

Employment First Collaborative Team Meeting/Conference Call

December 18, 2014
1:00 p.m. – 4:30 p.m.

Florida Developmental Disabilities Council, Inc.
124 Marriott Drive, Suite 203
Tallahassee, Florida 32301

Conference Number – 1-888-670-3525
Conference Code – 7876850281#

AGENDA

1:00 – 1:15 Welcome and Introductions

Beth Romans-Corsi, Florida Developmental Disabilities Council
Cary Griffin, Griffin-Hammis and Associates
David Darm, Governor's Commission on Jobs for Floridians with Disabilities
Dehryl McCall, CareerSource Florida
Diane Vacca, Florida Department of Economic Opportunity
Jean Winsor, Institute for Community Inclusion, UMASS Boston
Jeff Michels, Florida Department of Education, Division of Vocational Rehabilitation
Judy White, Florida Department of Education, Bureau of Exceptional Education and Student Services
Kathleen Roberts, Florida Department of Children and Families, Substance Abuse and Mental Health
Kristin Panella, Florida Department of Education, Division of Blind Services
LeeAnn Herman, Agency for Persons with Disabilities
Lucy Mohs, Florida Department of Education, Division of Vocational Rehabilitation
Patty Cassidy, Griffin-Hammis and Associates
Sheila Gritz-Swift, Florida Developmental Disabilities Council
Shila Salem, Florida Department of Economic Opportunity

Sheila Gritz-Swift noted that several participants are on the road or at other meetings as required by their job responsibilities and will be joining late.

1:15 – 1:45 Update on Employment First Florida Year Three Project

Jean Winsor

- Draft Logo: Jean collected feedback during November meeting and through email. After that she met with Beth Romans-Corsi to narrow down what should and should not be included in the revised logo options. There are 3 new logo options. The group asked for several additional changes which will be incorporated and the final logo will be presented at the January meeting.

- Pilot Collaborative Sites: In January ICI will send a request to the field for regions to be part of the pilots and explain why they should be selected as a pilot site
- During January and February the Collaborative Team will be asked to help select the 2 pilot sites. The regional employment collaboratives comprised of regional members of the Employment First Interagency Agreement and other employment stakeholders. Ideally there will be 1 rural and 1 urban pilot site.
- Connecting the CoP discussed during the November meeting to the pilot sites: Collaborative Team agreed that the topic of the Community of Practice (COP) should be local level collaboration. The 2 pilot regions will be the COP participants. In the request to the field it will be specified that the COP will be part of the technical assistance for the pilots.
- The next Grassroots Group webinar will be: Grassroots Group Webinar: January 20, 2015 3pm ET Event information and registration link:
http://connectpro97884399.adobeconnect.com/fgg2015/event/event_info.html

The future webinar dates will be the 3rd week of April, July, and October.

2:15 – 2:30 **Update on Employment First Family Café Presentations**

Beth Romans-Corsi: Sent in a proposal to present on Employment First Florida. It was accepted. FDDC, BEESS, DEO, DBS, AP, MH APD, MH, APD, others are planning on going. The hope is that the presentation will be early in the conference and so that they can let people know about the different agencies and they can visit their tables at the conference. Diane Vacca suggested having a scavenger hunt for employment and have a strategic way to get people to get to each of the interagency partners tables. Also it was suggested to encourage an employment track in the conference offerings for people to learn which agencies they can stop by and learn about employment supports as well as technology for employment, benefits planning and asset management, resume writing resources, mock interview opportunities, etc. The group agrees that they will want to have adequate staff to meet the needs of individuals and families and that they should consider connecting with other local level resources that could support these efforts. Also potentially have the Employment First Video ready for release there.

2:30 – 2:45 **Update on Proposed Legislation**

Sheila Gritz-Swift has taken the Collaborative Teams recommendations to keep the legislation simple to the FDDC employment and transportation taskforce and they have a member of that group who is legislatively connected. This member suggested that the focus on Employment First is interagency collaboration and suggested that the best legislative committee to introduce the legislation might be Children and Youth cabinet (<http://www.flgov.com/childrens-cabinet/>). However, not all of the Interagency members are not in this group and it doesn't cover adults. This is just for the group's thoughts and Sheila would like feedback from the group about this-please send Sheila your feedback.

Update on Employment First Collaborative Training Initiative

Patty Cassidy and Cary Griffin from Griffin-Hammis and Associates (GHA): The Florida state training matrix summary and identified training gaps were presented to the Collaborative Team. Comments from the Collaborative Team on the report:

- Blind services would like to provide updates to how their training is reported and will send to Beth Keeton

Sheila Gritz-Swift asked that each of the interagency partners review the matrix 1 more time. Feedback should be sent to Beth Romans-Corsi by Friday January 9th and she will forward it to Beth Keeton.

Update on Release of Employment First Introductory Memorandum

Several agencies have sent it through their respective approval channels and it is hopeful that many will be able to release it by 12/19 or wait until after the New Year.

2:45 – 3:00 **BREAK**

3:00 – 3:15 Setting Dates/Priorities for 2015 and Collaborative Partner Updates

Sheila Gritz-Swift noted that the Collaborative team needs to set meeting dates for 2015. The proposed dates would fall on the 2nd or 3rd Thursday of each month. Several members asked that the same schedule as 2014 be kept because they had already scheduled around them.

In January the Collaborative Team will revisit our work plan and begin to assess and plan how to meet our other goals. The group identified several ways in which they had shared resources, addressed training and technical assistance, and worked in a collaborative fashion in 2014. The group discussed the idea of how to better coordinate their intake process and outcomes. Note that there will be an additional report due to the Governor and Legislature in June 2015.

Next Steps for Communications Subcommittee

This item is being tabled until the January 2015 meeting.

Update on “Abilities Work” Web Portal and Help Desk

The Abilities work Help Desk and Web Portal are operating well and they will hopefully have outcomes to share in the coming months. There have been calls from job seekers since the memo went out but still have not had employer calls.

3:15 – 3:45 Review of Draft Memorandum and Flyer for “Abilities Work”

The draft memorandum, “Memorandum Abilities Work” was developed by the Communications subcommittee. This will be the memo sent after the of Employment First Introductory Memorandum and its intent will be to help different groups to engage with employers. Sheila Gritz-Swift would like feedback as to what is missing or should be excluded.

Feedback from the group:

- Thinking about the principle that less is best. The letter seems like a lot of information and could it be simplified. Research indicates that people only read the first few paragraphs that they view on their screen and that the most important information you display should be at the start of the letter as opposed to 4 paragraphs in.

Sheila Gritz-Swift suggested that the Employment First Introductory Memorandum be made very short and succinct and explain the Abilities Web Portal and Help Desk, how to access them, and what they want people in the field to do with the information to engage with employers.

Beth Romans-Corsi also suggested the use of bullet points and plain language.

Sheila Gritz-Swift noted that she will incorporate the feedback and get a new version out in the next 2 Days.

Draft flyer, Abilities Work 1 page flyer:

This is designed to be an informational brochure. For example it could be something you print out and share with an employer, have in a display, etc.

Comments from the group:

- Keep a positive employment message
- Have different pages for employers and job seekers
- Limit it to the information employers and job seekers will find most beneficial and into the background of why it exists
- Include links to other websites as needed
- Ensure that the job seeker version is in plain language
- Potential for hard copy, card stock versions

4:30

Adjourn