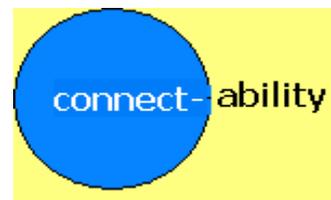


Objective: Technical Assistance Workgroup

Meeting Date: April 2, 2008

Meeting Place: UCE, Farmington



Attendees: Pat Anderson, Quincy Abbot, Larry Carlson, Terry Nowakowski, Amy Porter, Margarita Torres, Robin Wood

Action Items:

Item	Action	Responsibility	Due Date	Status
1	Provide a chart of TA calls based on media release dates.	Larry	5/7/08	
2	Follow up on DDS site visit	Amy and Robin	5/7/08	
3	Schedule next visit with SDE (Pat and her Bureau Chief)	Amy and Pat	5/7/08	
4	Share information on prohibited use of grant funds with the workgroup	Amy	5/7/08	

TA Statistics

The workgroup briefly reviewed the TA statistics. For the next meeting, we will work on comparing the TA calls to the media releases in a chart format. This should also include a schedule with future media release dates.

State Agency Visits

A visit was completed with DDS Staff. They have some solid ideas for how Connect-Ability can strengthen their employment initiative, but their plan leads us to a discussion of funding (outlined in the following section).

State Agency Funding Requests

As the workgroup's plan moves forward into visits with individual agencies, it is becoming clear that agencies may need funding to support specific goals and objectives around increasing employment. The workgroup discussed potential mechanisms for funding, and agreed to pose two alternatives to the Steering Committee.

- Alternative #1: This would focus specifically on the workplan developed between Connect-Ability and the individual agency and advance mutually agreed-upon goals.
- Alternative #2: This would be more like a bidding process, where the state agency would write up a proposal that would then be assessed by a review committee.

Either alternative would need to include some assurances about the use of grant funds. These assurances might include a provision to collaborate with other agencies, to advance a MIG priority area, to report outcomes, to support the work of the local level initiatives, to address sustainability, and to leverage other resources as appropriate. They would also have to meet the same criteria as the overall MIG grant, including adhering to the permitted use of funds categories. Information on prohibited use of funds will be shared with the workgroup.

State as a Model Employer

We have continued to be in contact with DAS about creating a baseline survey of state employees, as well as completing the tasks identified in our last meeting. They are still working on connecting with the DAS Commissioner to get approval to move forward.

Local Level Initiatives

The Connect-Ability Steering Committee recommended that this workgroup take on the responsibility for technical assistance for the local level initiatives. The workgroup discussed the approach, and recommended the following steps as a starting point: *(Note: these steps should be compared to the Connect-Ability project plan to see whether any of these steps are missing)*

- Review local level TA needs with Connect-Ability staff
- Identify liaisons within the Connect-Ability staff
- Identify a TA data collection process
- Generate a list of tools that are needed or anticipated
- Identify levels of TA: development of the strategic plan versus TA on specific content areas
- Define the role of a liaison
- Write up (2 pages) of our strategic planning process to share with the local level projects
- Ask awardees to identify a liaison on their team and have their contractors for strategic planning connected to the staff liaison
- Develop mechanism for sharing best practices
- Provide a summary of the local level plans to the Steering Committee, TA workgroup and Connect-Ability staff

We will discuss this area in more detail at our May workgroup meeting.