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

Professional Development and Technical Assistance Committee

July 21, 2021

Virtual meeting

Call-in: 405-267-1708

Google Hangout: meet.google.com/syd-pgso-eft PIN:

**Meeting Notes**

1. Welcome
* Welcome new member Erin Inman

**Erin joins us from Frederick County and represents Title I.**

1. Module 4 review
* Considerable updates

**This module (covers Title I) has resulted in more revisions than any other modules to date. John will send out most recent version of the training after today’s meeting to the committee.**

* Once complete, script will be provided to Jeana to convert to accessible PDF **PDF will then be sent to Erica Knessi for review.**
* Planning to hit Aug 23 distribution goal

**There is another emergency training that is scheduled for release on August 16. The committee is being polled to determine whether we should push the distribution date back 30 days.**

1. Module 5 progress
* Script almost complete

**The script will be sent out for review prior to the training being put together to avoid multiple revisions.**

* October 18th distribution target

**If Module 4 is pushed back, we will also push Module 5 back 30 days. If we change Module 4, the consensus is to move all future dates to line up with our every 60-day distribution target.**

1. Compliance
* Review compliance numbers

**There has been a steady increase in training completions, even after the due date.**

* Recommend strategies to overcome

**Suggestion is that the leadership should communicate the importance of training completion.**

**Some reasons why trainings are not being completed: not mandatory, some think it’s spam.**

1. Future meeting attendance
* Virtual vs in-person

**Presently, we will stay virtual and reassess at the end of every meeting to determine if this needs to change.**

1. Closing