



# Technical Support Team (TST) Meeting

February 9, 2021 (Virtual)

9:00-11:00a CST

## **Participants**

### **State Representatives:**

1. Arizona – Merriam Massey
2. Arkansas – Jamie Cunningham
3. Delaware – Maria Mendoza
4. Idaho – Robert Gomez
5. Illinois – Maria Dominguez
6. Indiana – Angelica Tackett, Josmary Pearson
7. Iowa – Alex Johnson, Marcos de Mateo, Colette Stotts
8. Kansas – Alejandro Cabero
9. Kentucky – Not present
10. Louisiana – Laurie Stewart
11. Maine – Sean Douglas
12. Michigan – Michelle Mattson, Bruce Lack
13. Minnesota – Cris Young, Claudia Mladek, Linda Fournier
14. Mississippi – Not present
15. Missouri – Ray Melecio, Matt Flaherty
16. Nebraska – Danielle Waite, Ita Mendoza
17. New Hampshire – Barbara Patch, Rachel Valladares
18. New Jersey – Billie Thomas
19. New Mexico – Bernardo Lopez
20. New York – Will Messier, Yenny Díaz, Emily Callaghan
21. Ohio – Marlana Gutiérrez, Gloria Altamirano
22. Oregon – Merced Flores
23. South Carolina – Emily Williams
24. Vermont – Sara Stowell, Kelly Dolan
25. Washington – Carlos González
26. Wisconsin – Tena Torgerson

### **Not Present:**

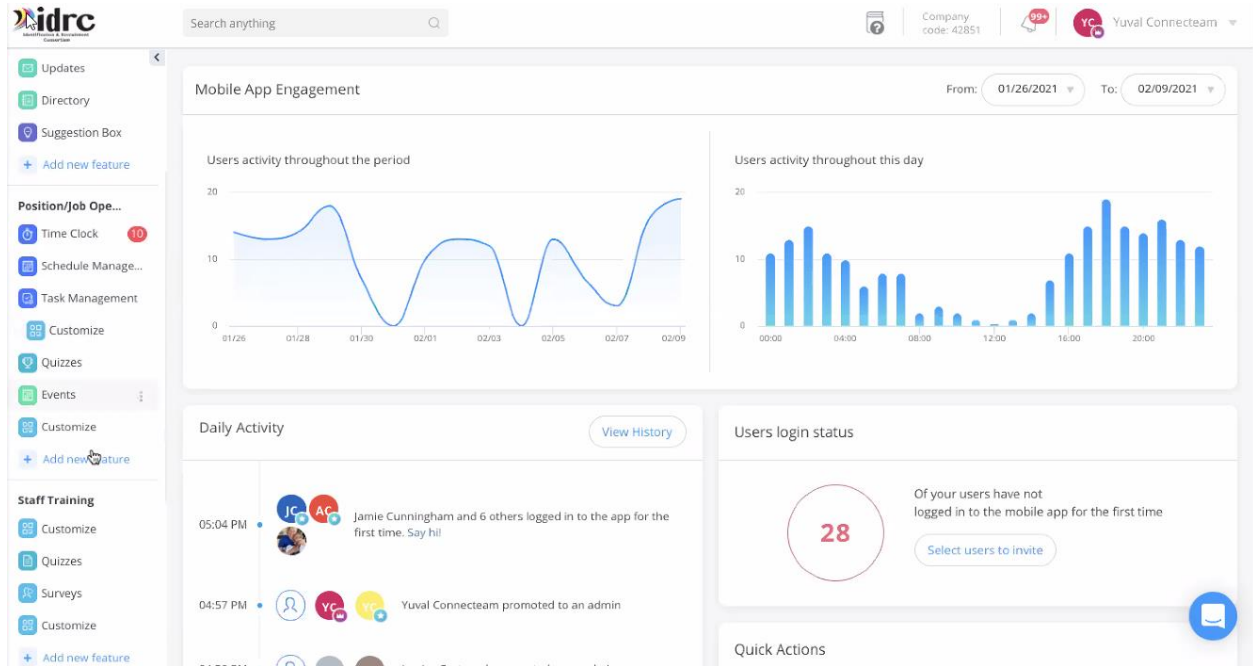
Christina Alvarez (ID)  
Eric Stancell (DE)  
Genoveva Winkler (ID)  
Jonathan Fernow (OR)  
Joram Rejouis (NJ)  
Laura Puente (KY)  
Maggie Villarroel (MS)  
Starsha Jamerson (MS)  
Yeni Vazquez (MO)

### **Consultants:**

Jessica Castañeda, IDRC Project Director  
Justyn Settles, IDRC Project Specialist  
Cari Semivan, Evaluator, META Associates  
Yuval Magid, Connecteam

## Connecteam Training (Yuval Magid)

Yuval provided an overview of the Connect dashboard including communication, access tab, setting up an ID&R Log, owner view, etc. Jessica and Yuval will work with everyone on what the App can do. Jessica also reported that they will create reports/workflow templates, so each state does not have to create them from scratch. Everything is customizable for each state. The SST needs to approve use of this App next week, and then more training, development, and pilot testing will be conducted.



## TST Workgroup Updates (Jessica and Justyn)

### Data Reconciliation Workgroup

#### Tasks to Accomplish:

- Finalize Residency Verification Document
- Present it to the SST
- Provide training on this document and the process through a webinar.
- Begin work on a CSPR timeline that includes reminders of important tasks and details that can be forgotten when compiling CSPR data.

#### Next Steps:

- Everyone reviews the residency verification document to see if we need to add anything or make any edits. This will be completed by February 16<sup>th</sup>. Request that all edits are obvious in the document so everyone can see comments for updates.
- Get approval from the SST on the Residency Verification Document and webinar.
- By March 1<sup>st</sup> everyone sends in any CSPR timeline documents so we can work on putting those together to make a CSPR timeline document.
- Jessica will put everyone's documents into one and create the training slides for the webinar training on Residency Verifications.

- Meet April 12<sup>th</sup> to discuss final preparations for the webinar training and who will share what. In addition, we will meet to start creating the timeline for the CSPR. Meeting will be at 1 CST for approximately 1.5 hours.
- Webinar will be held on the Residency Verification Process April 15<sup>th</sup> at 1 CST.

### **Recruiter Training Workgroup**

#### Tasks to Accomplish:

- Create Google Doc for sharing videos commonly shown to recruiters
- Continue working on monthly trainings/sharing states perspectives on monthly training topics
- Create First draft of Recruiting 101 Training Module
- Aim to have First draft of Recruiting 101 Training Module Completed by May 1st for piloting

#### Timeline of Next Steps:

- February 8 - TST Meeting
- March 24 - 3-4 Eastern, 2-3 Central time
- April 1 - Turn in First Draft of your Training Module Chapter
- April 1-7 - Workgroup review of Training Modules and period for comments
- April 15 - Turn in Updated/Completed Training Module Chapter
- April 15-30 - Justyn will put Training Modules into PowerPoint presentations
- May 1-June 1 - Period to Pilot materials

Recruiting 101 Module Goal: This training module will take both new and experienced recruiters through the important aspects of what it means to be a recruiter. The training module will highlight the rules for being eligible for the Migrant Education Program, test the recruiter's skills, prepare the recruiter for being out in the field, connect them to invaluable resources already available to them, and more.

#### Module Chapters:

1. What makes a Good Recruiter?
2. Resources Available to Recruiters
3. The Migratory Agricultural Worker
4. The Qualifying Move
5. Getting Familiar With the COE
6. Getting Out into the Field
7. After the Field

### **Coordinators Training Workgroup**

#### Tasks to Accomplish:

- Conduct 1<sup>st</sup> Coordinators Training/ Networking Meeting- February 25<sup>th</sup> 1 CST
- IDR Coordinator/ Recruiter Supervisor Networking/ Training Meeting- Topic: Recruiting Strategies and Efforts that are working in the Pandemic
- Continue to develop lessons learned, new ideas, and training tools, resources and modules, and a document library from ideas presented at these meetings as well as assigned topics already chosen.
- Topics assigned to workgroup members: motivating recruiters, quality control, non-traditional qualifying activities, hiring and training recruiters, duties of an IDR coordinator, documenting processes.

- Continue to develop base training slides and then review other members of the group members slides

Next Steps:

- Jessica put comments and suggestions by topic from survey into everyone's different areas
- Finish assigned presentation this week and turn in by the 12<sup>th</sup>
- Send in presentation slide for coordinator training call by February 22<sup>nd</sup>.
- Take notes during the recruiter networking presentation.
- Review partner presentation by March 12<sup>th</sup> and add comments
- March 29<sup>th</sup> meet together and review all training module presentations and plan for next steps.

**Recruiter Assessment Workgroup**

Tasks to Accomplish:

- Finalize new assessment questions and upload them in shared Google Doc
- Review new assessment questions by February 19<sup>th</sup>
- Update Recruiter Skills Assessment by February 28<sup>th</sup>
- Review current Mini quizzes
- Begin the task of creating new mini quizzes once per month.

New Mini Quizzes

- Temporary Work
- Seasonal Work
- Conducting an Eligibility Interview
- Completing the COE
- Common Spanish phrases all recruiters should know

Timeline of Next Steps:

- February 8 - TST Meeting
- February 8 - Reshare Google Drive and create shared document for new assessment questions to be posted
- February 12 - Assign a current Mini quiz to everyone for review
- February 12 - Post completed questions for Recruiter Assessment
- February 19 - Finish reviewing/commenting period for new questions
- February 28 - Complete Review of current Mini Quizzes
- March 10 - Virtual Check-in Meeting with Workgroup
- March 31 - Complete Temporary Work Mini Quiz - with Alejandro
- April 30 - Seasonal Work - Maria
- May 30 - Conducting the interview - Emily
- June 30 - Completing the COE - Justyn
- July 31 - Common Spanish Terms - Justyn

**Mapping Tool Workgroup**

Tasks to Accomplish:

- Present the pilot set up to the SST for feedback and suggestions and approval.
- Develop pilot forms with Cari
- Get access for all states to BatchGeo (expect to have one user per state)

- Provide all states with updated lists of farms that include hemp, agribusinesses, labor contractors, and newly created farm lists (Goal is by the end of February)
- Provide basic BatchGeo training- via video
- Our next meeting will be March 2<sup>nd</sup> at 10:00a CST- This will be to set out the steps of the pilot and any needed training.
- Begin Pilot

#### Pilot Process

- Create pilot tools and information we will be gathering. We want to track the following:
  - Number of new leads generated from the reports in the area.
  - Did they find eligible families or youth?
  - Results of visits- is there likelihood that eligible youth will be found from visiting the location in the future.
  - Should this location be added to your red, yellow, or green farm list?
  - Is this a new employer you should check back with in the future?
- Want each state to participate. Goal is to have many participate in a regional or state level, but all start 1 program and one non program area where they think this will have the greatest impact.
- Goal is to help states develop profile for keeping track of farm information during this process and use BatchGeo resources to have recruiters view the farms in the field.

#### Recruiter Tracking Tool Workgroup

##### Tasks to Accomplish/Next Steps:

- Set up accounts for all TST members
- Share templates of various service, reports, logs, etc.
- Get approval from SST on use of the app
- Begin roll out of training pieces needed
- Meeting will be March 8<sup>th</sup> to start developing training materials
- Develop pilot goals and structure

#### Additional IDRC Updates (Jessica)

1. New Virtual TRI Training list- reach us if you are interested in more virtual training. Also want to set up a location for recruiter self-study.
2. Monthly recruiter scenario newsletter will come out on the first of each month and the answers will be sent out on the 15<sup>th</sup> of each month. Submit Scenarios or IDR questions here: <https://www.surveymonkey.com/r/XTBNV2Q>
3. Request available for recruiting resources for FREE (PPE supply bags and English in Minutes books) if you submit a plan to do a NEW IDR initiative. It must be approved, and you must track the efforts. <https://www.surveymonkey.com/r/MaterialsReg>
4. H2A and H2B Lists will be posted to the website every month. These include job site, and employer location. They DO NOT include housing addresses, but they can be added by your recruiters easily. Training video will also be included. <https://www.idr-consortium.net>



**Upcoming IDRC Training:**

Date	Time	Title/Topic
February 16	2:00-3:00p EST	IDRC Monthly Webinar – Developing a Daily Recruiting Plan and SMART Goals
February 25	2:00-3:00p EST	IDR Coordinator/Recruiter Supervisor Networking/Training
March 9	3:00-4:00p EST	Virtual Regulations Crosswalk (Migrant Seasonal Head Start/MEP)
April 13	2:00-3:00p EST	IDRC Monthly Webinar – Recruiter Training 101
May 11	2:00-3:00p EST	IDRC Monthly Webinar – Safety Course for Recruiters

**Upcoming SST and TST Meetings:**

Date	Time	Meeting
February 18	11:00a-1:00p EST	IDRC SST Meeting
March 2	11:00-12:30p EST	Mapping Tool TST Workgroup Meeting
March 8	11:00-12:30p EST	Recruiter Tracking Tool TST Workgroup Meeting
March 10	1:00 to 2:30 EST	Assessment Workgroup Meeting
March 24 <sup>th</sup>	2:0-3:30 EST	Recruiter Training Meeting
March 29	11:00-12:30p EST	Coordinators Training TST Workgroup Meeting
April 12	2:00-3:30p EST	Data Reconciliation TST Workgroup Meeting