

## Notes from 9/6/18 Planning Committee Meeting

- **Workplan**
  - Official workplan will be developed and will include:
  - Planning Committee Membership
  - Workforce Collab. Membership
  - 6-7 Workgroups will be developed and will include:
    - Communication/Marketing
    - Opportunity One
    - Case Management
    - Asset Mapping (Online Sourcebook)
    - Employer Outreach
  - Boundaries of collaborative
    - What agencies will be collaborative members vs. referral resources?
  - How will collaborative be leveraged to reach out to corporate employers and funders?
  - Overall timeline and timeline for each workgroup or project
- **Case Management** (Technical: Neil is point of contact) (Resources: Yolanda is point of contact)
  - Case management training should be required of all collaborative member agencies
  - Process training first then Software training
  - State has resources (webinars and worksheets)
  - Need psychometric/ culturally sensitive capabilities
  - Needs Limited English capabilities (reach out to The Concilio)
- **Opportunity One** (Kenneth Meeks is point of contact)
  - Job Community (case management-based hiring)
    - Public landing page up and running
    - Custom agency portals, custom pathways, common data view
    - Assessments and training modules have been configured
    - Client transcript created with what trainings have been completed
    - Focus group completed (clients found it intuitive)
    - AdvanceNet available for on-site training
    - Job Board (jobs grouped by topic)
    - Social media component for case managers, employers and clients
  - Virtual Career Fair launches Oct. 22-26
    - Churches will be primary client outreach partner
    - Asking collaborative to reach out to potential partners/employers to make career fair a success
    - Clients may need technical training prior to start
    - Clients may need on-site center with internet access and guides to participate
    - Can leverage church members as coaches (practice interviews and resume development)
    - Will stack the deck with all types of job candidates
  - May need partners for referral for drug screening/counseling services
  - Need collab partners to provide pre-screened, qualified candidates
- **Employer Outreach Strategies**
  - Must target employers who offer living wage jobs or opportunity for advancement

- City of Lancaster has survey of employers who have trouble finding qualified candidates
- Cedar Valley College has placement office that could be a resource
- KLLM Trucking – opportunity to provide pre-screened, qualified candidates
- Leverage Senators West and Johnson’s connections to regional employers
- **Next Steps**
  - Develop MOU or agreement among collaborative members
  - Develop one-pager that updates all collab. members after each meeting
  - Develop workplan
  - Connect everyone to Smartsheets to share information
  - Need to determine workgroups and workgroup membership
  - Determine date and location of next full collaborative meeting (will poll members)
    - Concord Meeting Room
    - Casey Thomas facility
    - Cedar Valley College
    - Virtual and in-person meetings for planning team and workgroups
  - Timeline Integration
    - Workforce Collaborative timeline
    - Opportunity One timeline
    - Asset Mapping timeline
  - Inventory of services offered by collaborative agencies for cross-agency referral
    - Need to identify user friendly data tools- make sure tools are accurate and include southern sector (will develop online Sourcebook tool)