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.

Submit copy of meeting notes to Jim Duane at the RCEW
• 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.