19/hr

**Agenda Items**

**Program Updates/New Reminders**

1. Guest Speaker: Josh McDaniel from the FNS Mountain Plains Regional Office discussed SNAP E&T.
2. Tom Epling – Transportation Surveys

<https://riskanalysisunit.wufoo.com/forms/employment-and-training-participant-transportation/>

<https://riskanalysisunit.wufoo.com/forms/workforce-staff-transportation-issues-survey/>

3. Please submit success stories for the convening to [FSD.E&TInquiry@dss.mo.gov](mailto:FSD.E&TInquiry@dss.mo.gov)

**Partner Call Minutes**

1. Did everyone receive and review the meeting minutes from the 2/25/20 partner call? No Comments
  - a. Were there any questions or clarifications needed? No Comments

**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	Joy Benne
JaCinda Rainey	Justin Logan
Jennifer Buechler	Kami Macias
Jennifer Heimericks	Lisa Schroeder
Jeriane Jaegers-Brenneke	

- HITE is working on extended fifth year extension.
- SkillUP is increasing. Not sure if we are getting TANF funds yet from Session.

**Questions or Additional Information**

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

## Meeting Close

### 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)