

## **Employment Committee Minutes**

29 March 2012

Lincoln Field Office

Present: J Coyle, S Hagen, C Kvasnicka, V Rasmussen Rathjen and J Vohland

Excused: A Baker and E Paesl

Guests: M Schultz and J Drudik

1. **IPad Training:** Set up a teleconference training on ipads for placement staff with Tibor on April 16 from 2-3:30 pm. We have asked Tibor to suggest any new applications he has found that may benefit Placement Staff in their work. Placement Staff will also be asked to share with each other creative ways they have used their ipads with consumers and businesses.
2. **Adding a Job Accommodation Box to Job Search Agreement:** This was suggested from the Program Directors meeting in their discussion of checklists. The Committee discussed that accommodations are usually part of the planning process. In other cases, you do not know what the accommodation is going to be until you find a job. The Committee feels there is value to the suggestion and sees it as a training issue. We will add a line in the manual addressing accommodations under "Potential Employment Solutions".
3. **Adding a Line for Maximum Hours on a Paid OJE/OJT Consent Form:** This suggestion came from Don Crouch. Judy Vohland discussed how this issue came up in the Grand Island office. It appears the employer was unclear as to the length of the OJT and the consumer worked additional hours and wanted to be paid. After discussion, the committee felt that it was an isolated incident based on communication. Our suggestion is to wait and see if this occurs more before making a change on the form.
4. **503 Video:** Jim and Elizabeth met with Dan Dulaney and learned what would be needed to do a short video that could be emailed out to businesses around 503 Compliance. The next step is Jim, Susie, Vickie and Elizabeth to meet and write out the script.

- 5. Placement Staff Technology Needs:** Committee will work with placement staff to see what types of technology they find helpful in the field. We will start with a brief survey of several questions. Jim will then follow-up with them by phone or in person to help understand their individual needs.
- 6. Background Checks:** Committee met with Mark and Janet regarding our background check policy and how we could make it more efficient. After some discussion, all were in agreement that the policy would need to be updated. Mark and Janet asked the committee to come up with the criteria which would include using Scott to do the actual background screen, but one that would broaden on whom we could do background checks, as well as receiving a full report. It was decided that Scott could help train staff in the proper way of evaluating a state patrol report.
- 7. Suggestions for State Staff this Year:** The Committee gave suggestions to Cassy to share with the planning committee this year. They included an employer roundtable where we could dialogue with employers about soft skills, Amy Prochaska from Federal Probation speaking on working with consumers who have criminal backgrounds and tips for resumes and interviews.
- 8. Next Meeting:** April 26, 10 am