

Employment Committee Minutes/19 January 2012

Present: Coyle, Hagen, Kvasnicka, Paesl, Rathjen, Rasmussen, Tyrrell, Vohland

1. Finalize Checklist:

After much discussion and 3 meetings, we finalized the Employment checklist.

Employment Services Referral:

- Keeps Appointments of Time
- Follows Medical Advice
- Work ID (2)
- Transportation Plan
- Benefits Analysis
- Referral to Job Seeking Skills
- Disclosed Criminal Background

Employment Services:

- Complete Job Search Agreement
- Complete Job Seeking Skills Training
- Complete Job Facts book
- Begin Job Search

Quarterly Team Progress Review:

- Employment Achieved
- Follow Through Acceptable
- Goal is Appropriate
- Fits the Labor Market
- Discuss Employer Advocacy/Contact
- Criminal Background Reviewed
- Disability Review
- Needs Additional planning/training

Employment Follow-Up:

- Employment Achieved

- Maintain Contact Guidelines

Successful Outcome:

- Successful Employment (90+days)
- Consumer Satisfied with Job
- Employer Satisfied with job performance
- Earnings/Benefits are Competitive
- Job Consistent with Abilities/Interests

2. Employer Database: Discussed the benefits of an employer database. Information sharing was thought to be the best benefit. Keeping it simple and user friendly was important. Committee believes having the name of the Employer with contact information would be enough. A VR contact would also be valuable. Committee thought that we should pilot it first so we could see what additional information may be needed.
3. Latino Outreach Efforts: Vickie, Jon and Jim shared with committee the meeting with Blanca E Ramirez-Salazar. We discussed Mark's desire to hire a Marketing Person first for the agency before contracting with Blanca to help us map out a strategy. All were impressed with Blanca's knowledge and experience in this area.
4. Teams needing a plan in place for when staff leaves. This started out as a discussion just about Placement Staff but moved to all staff. Committee feels services cannot stop but they may be delivered differently. Suggestions were made to CAP, who brought this issue to the committee. Committee feels ODS need to make sure that all consumers are served. Vickie will meet with the ODS at their next quarterly meeting and share our concerns
5. Responding to Federal Contractors under 503 Compliance. It has been our experience that the jobs they are looking to fill are highly skilled and do not meet the skill level our consumers. We need to target those contractors who have entry-level positions.
6. Discussed the issue of background checks. Both consumers and VR are getting hurt by not having this information. Would it be possible to "pilot" background checks performed by field staff? It was suggested that one or two staff members from each office be authorized to run background checks. A background check could be performed if a consumer is being turned down for job for which he/she is qualified, if a consumer cannot identify any or all of his/her charges, if the counselor is informed by an employer that a

consumer did not pass a background check (and VR was unaware of any previous charges/convictions). The consensus was that this would fall under VR's "Integrity Value." Having a clear picture of a consumer's background serves both the employer and the consumer.

7. Retention Materials: Discussed the need to provide outreach to businesses to keep current employees working for them. Also discussed retention after successful placement and would like to further discuss how to do so positively. Cassie suggested the use of media (radio) that is business-focused (similar to the ones run in Central Nebraska that were consumer-focused). Committee would like to form a sub-committee of placement staff to look at this issue further. Jim will visit with Mark about this.