



Charleston One-Stop
1321 Plaza East
Charleston, WV 25301



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December 13, 2018
10:00 am – 12:22 pm

ONE-STOP OPERATOR MEETING NOTES

BridgeValley Conference Room ATC 136

The One-Stop Partners met at BridgeValley Advanced Technology Center Conference Room ATC 136, for the Quarterly meeting on December 18, 2018 starting at 10:09 am.

Amy Farley welcomed all to Quarterly One-Stop Meeting hosted by herself and Loyd Casto.

Each partner was given an opportunity to introduce themselves and the organization they represent. One goal is to know each other and the organizations

Tamera talked about the updates at the One –Stop new carpet is to go in. Loyd said need to go thru the guard and staff will come and escort them back.

Discussed a looping marque with list of partners. Nancy talked about new partners Literacy Volunteers of Kanawha County and Literacy of America.

Nancy sent around a sheet for all present partners to sign if no updates, if updates needed need to revise and sent back it. Loyd stated if anyone needs help call and he will help.

Nancy turned meeting over the Loyd and Amy to present the power point. Amy thanked Loyd on his hard work on the power point. Loyd said he went to partner's web sites and took pictures and info.

Going through the power point found many partners missing and ask for pictures and info to be sent in. A lot of addresses were corrected and updated.

Nancy told Amy and Loyd what a great job and ask to see the new Facebook page. Nancy ask for any upcoming events to include on the Facebook page.

Nancy discussed reaching out stating newspaper is not the way to go younger adults using Instagram, Snapchat. One suggestion was an ad put on our Facebook page, another idea was a U tube video.

Next topic was the universal referral form, asking for volunteers from our partners for help on forms. Discussed the customer satisfaction survey cards, passing them out thru our partners in the cubicles.

Amy and Loyd met with Criss McCauley and now giving survey forms out to staff who work with Wagner-Peyser/Employment to ask customers to fill out and put into survey box. Only four cards in box but were all good and favorable.

Topics for future meeting, one suggestion is privacy. Evie Williams with U.S. Department of Housing and Urban Development will be our speaker at our next quarterly meeting.

Having asked for final words and hearing none, the meeting adjourned at 11:01am

Attachments:

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