

RAMSEY COUNTY WORKFORCE SOLUTIONS QUARTERLY MAXIS/CHILD CARE TRAININGS FOR THE EMPLOYMENT SERVICES STAFF (WS2013-08)

REFERENCE: Quarterly mandatory MAXIS inquiry and child care trainings for the Employment services staff

TO: Ramsey County MFIP-Employment Services (“ES”) Providers

FROM: Kate Probert Fagundes-MFIP/DWP Employment Services Division Manager

DATE ISSUED: April 29, 2013

PURPOSE: This memo describes the protocol and expectations for the registering Employment Services Staff for the MAXIS and Child Care Trainings:

1. FAS will set up dates for the quarterly training.
2. A calendar with dates will be posted on the Ramsey County WFC Provider web page.
3. An ES supervisor/manager must email names of the person and a date of the training that person needs to attend to Jeani Bjorkman (jeani.bjorkman@co.ramsey.mn.us) and Barb Matthews (barbara.matthews@co.ramsey.mn.us). The email must be sent no less than two weeks prior to the scheduled training time.
4. FAS representatives will coordinate with child care representatives to ensure that both systems are providing training to ES staff.
5. The minimum number of people for the training is four (4). If there are not four (4) people signed up, then Jeani and Barb will connect via email with an ES supervisor no later than two (2) days prior to the training to cancel the training.
6. If the minimum number of people is reached, Jeani and Barb will connect via email with an ES supervisor to confirm that training is still taking place.
7. ES supervisor must ensure that a person who she/he signed for the training attends training.
8. If ES needs to reschedule/cancel a person, ES supervisor must notify Jeani/Barb via email no later than 1 week before the date of the scheduled training.
9. If FAS cancels training, people who were signed up for the training will need to be moved to the next available date and ES supervisor must send an email to Jeani/Barb with the information confirming the move to a next available date.
10. ES supervisor must make the training mandatory for the ES staff.

The following dates and times are currently available for the training in 2013:

- June 18th from 2:00 p.m. to 5:00 p.m.
- September 17th from 2:00 p.m. to 5:00 p.m.
- December 10th from 2:00 p.m. to 5:00 p.m.

All trainings will take place in the Ramsey County MAXIS lab, 8th floor of the Ramsey County Government Center East, RCGCE, 160 East Kellogg Blvd, St. Paul, MN.

If anyone has any questions, please contact your agency planner.

EFFECTIVE: May 1st, 2013