

**PA Partners Welfare Technical Workgroup**  
**Conference Call Notes**

**November 19, 2008**

Facilitated by: Deb Newton, Committee Chair

**WELCOME AND INTRODUCTIONS**

Deb Newton called the session to order at 10:01am and conducted a roll call. Ruth Ann Vandyke from BETP entered the discussion at 10:30am.

**SURVEY REQUESTS**

**Q: Any WIA include transportation plan within EARN RFP?**

**R:** West Central described the details of their van service and providing transportation to the CareerLink office for clients to attend program activities. In addition, service is offered for clients who need to attend driver training classes or obtain Learner's Permit, etc. No transportation is extended to the children. Some public transportation exists in West Central with travel parameters. Much coordination is required with the CAO. Funding for service is partly through the Transportation Grant but much is billed to the program dollars.

**Q: Any EARN providers using Welcome/Information Packets at the CAO?**

**R:** D. Newton noted that some areas attempted to forward brochure/welcome packet info to Job Training for Beaver County email address but files too large to accept. Through PA Partners technical workgroup members will be able to post information (see following).

PA Partners, Dennis Rhen, explained an upcoming feature that will be available on the website no later than the end of the month: **WIKI (What I Know Is)**

This is a "members only", password protected link that will include "read only" program information and clarifications and will have the capacity for responses and additions, including documents. Colleagues and staff will have the capacity to utilize this service and may be added to the access list. Mr. Rhen will announce when this service is available along with the process.

**STRATEGIES FOR INCREASE**

**\* Referral to Enrollment Rate**

Some current initiatives include: Post Cards/Mailings, Pre-enrollment calls and lunch invitations for referrals. Another suggestion is to utilize the 14 day window for the rejection parameter by contacting the “no-shows” and making additional attempts to capture the clients’ enrollment. This involves some collaboration with the CAO for updates to the AMR.

**\*Job Placements in Present Economy**

Open discussion revealed that some WIAs are observing negative impacts to the placements, largely due to the economic environment. These factors are impacting the Medical Benefit Rate as well. Other WIAs are observing a decline but little impact to the Work Support Component of EARN. No suggestions were made for improvement.

**\* Job Retention Rate**

Ruth Ann Vandyke explained that in 2009, Jodie Sue Kelly will be conducting another round of statewide training that will include three primary topics: Improving Retention Rates, Effective Community Service/PWE sites and Motivational Activities. Schedule is no known at this time.

Ms. Vandyke also mentioned that yearly guideline training is planned for mid-April '09 through June '09. No radical changes are anticipated at this time.

**INCENTIVES/TRANSPORTATION SUPPORT SERVICES**

Various options were discussed including the use of pre and post placement gas cards. No other discussion occurred for this topic from the workgroup.

Ms. Vandyke suggested that the focus be targeted to resolving client issues in addition to distributing incentives. Due to economic conditions, there is an employee surplus so our clients need to be even better presented when seeking employment. The “Incentive Room” concept involves clients earning points to obtain diapers and other basic needs items have been successful in Erie, Pa.

**FISCAL FUNDING STREAM NUMBERS - UNAVAILABLE**

Ms. Vandyke will respond through Ms. Newton after speaking with fiscal upon returning to Harrisburg next week. Workgroup will be notified.

**CWDS/INSPIRITEC ISSUES**

**\* CWDS** – Webinars are a possibility for specific training topics. Contact Ruth Ann Vandyke or Diane Pease to discuss any suggestions. Regional training may be an option as well.

\* **Inspiritec** – Request was made for the CAO WPR report to be posted on website in order to assist vendors in understanding the calculation and isolating the clients included in the equation. Email will be forwarded to Ruth Ann for follow up.

#### **TIME AND ATTENDANCE MONITORING**

No discussion/comments presented from workgroup. Ms. Vandyke noted that half of state is completed at this time.

#### **WORKING WARDROBE ISSUES**

**Q: Due to limitations, can vendors utilize Support Service funds to supplement any local shortfalls?**

**R:** Ms. Vandyke suggested that Tamila Lay ([tlay@state.pa.us](mailto:tlay@state.pa.us)) be contacted to resolve any local issues prior to using funds.

A suggestion was made to contact local consignment shops for donations that can be kept on site to assist the clothing needs.

#### **SUGGESTIONS NEEDED FOR WORKSHOP TOPICS- PA Partners Conference May 6-8, 2009**

\* Send to Deb Newton for forwarding to Dennis Rhen at PA Partners. No deadline given.

#### **INDEPENDENT UPDATES- Ruth Ann Vandyke, BETP**

\* Email address will soon be required when registering for training on Inspiritec so that timely notification can be made in the event there are changes.

\* For LMCs currently involved in the procurement process – At this time, there are no additional performance requirements projected for the next year. This is conditional and may change.

\* Centralized Community Service/PWE sites (highlights):

LANCASTER – Created a “Corporate Center” for CDC clients to operate. Operation Involves office machines, printing, phone operations, etc. Clients will graduate to a “Print Shop” where printing will be done for any EARN provider. It is projected to open after January 1. More information is forthcoming.

ERIE – Manufacturing Site has been developed to assist for profit companies with plastic assembly work. The clients are anxious to attend and possess PWE time.

No future meeting has been scheduled at this time.

***Happy Thanksgiving!***