

Mass Workforce Issuance

100 DCS 13.101

☐ Policy ☒ Information

To: Chief Elected Officials
Workforce Development Chairs
Workforce Development Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: June 16, 2015

Subject: Trade Adjustment Assistance 2015 Quarterly Conference Call Meetings

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce development partners of the Trade Adjustment Assistance (TAA) quarterly conference call meetings schedule for 2015 for communicating best practices and program updates.

Background: The Trade Adjustment Assistance Unit will hold quarterly conference call meetings to communicate best practices and program updates to foster consistency with the processing and maintenance of TAA benefits and services. The calls provide Career Center Trade Counselors the opportunity to connect with the Trade Specialists within the Department of Career Services (DCS).

The conference call will cover specific topics and such things as:

- Updates on Trade processes and reports
- Best practices and review challenges
- Success stories and outreach efforts
- Time for Question and Answer

The agenda for each meeting will be distributed at least 2 days prior to meeting with conference call numbers and pass code. Any topics or questions to be addressed should be submitted to a member of the Trade Team at least 3 days prior to the meeting.

- Sherika Thompson at SThompson2@detma.org
- Maynor Acevedo at MAcevedo@detma.org
- Chris Quan at CQuan@detma.org

The quarterly conference call should be attended by Trade Representatives and Managers as appropriate.

DATE		Call-in number to be provided in Agenda
Friday, June 26th	10:30–12:00	2 nd Quarter Conference Call
Wednesday, September 30th	10:30–12:00	3 rd Quarter Conference Call
Monday, December 21st	10:30–12:00	4 th Quarter Conference Call

To register: go to www.eventbrite.com, search for **TAA Quarterly Conference Call**. Click on the event and complete the registration. You will receive a confirmation email. The deadline to register is 2 days prior to the meeting and a reminder will be sent a day before the meeting.

NOTE: If more than one person will be calling together, be sure to choose group registration and add the persons in the group.

Inquiries: Questions related to the conference calls should be directed to Sherika Thompson at Sthompson2@detma.org.