

## Person Centered Planning/ Co-Case Management Committee

**Meeting Time: Varies depending on availability of committee members**

Tied to the following WPT goals: Build a network of workforce professionals and develop referral mechanisms to address the needs of job seekers in the region.

Facilitate coordinated employment, training, and wrap-around service support to the unemployed and underemployed.

Chair: Jonathan Gedeon- Humankind

Chair: Leontine Jameson- AARP Foundation

Mary Pat Hudgins- Community College Workforce Alliance (CCWA)

Kelly Green-Bloomfield- St. Joseph's Villa

Jiayannah Young- YWCA

Fenan Samuel- International Rescue Committee (IRC)

Anna Hardin- Goodwill of Central and Coastal Virginia

Current projects:

Logo Project: Through a partnership with John Tyler Community College, a logo for the WPT is being developed by two classes this semester. The tagline provided to the students was "Strengthening the Workforce System by Equipping Workforce Professionals". Representatives from this committee spoke to the students about the WPT. The Executive Committee will narrow down the submissions and the entire WPT will vote on a winner before Thanksgiving. The winners of each class will receive a cash prize and the overall winner will receive an internship from United Way's Communications and Marketing Dept.

Folder Project: The committee is working to create a client-centered resource folder. The folder would be kept and maintained by clients and would allow them to more efficiently and effectively receive services from multiple providers in the WPT. The folders would serve as a centralized client record to reduce redundancies in service. The group has also outlined the clients' responsibilities for maintaining the resource folder. Clients will be expected to keep their credentials, job search history, and competencies current. They will keep their resources and 211 resource guide in their folder. With a more tangible idea of the folder and its contents, the committee will move forward to create a work plan to include actions and time frames that will bring the resource folder to fruition.

Potential Folder Contents: Copies of client's resume, release of information document, email and password, assessments, referrals, job search history, interview checklist, a list of WPT members and their respective phone number, and information about WPT member programs. Other potential items: Client's recent information, certifications and credentials, a success section, the specific needs of the individual, a template for cover letters, workshops, and a list of previous employers.

## **Job Readiness/ “Soft Skills” Curriculum Committee**

**Meeting time: 4<sup>th</sup> Tuesday of the month from 2:30-4:30pm at UW**

Tied to the following WPT goal: Share and implement curriculum and best practices that holistically prepare job candidates to fulfill the workforce needs of the emerging economy.

Chair: Boyd Headley- Office of Community Wealth Building (OCWB)

Chair: Hilary Page- Opportunity. Alliance. Re Entry (OAR)

Anna Wang- Commonwealth Catholic Charities (CCC)

Kristen Bellard- Better Housing Coalition (BHC)

Lyndsay Wilshaw- Opportunity. Alliance. Re Entry (OAR)

Karen Kahn- Dept. for the Blind and Vision Impaired (DBVI)

Nausha Brown Chavez- The Read Center

Nandhitha Agaram- Richmond Public Library

William A. Sutton, Jr. – Dept. for Aging and Rehabilitative Services (DARS)

The committee identified three strategies for improving job seeker assessment and readiness:

1. Adjust the Job Readiness Certification Competencies Assessment to better reflect what job readiness means in our current context, specifically around a behavior readiness component.
2. Better Align Job Readiness Competencies with the Behavioral Assessment by adding basic needs such as childcare and transportation to the assessment.
3. Create a curriculum and identify resources that support the agreed upon competencies. Develop a system for delivering curriculum and resources to partners.

These three strategies provide actionable objectives that are being broken down further to guide the committee’s work.

## **Professional Development/New Partners Outreach Committee**

**Meets 1<sup>st</sup> Wednesday of the month from 10am-12:30pm at UW**

Wanda Botts- Capital Region 15 Adult Education

Erika Payne- Senior Connections

Nury Mojica- Southside Community Development & Housing Corporation (SCDHC)

Ajai Blue Saunders- JobsRVA/ Jobs for Life

Angela Taylor- Henrico Dept. of Social Services

Chris Martin- SOAR365

Anna Danese- United Way of Greater Richmond & Petersburg

### **New Partners Outreach**

Tied to WPT goal: Build a network of workforce professionals and develop referral mechanisms to address the needs of job seekers in the region.

Goals:

1. Recruit new partners in population served categories where representation is low and from wrap around service providers (ie. Veterans, Entrepreneurs)
  2. Create collateral materials that support outreach efforts
    - Interest form
    - Handout/ Flyer
    - Orientation booklet
    - Email sign up to list serve
  3. Establish levels of commitment
    - Partner levels:
      - Level One: Actively engaged, active on working committee
      - Level Two: Provide resources, not necessarily engaged.
      - Level Three: No participation, but needs to be informed.
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## Professional Development

Tied to WPT goal: Equip members to provide high quality workforce services by providing professional development opportunities.

The committee created a schedule for monthly NAWDP competency presentations, identifying potential presenters, and assigning committee members to securing presenters. The following table shows the presentations that have already occurred and those that need to be scheduled for 2020:

<i>Month</i>	<i>Competency</i>	<i>Presenter</i>
<i>February 2019</i>	Business and Economic Development	Felicia Ainsa (Henrico EDA)
<i>May 2019</i>	Labor Market Information and Intelligence	Dennis Woodard (VEC)
<i>June 2019</i>	Workforce Development Structure, Policies, and Programs	Krishawn Monroe (CWDB)
<i>September 2019</i>	Diversity in Workforce	Karen Kahn (DBVI)
<i>November 2019</i>	Filling out the CWDP application	David Barch (NAWDP)
<i>Not yet scheduled</i>	Collaboration and Problem Solving	
<i>Not yet scheduled</i>	Principles in Communication	
<i>Not yet scheduled</i>	Customer Service Methodology	
<i>Not yet scheduled</i>	Career Development Principles	
<i>Not yet scheduled</i>	Program Implementation Principles and Strategies	

There is interest in expanding the Professional Development focus to include a time for round table discussions/ sharing of best practices. The professional development committee will begin to brainstorm topics for round table discussions/ lunch and learns. These will be incorporated into the Professional Development opportunities in 2020.