One Stop Partners Meeting |**Minutes**

##  **Date: 09/12/2017 | Time:10:00a.m. *|* Location: Workforce WV, Huntington, WV**

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| **Meeting called by**: | **Star Strategies:** **One Stop Coordinator****Kay Goodwin** **Martha McKee** |
| **Type of meeting**: | **One Stop Partners** |
|  |  |
| **Note taker**: | **Christie Payne****Information Specialist** |
|  |  |

 | **Attendees:** **Christie Payne** **Rocky McCoy** **Jake Hunt** **Teresa Haer** **Alan Machir** **Kay Goodwin** **Martha McKee** **Melissa Bias** **Dwight Coburn** **Andy Osbourne** **Tia Welch** **Jason Miller** |
|  |  |

# Agenda topics

## **Welcome |**

## **Introductions:**

## **Star Strategies as One Stop Operator**

## **Definition and Contract**

## **Operator Resumes**

## **Christie Payne Assistance**

## **Meeting Partners/Present Service Descriptions**

## **WIOA Charge**

## **Key Roles and Responsibilities**

## **General information items**

## **Civil Rights Center**

## **American Job Center Network Logo**

## **Revised Partner/Client Referral Form**

## **Huntington One Stop Spring Job Fair**

## **MACC Report from Workforce Data Engineer**

## **Information Sharing on Present Services Including Suggestion for Improved Communication with Clients and the Public on Career and Other Services**

## **Further Comments for The Good of The Order**

## **Lunch and Adjournment**

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| Action items | Person responsible |  |
| **Client Referral Form**1. Add Job Corps
2. Can we add Age? Disability? (if so, wording?)
3. Add whether Veterans or not
4. Add “with who” to currently enrolled in training
5. Note section on one stop referral form (add to back?)
 | Christie Payne |  |
| **Look into ways to communicate such as:** * Skype
* Communicator
	+ Resources: Melissa Hobbs or John Bare for MACC questions
* Staff Meetings/Cross Visits with Partners
 | Jake Hunt |  |

## **Next meeting** **| Suggested Date: November 9, 2017 | Time:10:00am HTGN One Stop**

**Meeting Focus Substructures and Collaborations**

* Cross Training Front Line Staff
* Client Referral Form

**Notes:**