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

Professional Development and Technical Assistance Committee

10:00 – 11:30 PM, March 18, 2019

Conference Call Only

Call-in #: 770-729-4245‬ PIN:

**Minutes**

1. Welcome and Meeting Overview

* Introductions – In attendance were John Feaster, Jeana Davis, Lakisha Rahman, Rosie Veratti, Francisco Vega, Lloyd Day, Erica Kneesi, Howard Marshall, Lauren Gilwee. Everyone in attendance took a moment to tell the group what they do and how it may relate to Professional Development.
* WIOA Committees – John explained that the PDTA Committee is one of a few groups dedicated to furthering the mission laid out in the WIOA State plan.

1. Committee

* Why was the committee formed? As a dedicated resource to provide collaborated and consistent professional development to workforce staff to further the state plan and Benchmarks of Success
* When do things need to happen? We would like to see material distributed as soon as July1st.
* Where will meetings be held? Online for now then rotated once in person meetings resume.

1. 1st Project – Benchmarks Training

* Why it’s important? The Benchmarks of Success are the foundation for what we are attempting to accomplish day to day. Its important to start with the basics and build from there.
* How will we collaborate? Currently by digital means. More information to come for subsequent meetings.
* Who does what? Committee members’ primary purpose is to bring training opportunities and concerns FROM who they represent and their partners. Also, to help disseminate what we create TO who they represent and their partners.
* Who is our audience? The staff of the workforce system.
* What is currently out there? We are to gather information about what training we have access to that may be relevant to workforce professional.
* When do we plan to deliver 1st project? It would be nice to have content ready to distribute by July 1st.
* Where does it get rolled out first?

1. What’s next on the horizon?

* Cross training, Soft skills training for the workforce, Sensitivity training, Population specific training such as disabled, veterans, returning citizens

1. Closing

* Format / When / Where will the next meeting be – Online Doodle poll to follow for date (Near April 23rd)
* Dismiss