

Contracts Training Committee

Meeting Notes

July 26, 2007

Attendees: Bob Jaros, David Remson, Jed Franklin, Linda Shubow, John Utterback, Tara Larwick, Michelle Lee, Joi Simpson, Thirza Kennedy

The committee went over the table of contents for work book and refined the training content, made assignments to each of the lessons.

Drafts of actual training material must be available for the committee to review by August 23rd (next committee meeting). This includes quizzes, checkpoints, and definitions. Training materials should be near completion by September 27th.

Joi and Yvonne will put together the workbook including table of contents, introduction, and definitions. As you get your sections completed please send those documents for the workbook to Joi and Yvonne. In addition, you will note on the draft table of contents the amount of time for each section. This is only a suggestion. If you feel you need more or less time for your assigned section we will further refine and go over next month. The updated draft will be sent to you prior to the next meeting.

Schedule Contract Training Dates:

October 23,24,25

January 7,8,9,

March 4,5,6

June 2,3,4

Training is scheduled from 8:30-4:30 for the 1st two days of training and the third day is half day to end at noon. Class size will be limited to 20 participants. Bob will invite seasoned contract professionals to the October training to provide feed back for adjustments to future classes.

We will start advertising the training six weeks prior to the class (Workforce Development Center- David Remson).

Decisions to be made

- Master of ceremonies –the individual that will attend the entire training and help keep the training moving and on time. Group discussed rotating that responsibility. Joi volunteered but cannot do it for every training session.

- How will training materials be presented
 1. download
 2. notebooks

If we decide notebooks we may need to charge more for the training as this will increase the costs.

Next meeting: August 23, 10:30 a.m.-noon, SCO, 15A.

Agenda: Review draft materials, certification requirements