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

Professional Development and Technical Assistance Committee

10/20/21

Virtual meeting

Call-in: 405-267-1708

Google Hangout: meet.google.com/syd-pgso-eft PIN:

**Meeting Notes**

1. Welcome

* Welcome again for new member Erin Inman

1. JVSG training update
   * Rolled out to limited group August 16th
   * Mixed reception
   * Will be rolling out to all AJC Staff – Date TBD (Poss 11/22 in place of Module 5) **This roll out will be to approximately 400 people.**
2. Module 4 review

* Distributed on time 9/20 with no issues.
* Considerable updates included about Title I Youth Policy Update
* The PDF was attached as link in description. Okay? **One committee member received an error message when trying to access the PDF when the training was first released. She still has a bad link. Prior to the meeting another committee member tried, and the link was bad but stated that she was able to access it in the past. John is checking to make sure the link is not corrupted.**

**Erica Knessi is going to check with someone at DORS to make sure the screenreader is accessible for those who need it. She will get back to John once she has that information.**

1. New module development SOP **An SOP on training development was requested and has been developed by John.**
   * Review SOP w Committee
   * Comments from Committee
   * Additional time 60-day vs 90-day turnaround. (May sub JVSG on this date?)
2. Module 5 progress

* On Script revision 4. Organization and content.
* New November 22nd distribution target (was October 18).
* Working through new SOP. New delivery cadence? **With the creation of the module development SOP, Module 5 has taken much longer to develop. Trainings will be released (tentatively) every 90 days.**

1. Compliance as of 10/1/21

* Review compliance numbers **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.**

1. Closing

* Dismiss **The training series that is in production now is about 10 modules. The last module should be released by the summer. Suggestions for new trainings are welcomed.**