

WIA CONFERENCE CALL SUMMARY
9-24-10

Statewide Trade Meeting

Jennifer and a group of staff will be traveling to Bowling Green to attend the Statewide Trade Meeting at Western Kentucky University from October 19th through 21st.

Crystal has booked the rooms and has sent out confirmation numbers for your hotel rooms.

Local training will be held following the state training and we will let you know that date when it is scheduled.

Approved Training

Erica will let each of you know next week who is approved for Training.

Upcoming Job Fair

There will be a job fair for Pioneer Vocational Services at the Inter County Energy building in Danville on Tuesday, October 12, 10:00 a.m. to 2:00 p.m. Pioneer is hiring for sewing operators at \$8.00 / hr. They favor individuals with disabilities and no prior experience is required. Contact Erica Sluder with questions.

Training Requests

- You should put down the figures that are being requested for training. Adult and Dislocated Worker should not exceed the amount we pay.
- Be sure to submit training requests according to the schedule. If a participant is starting a new term in December, that request should be submitted by the September 15th deadline. The next deadline for training requests is December 15.

Follow Up

- If an individual is closed in Case Management and not receiving gas cards, that file should go into your pending drawer until it exits EKOS. If they are receiving gas cards, that file should stay in your follow-up drawer until incentives have been completed.
- The Business Service Specialists and Follow-up Specialists will be taking over any follow-up files effective October 1st. Be sure you update your spreadsheets and your lists in EKOS to reflect any changes. If you are not a follow-up specialist, you won't have any follow-up files.
- The WS should make sure that the participant has a workable resume when the file is transferred to the BSS.
- The BSS will enter any case notes regarding employment prior to giving a file back to the WS follow-up specialist. The WS follow-up specialist will enter the CM end date and handle any applicable gas cards.

EKOS Training

- There will be upcoming EKOS training for job matching.

Reminders

- There should be no white out on an ITA.

