

LWIA #26 NEXT STEP ACTION PLANNING TOOL

Policy Goal What goal will be addressed?	Activities and Tactics How will we do it?	Key Players Who should be involved?	Expected Outcomes What is the result?	Timeline When will we do it?	Questions & Assistance Where do we need assistance?
Goal #2 – Job expectations communicated to staff. (Group Average 3.5)	Utilizing the Section 6 of the current MOU each partner will develop a brief outline of their services as well as contact information (i.e. who to contact for title 1 services in Alexander county?)	All partners to submit information - Board Staff to assemble matrix.	A matrix of Service Information, including contact information, for Area - that can be used for referrals.	By the end of the year.	No outside assistance needed. Pam Barbee will send a copy of MOU Section 6 to each partner and collect information.
Goal #8A – Services delivered by function - Business Services. (Group Average 3.5)	Activity #1 - Board office staff to email partner for contact information of agency staff to be on the Business Services Team	All partners to submit information.	Regular Quarterly Business Service Team Meetings with possible monthly meetings via Zoom meetings as needed.	First meeting scheduled - September 23, 2019	No outside assistance needed. Bob Barron, with IDES, has agreed to Chair the team.
	Activity #2 - Partner's will email their event information to be included to the One-Stop Operator who will maintain the calendar and distribute it to all of the partners.	All partners to submit information.	A calendar of partner's events for the Area - such as hiring events or training opportunities.	This will start in early October 2019	No outside assistance needed. Terry Absher, with SIC, has agreed to maintain and distribute the calendar.
Goal #4 Communication occurs across one-stop partners.	Two meetings will be scheduled this first year, one in the fall and one in the spring to cross train front line staff. Jill VanZandt and Pam Barbee will coordinate the first meeting and include the IDES LMI data specialists as the guest speaker.	A commitment from all partners to encourage their front line staff to attend.	Quarterly training meetings allowing front line staff at each agency to be more aware of the services offered by each partner. Additional other training to benefit the group may be provided.	First meeting to be held in Mid October - probably in Harrisburg.	Partners to suggest additional training needs and resources.