
	Meeting Topic: MFP Workforce Development Workgroup
	Date: Thursday March 22, 2007
	Time: 1:00-4:00
	Location: ODJFS Air Center 4020 E. Fifth Avenue Columbus, OH 43219 Room 152

Purpose of Meeting:	Ohio MFP Workforce Development Work Group Kick-Off
	Attendees: Jim Gorman, Chris Miller, Heidi Savage, Gary Collins, Paul Mosher, Amy Gerowitz, Barb Nicol, Bettie Meadows

AGENDA ITEMS:

Time	Topic	Discussion Lead
10 minutes	Check In – introductions, agenda, meeting purpose	Work Group Lead
10 minutes	Updates on administrative items (website etc.)	Work Group Lead
20 minutes	Updates/Information sharing – general	All
20 minutes	Finalize Group Process – how we work to address the 2 goals of our work group	All
40 minutes	Workplan Development and Timeline	Work Group Lead
15 minutes	<i>BREAK</i>	
45 minutes	Brainstorming (Factors for each goal)	Work Group Lead/All
20 minutes	Check Out – action items, next agenda Evaluate meeting	Work Group Lead/All
Adjourn		

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Meeting Notes:

The minutes were reviewed and were unanimously approved.

A brief discussion ensued around the language used to define those who provide direct service to consumers. Industries serving different constituencies use differing terms and these terms may be considered offensive by those who are not members of that constituency or industry. It was decided that everyone attending these meeting are caring, sensitive professionals that mean no disrespect when using terms familiar to them. It was also decided that once this group produces its operational protocol document, that document will then undergo scrutiny to ensure the language and descriptors are deemed appropriate for all industries and constituencies.

The meeting agenda was reviewed and no changes were requested.

Discussion ensued around the role of the workgroup leads and the workgroup members. The group asked that the workgroup leads monitor the discussion and keep the effort moving forward. There was concern that one or more individuals might occupy the majority of conversation and take the group “off track.” The workgroup leads agreed to provide such monitoring. It was decided that our group would work collectively on each of the two core tasks consecutively. The first core task to be addressed will be the workforce issue of direct service workers.

Graphical representations of the workflow and timeline were presented and were generally accepted by the group as useful guides.

Discussion ensued around the transient nature of this workgroup. Many organizations will have representation though the individuals will change periodically. It was decided that it is the responsibility of the organization to ensure the participant they send is up-to-speed on the work of the group. Further, it was decided that meeting time should not be spent revisiting decisions that had been made in previous meetings without significant new information being brought forward.

A brainstorming session ensued around the factors that contribute to an insufficient direct service workforce.



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Discussion ensued around using LMI resources at ODJFS to inform the work of this group. Keith Ewald, LMI Bureau Chief at JFS, was identified as the person to whom requests for information should go.

The workgroup leads requested feedback from participants on the group process and facilitation. The group felt the group was being run well although there was concern that the workgroup leads may behave “too nice” in certain situations. This was taken to mean that a more effective and efficient facilitation style would be to focus less on relationships and more on reaching the goals of the group. Scott and Bibi concurred and have committed to being appropriately directive when necessary.

Meeting adjourned.

Next Meeting-April 5, 2007 Air Center 1:00pm to 4:00pm

Action Item	Person Responsible	Deadline
List of participants sent to group	Scott	Wednesday, April 4, close of business.
Suggested timeline with due-dates	Scott	Thursday April 5
Transcribed and Categorized list of factors from brain-storming session relating to Direct Service Workforce	Scott	Thursday April 5