

Employment Committee Minutes

26 September 2013

Present: Coyle, Hagen, Kvasnicka, Rasmussen, Rathjen and Vohland

Excused: Markhofer, Paesl and Schwartz

1. Background Check for OJE's, Sexual Offender Policy and Liability Insurance: Jim, Judy and Vickie updated committee on the progress of these areas. Mark did approve that VR could pay for a background check on a client who is doing an OJE. The previous policy stated that the employer would be reimbursed. Now there are two options available. This is being updated on the OJE policy. Scott and Mark continue to work with Risk Management to see if we can provide liability insurance coverage to a business who agrees to doing a job shadow or unpaid OJE with us. The Sexual Offender policy is being clarified to make it more understandable to staff.
2. Constant Contact: West Omaha continues to pilot its use. They are trying different formats to see which garners the most response. It is becoming clearer that this tool is to be used with clients who are seeking professional positions.
3. 3 State Collaboration: Jim shared some ideas that were discussed in a recent placement meeting in Kansas City with Iowa and Missouri sponsored by TACE. These include doing a 3-state virtual job fair next October for Disability Awareness Month, targeting 3 federal agencies common to the three states to market Schedule A hiring and bring in Hugh Schwartz from Vermont to discuss their placement model of "Everyone is Ready to do Something." Details will be shared as they come available.
4. Brown Bag Lunch. Committee discussed recent Brown Bag lunches and how to make them more effective. They are required for all placement staff who have been with the agency for less than one year. The suggestions included one per month, 30-minute time frame with 20 minutes for presentation and 10 minutes for questions. Jim will make changes in the calendar and it was suggested that the one in December would be on sales calls. ACN has agreed to do the November Brown Bag on placing clients with Autism.
5. Employability Skills Training: Jim and Cassy gave an update. Jim mentioned that ACN, transition staff and Project Search sites are interested in using it.

6. Resume Suggestions: The committee reviewed the suggestions the employers made following our resume exercise. Jim will send these out to all staff to review.

7. Guidelines for OJE's, Job Shadows and Volunteering: Jim threw out the question of developing better guidelines around these areas if we adapt a Vermont model of having people be more involved during their planning. The committee reviewed what was already in VRIS and thought enough direction was already present.

8. Creative Ways to Network with Businesses: The committee decided that this would be an ongoing topic for each meeting. The goal of networking is to find ways to show businesses we do have valuable services to offer and there is a benefit to them to use us.

9. Interview Questions: Pat had asked the committee to group the interview questions under the topic areas used when interviewing for placement positions. Jim will send these to Pat.

10. Next Meeting: October 31, Halloween. Halloween ties are encouraged.