

WIOA IMPLEMENTATION WORKGROUP
Meeting Minutes/Notes

DATE: March 12, 2018
DLLR 1100 N. Eutaw Street/Zoom

TIME: 1:00 p.m. -2:30 p.m.
Room: 120/Zoom

Desired Meeting Outcomes:

- Global Work Plan Expectations
- WIOA Implementation: Professional Development Plan
- Committee Responsibilities and Next Steps

Agenda

Topic
Global Workplan
Professional Development Plan - Planning
Templates/Model
Next Steps/Next Meeting

Attendees:

Present (either in person or on Zoom):

- DLLR: Melissa Zervos, Tom Dezell, Denise Carey, Grace Fendlay.
- DORS: Derick Serra, Maria Buckley, Toni Cannon.
- DHS: Daryl Rosenbaum.
- Allegany College: Melanie Chapman.
- USWIB: Melissa Mackey
- DLLR: Jason Loya

Not Present:

- DLLR: Mark Kujawa, Theresa Turner
- DHS: Felicia Billingsley.

Minutes/Notes:

Topics

New Member introduction:

- Maria Buckley: DORS Vocational Rehabilitation Counselor, Columbia office.
- Toni Cannon: DORS Vocational Rehabilitation Counselor, Bel Air office.

Professional Development and Technical Assistance Committee Plan

- The Plan is due to be finalized by May 2018; meaning the Plan will be presented to the Steering Committee by late April for review.

Stakeholders

- The Communication Committee is tasked with identifying the stakeholders and effective communication methods. Will need to maintain communication (no pun intended) with this Committee.
- A survey will be developed and sent to these stakeholders to determine their knowledge, understanding about Partners, MD Workforce System, and Benchmarks for Success.
- A review of the survey will help determine some of the content for training materials related to the MD Workforce System, the Partners, and Benchmarks for Success.

The 3 major points of the PD & TA Committee Plan.

- Conduct a Stakeholder Analysis via a Survey
- Develop content material relating to the Partners of the MD Workforce System.
 - Who are the Partners?
 - Why are they Partners?
 - Services the Partners provide?
- Develop content material relating to MD Workforce System and the Benchmarks for Success.
 - Why and when was the System created.
 - Targeted populations for this system.
 - Benchmarks for Success
 - Strategic goals.
 - What are they and how were they developed?
 - What is the overall goal/vision?

The Plan will include a timeline for implementation of each Topic area.

- The timeline will likely range over the next few years.

All training and materials will reference back to the MD Workforce System, the Benchmarks, the targeted populations which the Partners serve.

When developing the survey and the training materials, keep the ADDIE model in mind:

- Assessment
- Design
- Development
- Implementation
- Evaluation

Discussion:

- Will this Committee provide smaller, more focused needs Assessments and training to smaller groups/Region? These would be small, more manageable tasks.
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 - Decision: The scope of this Committee is broader than providing individual training. However, Committee members are certainly encouraged to provide “unofficial” assistance to stakeholders whenever possible.
- Should Sub-Committees be created to work on each Plan topic?
 - Decision: The Committee as a whole will review these Plan Topics, and self-assign to work on each topic.
 - IF necessary, Melissa Z. will assign people to work topics.
- What is the expected format of the Plan?
 - The Committee was given a generic Professional Development Plan template for consideration. Derick mentioned that DORS has an Annual Agency Program Plan with different sections. The sections have a Goal, and a few Objectives under each Goal. Each Objective then lists Strategies (conceptual) and Performance Measures (concrete data) to meet that Objective.
 - Melissa Z. will obtain more guidance from the WIOA Alignment Committee.