

## WIA CONFERENCE CALL SUMMARY 1-14-11

### Referrals

Some staff has received complaints about referrals that have been completed. When doing a referral for employers, be sure that you review the requirements of the job posting, and check the qualifications of the individual before referring them to that employer.

### Job Fair

Tokico Job Fair was Thursday, January 13<sup>th</sup>. We had approximately 102 people that attended. 50% of those submitted an application to Tokico, 40% did not have the experience needed for Tokico and were referred to Kelly Services, and 10% had already worked with Tokico before and couldn't reapply.

Thanks to all staff that was able to help out.

### Youth Competition

The Youth Competition will be held at BCTC Cooper Campus on Friday, March 18<sup>th</sup> from 1-5. All staff will need to change their schedule for that week to 8-4:30. Chris will be in touch with each of you for volunteers. The dinner and awards banquet will be held at Embassy Suites on Saturday, March 19<sup>th</sup> at 6:00.

This year, some of the categories are going to be prejudged with due date of March 4<sup>th</sup>:

- Photography
- Scrapbooking
- Essay
- Logo design

The date of the Competition will include 2 sessions for older youth and 2 sessions for younger youth for each of the following:

- Carpet Maze
- Decision Making
- Public Speaking
- Service Learning
- Informational Session
- Game

### Textbooks

Several complaints have come through from clients that they haven't received their textbooks, etc. Please remember that STACI is the contact person for Ecampus, and that staff has to contact her if there is a problem so that she can try to rectify the situation. If you are aware of a problem, contact Staci immediately so that she address it.

### One-Stop Certification

Erica S went to Elizabethtown for the One-Stop Certification meeting. The Bluegrass Region seemed to have already addressed some of the issues that other regions were having. For instance, some of the centers do not have the Business Service Team in place. They will continue to have monthly meetings through June with the next meeting in February. Crystal will check the availability of the conference room at ADD for Feb 22<sup>nd</sup> and 23<sup>rd</sup>. (Crystal already checked on this and unfortunately these dates are not available)

### All Staff Meeting

We are having a staff meeting on Friday, January 28<sup>th</sup>. If you have any items for the agenda, please send these to Crystal. We will not be having a conference call that morning.

Staff needs to change their schedules to 8-4:30 for next week, January 18<sup>th</sup> through 21<sup>st</sup>, due to MLK Holiday.

### Reminders

If you are completing an amendment to change the training dates to extend or shorten the time of training, or add or subtract money, REMEMBER that the participants have to sign the amendment.