



Effective Work4Kids Meetings

Guidance — 6/27/2024

Overview

The purpose of this document is to ensure regional Work4Kids meetings are generally following the same structure and format statewide. This consistency will make it easier to orient new W4K staff and for staff to move seamlessly from region to region should regions or assignments change.

Central Office Work4Kids staff from EAP and HireAbility will attend regional meetings on a quarterly basis to gain insight, provide information or clarification, answer questions, and to support teams in general.

Key Practices

Meeting Organization & Facilitation- The OCS Point of Contact (POC) will be responsible for managing the meeting invite and building and distributing the agenda.

Consistent Scheduling- Find a day and time each month that works for everyone and keep it consistent. We recommend POCs create a recurring Outlook / Teams meeting invite to reduce possible conflicts and maximize attendance.

Agenda Building- Reach out to team members for agenda items a week to ten days before the meeting and send the agenda out a day or two before the meeting.

Meeting Preparation- Create a list of cases. Review and update case information before the meeting.

Meeting Discussion / Topics

- Case list-Discuss each case/name on prepared list.
- W4K data base documentation.
- Compliance-Discuss next steps for referrals and participants with no contact.
- Pain Points- Allocate time to discuss specific cases or types of cases causing issues, review logistics and processes (Referrals, EAP scheduler, active/inactive field, etc.).
- Miscellaneous- Make space for “walk on” or unplanned agenda items.
- Education- Discuss program specific policies and processes when needed.

Collaborative Discussions- Ensure all team members have a role in the meeting and contribute to the discussion.

Ongoing Education- Regional meetings are an opportunity to actively invest in the bridge between the various stakeholders of the Work4Kids program. Open and honest conversations are critical in attaining mutual understanding and strengthening collaboration. These meetings provide an opportunity for team members to share insights about their organizations’ perspectives and processes, strengthening efforts to support W4K participants effectively.