**Benchmarks of Success for Maryland’s Workforce System**

Professional Development and Technical Assistance Committee

1:00 – 2:00 PM, September 24, 2020

Conference Call

Call-in: 1 970-400-7309‬ PIN:

Google Hangout: meet.google.com/svw-ptzh-qku

**Agenda**

1. Welcome and Introductions
	* Questions about vision or mission of committee

**We represent the Maryland Workforce System and we are providing trainings under that umbrella.**

**We have grasped our mission and are moving forward in carrying out our mission.**

1. Module 1 review and approval recap
* Tie up loose ends

**POLL? Video or actual PowerPoint for review and note taking?**

**Consensus is that the video is great but there needs to be an accompanying**

**document where comments can be made.**

 **Google slides are collaborative, but conversion throws off the alignment. An**

**option is to create in slides instead of PowerPoint. We are looking for formatting**

**options that we allow for all the notes/comments to be captured in one place. The**

**same happens if the document is created and saved as a pdf.**

**If the collaboration document mirrors the slide presentation, we can comment**

**there. Going forward, John will modify the document so that it matches the**

**trainings.**

**Module 1 will be presented to the alignment committee on Sept 28th. They will be**

**given 30 days to review and offer feedback.**

**Final review for approval will be accessibility and DBM.**

**Our goal is to be ready to distribute/launch on December 1st.**

1. Module 2 and 3 introduction and assignments
* Topic choices – Benchmarks 1 intro to WIOA, Workforce system, Front lines, Benchmarks

**Everyone is strongly encouraged to look over Modules 2 and 3 with a fine eye and to make comments/notes earlier than later.**

**Alignment committee will not be able to keep up with a 30-day approval. They are working on a 60-90-day schedule for approval. Our goal is to have several modules submitted to the alignment committee to give them adequate time to review.**

**Module 2 and 3 reviews are due October 15th.**

1. Closing
* Dismiss

**Reminders:**

**Do not make comments on the PowerPoint directly; use the collaboration**

**document.**

**Don’t wait until October 13th to look at Modules 2 and 3, review sooner rather than**

**later.**