

One-Stop Partner Advisory Subcommittee

Agenda
August 15, 2018
9:00 am – 10:30 am

WorkSource Pierce Job Center
3650 South Cedar Street, Tacoma, WA

- April Gibson, Chair
- Steve Gear, 1st Vice-chair
- TBD, 2nd Vice-chair
- Joyce Conner
- Darci Gibson
- Bruce Kendall
- Dale King
- Mandy Kipfer
- Nathe Lawver
- Mark Martinez
- Tim McGann
- Dona Ponepinto
- Patty Rose
- David Shaw
- Dereck Spivey
- Ron Thalheimer
- Blaine Wolfe
- Lin Zhou

- I. Comment Card Reports (Review and Discussion)
- II. Referral System Development (Information and Discussion)
- III. Single Point of Contact for Business
 - Status Update from WDC Pierce County Leadership Committee
- IV. Operational Issues (Information and Discussion)
 - Center Move
 - Agency Updates

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<u>Meeting Dates/Time</u>	<u>Location</u>
December 20, 2017 10:30 am - 12:00 pm	WorkSource Pierce Job Center
January 26, 2018 8:30 am - 10:30 am	WorkSource Pierce Job Center
February 14, 2018 8:30 am - 10:30 am	Tacoma Rescue Mission
March 21, 2018 8:30 am - 10:30 am	WorkSource Pierce Job Center
April 18, 2018 8:30 am - 10:30 am	WorkSource Pierce Job Center
May 16, 2018 8:30 am - 10:30 am	WorkSource Pierce Job Center
June 13, 2018 8:30 am - 10:30 am	WorkSource Pierce Job Center
July 11, 2018 8:30 am - 10:30 am	WorkSource Pierce Job Center
August 15, 2018 8:30 am – 10:30 am	WorkSource Pierce Job Center
September 26, 2018 8:30 am – 10:30 am	WorkSource Pierce Job Center
October 17, 2018 8:30 am – 10:30 am	WorkSource Pierce Job Center
November 14, 2018 8:30 am – 10:30 am	WorkSource Pierce Job Center
December 12, 2018 8:30 am – 10:30 am	WorkSource Pierce Job Center

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Meeting Notes
July 11, 2018
9:00 am - 10:30 am

WorkSource Pierce Job Center

Present: Keith Johnson, Cristeen Crouchet, Kelli Johnston, Jaime Prothro, Kevin McCauley, Debbie Aoki, Michelle Griffin, Corey Mosesly, Don Redford, Lori Strumpf, Deborah Howell, Robin Gashi, Caroline Cabellon, Amy Diehr, Blake Ingram, Jim Kinney, Michelle McNett, Jonathan Utrera

WFC Staff: Debbie Lean

Absent: Don Redford, Jaime Prothro

Guests: P South Sound 211 Staff

I. Comment Card Reports (Review and Discussion)

- Subcommittee discussed ideas on how to increase completion of the employer comment cards.
- Everyone is using the signage prepared by WFC.
- ESD is working on issues with the icon disappearing/moving on computers.

II. Referral System Development (Information and Discussion)

- Subcommittee feedback of the United Way 211 enabling tool demonstration held prior to meeting was positive.
- Eight potential users attended demo and gave positive feedback, particularly about the tracking potential.
- Subcommittee members gave ideas on the afternoon presentation Keith and Corey will be giving to the leadership committee. After the presentation, the leadership committee will make a decision at their August meeting on whether to move forward with this plan and the cost.
- Colleges have set up a time to visit 211 staff to see how it works/ask questions. Other agencies will follow suit and contact Corey if interested in a visit also.
- Anticipating a yes from the leadership committee, standard protocol, standard operating procedures, forms, etc. need to be developed.
- Lori Strumpf, Keith Johnson, Robin Gashi and Don Redford agreed to be part of a training team who will be responsible for putting training material together.
- Lori will put a timeline together to include pre-training with a small group of partners/navigation staff.

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Action:

- *Lori Strumpf, Keith Johnson, Robin Gashi and Don Redford agreed to be part of a training team who will be responsible for putting training material together.*
- *Lori will put a timeline together to include pre-training with a small group of partners/navigation staff.*

III. Single Point of Contact for Businesses

Status update for WDC PC Leadership Committee

- Lori reported that the leadership committee has been focused on IFA and referral system. Will be working on the single point of contact for businesses next.

IV. Operational Issues (Information and Discussion)

Center update:

- Debbie Aoki shared that October 1st is the still anticipated move in date. Both offices that are merging are beginning to work together and talking through workflow, furniture, security, etc. People will sit functionally and not organizationally.
- Michelle shared that the Center Leadership collectively decided that there would need to be a center manager. Recruitment/Final interviews will end August 8th.
- Center leadership is comprised of agencies that are being co-located and are the decision makers at this time. After center is up and running, the leadership will decide how other partners will be brought into the work.
- Agency updates were given.