

# Mass Workforce Issuance

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**100 DCS 13.107**

☐ Policy ☒ Information

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**To:** Chief Elected Officials  
Workforce Board Chairs  
Workforce Board 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:** May 2, 2016

**Subject:** Trade Adjustment Assistance 2016 Quarterly Conference Call Schedule

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**Purpose:** To notify Local Workforce Boards, One-Stop Career Center Operators and other local workforce partners of the Trade Adjustment Assistance (TAA) quarterly technical assistance conference call schedule for 2016 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 Counselors the opportunity to connect with the Trade Specialists within the Department of Career Services (DCS).

The conference call will be 1 hour covering 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 to those that register at least 2 days prior to meeting with conference call number 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.

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

Date	Call-in Number (will be provided in Agenda)
Wednesday, May 11 <sup>th</sup>	10:30 – 11:30
Wednesday, July 13 <sup>th</sup>	10:30 – 11:30
Wednesday, October 12 <sup>th</sup>	10:30 – 11:30

To register for May 11<sup>th</sup> Conference Call, go to [www.eventbrite.com](http://www.eventbrite.com) search for **TAA Quarterly Conference Call 05/11/2016**. 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, please 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](mailto:Sthompson2@detma.org).