**Benchmarks of Success for Maryland’s Workforce System**

**Monthly Overview of Committee Activities**

**Quarter**: 4 **Month**: October **Year**: 2021

**Attendance**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Title I** | **Title II** | **Title III** | **Title IV** | **TANF** | **DUI** | **CSBG** | **Other** |
|  | **S** | **L** | **S** | **L** |  |  | **S** | **L** |  |  |  |
| **Communications**  | X |  |  | X | X | X | X |  |  | X | X |
| **PD & TA** | X | X | X | X | X | X |  |  |  |  | X |
| **Data and Dashboard** |  |  |  |  |  |  |  |  |  |  |  |
| **Policy** | X | X | X | X | X | X | X |  |  | X | X |

**Activities Summary**

Three of the four committees met in October, including Communications, Policy, and Professional Development and Technical Assistance. The Communications Committee has one handout to share with the WIOA Alignment Group. The Professional Development and Technical Assistance Committee has a question for the WIOA Alignment Group to think about.

|  | **Meeting Dates** | **Work Plan Goals and Deliverables** | **Status** | **Learnings / Challenges** | **Opportunities for Collaboration** |
| --- | --- | --- | --- | --- | --- |
| **Communications** | 10.14.2021 | * The Committee is on track to complete Issue #30 of the Benchmarks of Success newsletter for the targeted release date, 10.26.2021. The issue will feature 12 articles highlighting: services to workforce system customers with disabilities and a related success story, the new Manufacturers/Mass Transit tool, Accessibility Tips, the “From the Desk of the CLO” running feature, a new occasional Policy Updates feature, multiple updates on conferences, and regular Committee Updates.
 | The Committee is submitting the Proposed Topic Outline for the November/December newsletter (Issue #31) to the WIOA Alignment Group for review, input and approval. | N/A | Committee Chair Susan Kaliush participated in a Policy Committee panel on October 21. |
| **Data and Dashboard** | N/A | * The Data and Dashboard Committee proposed possible questions and topics to discuss for when Professional Development and Technical Assistance Chair John Feaster attends November’s meeting.
 | Committee Coordinator Dylan McDonough sent a draft of the Data Validation policy to the Subject Matter Experts, many of whom are Data and Dashboard Committee members, for review. The second policy session to discuss comments from Subject Matter Experts will be held on November 10. | During the Data Validation kickoff policy session, there were questions about how to incorporate the various needs/requirements of Titles I-IV into a single policy document. The first draft of the policy attempts to address these questions by breaking down the needs for each distinct Title individually, while also laying out commonalities between all of them. Due to the complexity of these processes, Committee Coordinator Dylan McDonough is excited to receive feedback from the Subject Matter Experts about how successful the policy is at conveying the information. | PDTA Committee Chair John Feaster will be attending the November Data and Dashboard committee meeting. |
| **Policy** | 10.21.2021 | * Hosted a panel on “Participant Engagement and Outreach.”
* Planning for the policy recommendations report.
 | The Policy Committee hosted its last panel of 2021 and invited the following speakers: Brit Ayers and Courtney Tramontana (Haford Community Action Agency) Marsha Netus (America Works of Maryland, Inc.), and Susan Kalisuh (DWDAL). The committee will debrief from all of the panels this year next month and begin writing the policy recommendations report. | One panel speaker missed the meeting. | The Policy Committee plans to present the recommendations report to the WIOA Alignment Group at their February 2022 meeting. |
| **Professional Development and Technical Assistance** | 10.20.2021 | * Module 4 was distributed 9.20.2021 via the HUB.
* Module 5 script is complete. It was sent to the committee to review. Target distribution date is 11.22.2021. This date may change because of the second rollout of the JVSG training. This training is scheduled to go out to an additional 400 staff members (American Job Centers staff). The initial training went out on 8.16. 2021 with mixed reception.
* A module development SOP has been created and is under review.
 | The committee reviewed compliance numbers as of 9.1.2021 and are still exploring strategies to overcome hesitancy. There is a meeting scheduled in November to discuss how Leadership can encourage their team to complete the training modules. The hope is that this will increase the number of completions.Once trainings are available, they will be presented to the WIOA Alignment Group for review and approval. | N/A | The current training series is scheduled to be finished by summer 2022. The PDTA committee is open to future training suggestions. |