**Benchmarks of Success for Maryland’s Workforce System**

Professional Development and Technical Assistance Committee

1:00 – 2:00 PM, July 22, 2020

Conference Call

Call-in: 1 970-400-7309‬ PIN:

Google Hangout: meet.google.com/hgt-htsq-ajk

**Minutes**

1. Welcome and Introductions
	* Revisit mission of committee
		+ John welcomed everyone to the meting and reviewed the charter with the group. He revisited the Vision and mission.
2. LMS Rolled out to WIOA Alignment Committee
* Recap of communication outward
	+ John reported out on LMS communication to Alignment Committee highlighting each program, its POC on the committee, and the direction given for the group to be included in the LMS user list. John shared the document listing this information.
1. Information Gathering for LMS
* What is needed?
	+ John reiterated Name, email, W-number when appropriate is needed
* When is it needed?
	+ John stated - I need this information by Mon Aug 17th. For those gathering information, I recommend requesting information by the 14th.
* Do you need support?
	+ John asked if group needed support with who to contact or how to gather the information, with preparation for questions like “What is this for?” “Why are you doing this” or even “Why should we participate?”. Howard Marshall asked for clarification about who’s included in Title I’s group. John walked through document to answer question.
1. Global Work Plan
* What is it?
	+ John shared Global Work plan Doc
* What are our plans for the near future?
	+ John shared thoughts for next 3 training modules
* Tentative slate of trainings
	+ See above reference
1. Closing
* Dismiss
	+ Meeting was adjourned