

Employment Committee Minutes
March 18, 2010

Present: Rasmussen, Atkinson, Konsel, Hagen, Coyle, Tyrrell, Rathjen, and Vohland

1. Discussed membership of committee and length of term. It was noted that membership has changed naturally over the years. If anyone was interested in leaving, they were asked to let the committee know. Some discussion followed on adding a new placement staff. Topic was tabled till next meeting.
2. Transition Video: Video is completed and will be going out to staff. There was concern when the schools computer went down and lost the video. Kelli told Kristi Berst that she would be able to take the copy off the schools web site.
3. At Mark's request, discussed changes in the Q1 Employment Services quarterly report:
 - Take off all cases that report 0 days in Employment Services. This skews the reporting data.
 - Remove the standard deviationCommittee thought the report could be made more valuable if it could break Break it down by a) length the people are in Employment Services b) length From Employment Services to Follow-up c) length from Employment Services to Closure. Jon and Jim will meet to put some ideas together
4. Discussed the feedback we received from staff on the pod cast we did with Sandler sales. Vickie received 19 responses. Overall, the responses were positive with some great ideas. The committee like the idea of put it on a CD for staff to listen to when they travel. Staff would like them shorter. The committee decided to put one together regarding the use of OJT's and OJE's. Susan, Darla and Jim will meet to put some ideas together.
5. Job Seeking Skills Revisions: Jim updated committee on progress. The power point is nearly done and the committee is meeting next to update the manual. This will be followed by the JSS /resume book. The goal is to then get feedback from all JSS instructors, employers and consumers before sending it out for use. The target date is July.
6. Vickie discussed Weekly Employment meeting for consumers versus one-on-one contact. It was felt that either one does not rule out the other. The committee would like to see a variety of contacts made with the consumer during job search. It was felt that maybe some additional direction could be made in the Employment Standards. Jon and Jim will meet will review and present some ideas at the next meeting. Darla suggested that maybe this would be a topic to discuss at training or to get some staff together that are meeting weekly with consumers to share ideas.
7. Sexual Offender Policy: Judy shared with the committee some of the issues that relate to placement with the new reporting requirements. Judy will share the committees concern with Joni's committee.

8. New staff interviewing guides were looked and reviewed. Discussed input received from staff on suggested changes. Sandy Ham had them laminated and Jim will distribute to new staff. They are to be used as a guide until new placement has developed their interviewing skills.
9. Update on work philosophy on college cases. Jon shared the input he has received from both the Transition and Counselor committees. He has drafted up a document and will send it back out to the above committees along with the Evaluation Committee. After their feedback, we will discuss with Mark about next steps.
10. Referring cases back to planner. After discussion, it was suggested we pose this issue to the Counseling Committee for their feedback. The question we are asking is, "What is a counselor's philosophy about having a case referred back to you by placement?" And how is this impact by no-shows, lack of contact, attends but no follow through, behaviors, and goal not realistic to labor market. If a face-to-face meeting occurred between the planner, the consumer and placement, what should take place?