

Professional Development and Technical Assistance Committee meeting: 2/08/2018

- Attendees: Melissa Zervos, Melanie Chapman, Thomas Dezell, Mark Kujawa, Theresa Turner, Felicia Billingsly, Jason Loya, and Derick Serra.
- Reviewed and discussed the Committee Vision, Mission, Goals, Meeting Schedule.
 - o Plan to meet bi-monthly, and re-assess on regular basis if more or less gatherings are necessary.
- Question: Are there other local, community partners who might have expertise which help in the creation of the goals and training?
 - o Possible additional Committee members:
 - 2 DORS members of the current “Emerging Leaders” program. (*Derick will check*).
 - Workforce Development Board from DC area (*Melissa will check in to this*).
 - Someone from a LEA from Susquehanna region (*Theresa will check into this*).
 - Community Based Orgs.?
 - Skilled Immigrants?
 - Correctional Ed focused, Re-Entry?
- Idea: Utilizing “The Hub” for standardized training, across all partners and agencies.
- Question: How to ensure that all “tiers” of the organizations and their identified partners get the same information?
 - o Best way to disseminate all the information to the appropriate audience?
 - o Train the Trainer?
 - o The Hub and slide show? With Audio?
 - Make it global.
 - Problems: not always accessible; not all Partners have access to it.
 - Work around: YouTube, or a link from the “WIOA Professional Development” webpage.
 - o A standard slide show which each Office/organization presents to their own staff organization/agency.
 - Problem/Issue: Does this process keep the Partners separated?
 - o Discussion: Do we, as a Committee, really need to know the approximate number of people who must actually receive this information?
- Plans for **Initial Training**: “What are the Benchmarks of Success for each of the 5 (five) Strategic Goals? And why are these benchmarks important to you?”
 - o Clarify the Strategic Goals and Benchmarks:
 - Review each one.
 - What are they?
 - What are the “Xs” and “Ys”?
 - Definitions?
 - Are we asking the Alignment Group?
 - o Draft the training:
 - What system or program to create it?
 - Captivate?
 - The Hub?

- Taking the “long-view” when creating it. (i.e. do not create something that must be recreated every few months).
- Accessibility issue for people who are deaf/hard of hearing, and/or use computer screen readers.
- What are the objectives for this training?
- Approval.
- Create/Record the training.
- Disseminate the training.
 - Most effective way?
- Follow-up from the training.
 - Did you take it?
 - What was learned?
 - Do you feel you could explain what the Benchmarks for Success are?
 - Did it meet the Objectives?
- Survey of Needs.
 - What else is “needed” by staff?

Melissa Zervos will be sending out an “invitation” to the next meeting date.

- Plan is to have the meeting at the DLLR building downtown Baltimore, with call-in/webinar option.