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

**Monthly Overview of Committee Activities**

**Quarter**: 1 **Month**: February **Year**: 2021

**Attendance**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Title I** | **Title II** | **Title III** | **Title IV** | **TANF** | **DUI** | **CSBG** | **Other** |
|  | **S** | **L** | **S** | **L** |  |  | **S** | **L** |  |  |  |
| **Communications**  | X |  | X | X | X | X | X |  |  | X | X |
| **PD & TA** | X | X | X | X | X | X |  | X |  | X | X |
| **Data and Dashboard** | X | X | X |  | X | X | X |  |  |  | X |
| **Policy** |  |  |  |  |  |  |  |  |  |  |  |

**Activities Summary**

Three out of the four committees have met, including Communications, Data and Dashboard, and Professional Development and Technical Assistance. Communications has two documents to share with the WIOA Alignment Group, including the Proposed March Topic Outline and the Tracking Document for Newsletter Analytics. The Data and Dashboard Committee plans to share the first draft data report out for the Governor’s Workforce Development Board and their draft Global Work Plan items.

|  | **Meeting Dates** | **Work Plan Goals and Deliverables** | **Status** | **Learnings / Challenges** | **Opportunities for Collaboration** |
| --- | --- | --- | --- | --- | --- |
| **Communications** | 2.11.2021 | * The Committee is set to publish Issue #22 of the Benchmarks of Success newsletter (covering February ’21) on February 23. Issue #22 will feature 12 articles highlighting workforce system services and resources for New Americans. The Committee has developed a list of proposed topics for Issue #23 (publication date March 23, 2021) that are included in the Proposed Topic Outline submitted to the WIOA Alignment Group for review, input and approval. The focus of the March issue will be on the EARN Maryland program.
* Sixty-six individuals spanning a wide range of partner programs responded to the Financial Literacy survey.
 | The Committee is submitting the Proposed Topic Outline for the March newsletter to the WIOA Alignment Group for review, input, and approval.The Committee is also adding a new document that will be submitted to the WIOA Alignment Group on a monthly basis that will track newsletter analytics. | The Committee agreed that this first effort at running a survey question in the newsletter yielded some lessons learned for future reference. For example, the Committee agreed that surveys should even more overtly identify the target population, which in this case, was frontline service providers. The survey asked respondents to identify how their agency collected data on Financial Literacy training, but learned that not all respondents conduct this kind of training, or they may conduct this type of training embedded in another broader training. Alternative questions could have been: “What agency do you work for?”/“Does your agency provide financial literacy training?”/“If yes, does your agency offer individual workshops focused on the topic or is the training embedded in other services?” This model would have provided a fuller picture of where financial literacy training is available and how it is provided by various partners. Information on how partners collect data only offers a very small slice of the overall picture. | The Committee is partnering with the Data and Dashboard Committee on two activities: The Data and Dashboard Committee will be analyzing the Financial Literacy survey results. The Data and Dashboard Committee will also be identifying a list of common terms used by different partners and determining the varying definitions for those terms to build greater inter-agency knowledge regarding how different programs operate. |
| **Data and Dashboard** | 2.16.2021 | * Drafted 2021 Global Work Plan action items and deliverables.
* Completed the first draft data report out for the GWDB.
* Currently pulling together PY2019 Benchmarks data.
* Started review of financial literacy survey data.
* Brainstormed list of terms to define in the Benchmarks newsletter.
 | The committee presents the data report out for the GWDB and the draft Global Work Plan for WIOA Alignment review and approval. | The financial literacy survey revealed a need for refresher training on the MWE for frontline staff. | The Data and Dashboard Committee plans to invite PDTA Committee leadership to a future meeting (aiming for August) to learn more about what each other does and promote synergy. |
| **Policy** | N/A | * Brainstorming
 | Policy Committee leadership is planning priorities for the committee this year: (1) the digital divide and (2) policy changes with virtual programming.Potential identification of a Co-Chair  | N/A | The Policy Committee is interested in working with the Data and Dashboard Committee in the future to collect data on enrollment and retention versus performance. |
| **Professional Development and Technical Assistance** | 1.21.2021 | * Module 3 was created to explain the Governor’s Workforce Development Board, and they are awaiting approval of its contents.
* Module 1 has been approved with a distribution date of February 15, 2021 (tentatively).
* Trainings will be distributed bi-monthly (April, June, August, etc.).
 | Once a cluster of trainings are available, they will be presented to the WIOA Alignment Group for review and approval. | N/A | N/A |