

Tasks for Subcommittee # 1

Meeting Date: 01-21-03

1. Subcommittee members in attendance:

Brooke Tafoya (WorkWise & Facilitator), Susan Testraete (Youth In Need), Delrina Foster (St. Louis County), Jeanne Ortega (PPRC), Patty McNamee (St. Charles), and TC Waechter-Klepac (RCEW), Sarah Cleveland (ACT/WorkKeys)

2. Identify Additional Stakeholders:

There is nothing to add from this meeting.

3. Identify what is currently being done in the region (new or additional Information):

TC forwarded the LIFT publication to Brooke. Brooke is still reviewing the document, which is very large. The document looks to be a good reference.

4. Identify any gaps for identified needs:

This item will be developed fully after the results of the survey are tallied. Date for completion of the survey results has not been determined to date.

5. Develop action plans to address needs:

This item will be developed fully after the results of the survey are concluded. Date for completion of the survey results has not been determined to date.

6. Identify resources or help you need from other Subcommittees

This item will be fully developed after the results of the survey are tabulated. Date for completion of the survey has not been determined.

7. Identify information and data needs:

The Survey and Continuum of Needs to Provide Children with Economic Opportunity document were distributed to the members of the committee.

The survey generated a great deal of discussion. The conclusions of the discussion are as follows:

- An additional question is to be added to identify the population being served.
- Addition of contact person (optional) line is to be added.
- A question about client follow-up is to be added to the survey with the choices of systematic, not addressed, and if have time do follow-up.
- Specified age groups on the survey will delineate ages of the population.
- Under the heading, Information about Population Served, third bullet point should be modified to identify different levels of services performed.
- Employment Related Life Skills changed to Job Related Life Skills.

- Under Employability Skills, addition of Applied Mathematics, Reading for Information, Locating Information, Applied Technology, Observation, Teamwork, Listening and Writing.

8. Identify primary agenda items and assignments for next meeting:

Brooke will modify the survey and email it to subcommittee members for their review.

The action item for the next meeting is to conclude discussion and revisions of the survey.