



State Steering Team (SST) Meeting

February 18, 2021 (Virtual)

10:00a-12:00p CST

Participants

State Representatives:

1. Arizona – Merriam Massey
2. Arkansas – Damaris Tomlison, Jonathan Warren
3. Delaware – Maria Mendoza
4. Idaho – Sarah Seamount, Genoveva Winkler
5. Illinois – Beth Robinson, Susana Das Neves, Maria Dominguez
6. Indiana – Emily Salinas, Adam Pitt, Mina Potamousis
7. Iowa – Geri McMahon, Alex Johnson
8. Kansas – Doug Boline, Alejandro Cabero, John Farrell
9. Kentucky – Christina Benassi
10. Louisiana – Melanie Mayeux, Laurie Stewart
11. Maine – Ian Yaffe
12. Michigan – Michelle Williams, Michelle Mattson, Bruce Lack
13. Minnesota – Cris Young
14. Mississippi – Starsha Jamerson, Maggie Villarroel
15. Missouri – Shawn Cockrum, Ray Melecio
16. Nebraska – Sue Henry
17. New Hampshire – Barbara Patch
18. New Jersey – Not Present
19. New Mexico – Laura Henry
20. New York – Will Messier
21. Ohio – Not Present
22. Oregon – Terra Hernandez, Merced Flores
23. South Carolina – Not Present
24. Vermont – Megan Kinlock, Kelly Dolan
25. Washington – Carlos Gonzalez
26. Wisconsin – Jonas Zuckerman, Julie Majerus, Karen Rice, Tena Torgerson

Consultants:

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

Meeting Objectives (Jessica)

Review all workgroup projects and updates (6 groups)

Discuss upcoming projects and pilot projects

Review evaluation requirements

TST Workgroup Updates (Jessica and Justyn)

Data Reconciliation Workgroup

- Worked on a Residency Verification Document
- Provide training on this document and the process at our conference on April 15th.
- Begin work on a CSPR timeline that includes reminders of important tasks and details that can be forgotten when compiling CSPR data. We hope to begin working on this in March.

Recruiter Training Workgroup

- The Recruiter training workgroup reviewed and confirmed the topics for monthly trainings from February through October.
- The Recruiter Training workgroup also confirmed which state will have an opportunity to share during each training. We want to highlight the great work member states are doing and give states the opportunity to share how they tackle each month's training topic.

| Recruiter TST Monthly Training | | |
|--------------------------------|--|---|
| Month | Topic | State Sharing |
| March | Migrant Head Start Meeting | N/A |
| April | TBA | N/A |
| May | Using data to assist recruiting | AR-Jamie Cunningham |
| June | Recruiter Training 101: What must a new recruiter know? | MO-Yeni Vasquez |
| July | Safety course for recruiters | NJ-Billie Thomas |
| August | Quality control requirements | IN-Angelica Tackett |
| September | How to work through difficult recruiting scenarios and recruiting PreK | AR-Jamie Cunningham |
| October | What to know about uncommon qualifying activities | ID-Christina Alvarez MO-Yeni Vasquez |
| November | Developing a yearly action plan and measuring recruiting performance | NE-Ita Mendoza NJ-Billie Thomas |
| December | Recruiting in the slow months | IN-Angelica Tackett MI-Michelle Matson |

Monthly Training Evaluations (November, December, January) To Date (N=232)

- 94% surveyed rated the relevancy of the trainings 4 or higher on a 5-point scale.
- 91% surveyed rated the applicability of the trainings a 4 or higher on a 5-point scale.
- 93% surveyed rated the training materials a 4 or higher on a 5-point.
- When asked to rate their knowledge before and after participating in training on a 5-point scale, attendees demonstrated a mean gain of 1.0 point of the content presented.

Training Module and Chapters

- The Recruiter Training workgroup highlighted the topic for their first training module: Recruiting 101
- The module will consist of 7 chapters that will teach new and experienced recruiters alike the essentials of being a recruiter and highlighting existing resources available to them
- The module will be designed so recruiters can use the materials to train themselves or supervisors can use the materials to train their staff.
- Each workgroup member will contribute to helping design a chapter of the module
- Module will be hosted on IDRC website

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

Tasks to Accomplish

- Created 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

Q: Does completion of this trainings offer a certificate of successful completion?

A: Currently, we will offer a document for tracking what has been completed with the new training module. However, we want to create a document to track the successful completion of more trainings.

Q: Justyn you will send us the link for this? Could this link be added to our google classroom and we get results?

Codes have to be created in Classmarker and we can get those out to you and give you the results after the test is taken. We can provide a link to the test once it is available.

Q: Maybe also create a study guide?

We are working on a study guide that will come out with the test.

Q: Do the mini quizzes require state codes as well?

No, they don't require any state codes as recruiters can take them on their own.

Q: Does the exam ensure all categories are covered in the questions it chooses?
Yes that is correct.

Link to the mini quizzes: <https://www.idr-consortium.net/MiniQuizzes.html>

Coordinators Training Workgroup

Tasks to Accomplish

- Workgroup is developing materials and training for coordinators related to motivating recruiters, quality control, non-traditional qualifying activities, hiring and training recruiters, duties of an IDR coordinator, documenting processes, and others that are identified through trainings and meetings conducted by this group.
- Conduct first Coordinators Training/Networking Meeting on February 25th at 1:00p CST on the topic of 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.
- Hope to have training materials, ideas and documents to share among the states, and time for coordinators to share across the country. Invite the think-tank to share what they have learned.

Recruiter Assessment Workgroup

Recruiter Competency Skills Assessment

- The new Recruiter Competency Skills Assessment is being finalized will be complete by February 28th. The Assessment will feature 12 categories of questions and will have around 180 questions in the question bank to pull from.
- The Assessment will have a "Score Review Guide" that will let recruiters review their tests to know what they need to work on based on their scores and point them to available resources to help them improve.

Mini Quizzes

- The Assessment Workgroup created a COVID-19 mini quiz in December to help recruiters learn more about COVID-19 safety.
- The Assessment Workgroup is currently reviewing the mini quizzes and assessing what new quizzes are needed.
- The Assessment Workgroup wants to produce one new mini quiz per month. New topics include temporary work, seasonal work, conducting an eligibility interview, completing the COE, and common agricultural phrases all recruiters should know.

Tasks to Accomplish:

- Finalize new assessment questions and upload them in shared Google Doc.
- Review new assessment questions by February 19th.
- Update Recruiter Skills Assessment by February 28th
- Review current mini quizzes
- Begin the task of creating new mini quizzes once per month.
- Jessica will share data with the group to help with this process.

Mapping Tool Workgroup

- Goal is to develop a mapping tool that helps identify locations and places for IDR. We will send you all what we found to confirm and add.
- Get access for all states to BatchGeo (1 or 2 people per state based on SST recommendations).
- Provide basic BatchGeo training- via video on IDRC website.
- There was a concern expressed about the account being associated with one person and if that person leaves. Jessica explained that it is easy to switch the accounts to another person. We will provide training to all people that have access.

Major differences between BatchGeo and Google Maps

| Google Maps | BatchGeo |
|--|--|
| Has layers-1,000 data points per layer up to 10 layers | You can copy a spreadsheet completely into their page and it will map all locations at once.- 25,000 data points |
| You can change your icons | Has some functionality to be able to view different parts of a map and look at only dairies, or only onion farms, or see farms by the number of workers. |
| You can make private maps but may be searchable. | You can make completely private maps that are not searchable on the internet and add passwords. |
| Free | 10 accounts for \$1,000/year |

View a quick video demo here:

<https://drive.google.com/file/d/1Smfogs9wBhrEFjZWESCu3j3fZO49gyP/view?usp=sharing>

Please send the name and email of the person in your state that you would like to have access to BatchGeo.

Lists of Locations:

- Provide all states with updated lists of farms that include HEMP, agribusinesses, labor contractors, and nearly created farm lists (Goal is by the end of February- many will go out this week)
- Lists come from HEMP directories, USDA agribusiness inspection sites, H2a/H2b site list, Manta-small business.
- We are trying to save your time on gathering this information. You can then take the lists and throw them into BatchGeo or Google Maps whatever preferred by your state.
- On the IDRC website, have the H2A and H2B maps. What we are doing monthly is pulling down from the Spotlight tool all the H2A and H2B data. We filter the H2B data to only include qualifying activities. Right next to it, have a BatchGeo map for every state.
- Jessica asked the group if the list has the housing site – responses in the chat indicate that the states would like to have the housing sites as well.
- Justyn asked if there was a specific date each month that states prefer that the list is updated, but several responded that having a consistent date each month works.

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 migratory families or youth?
 - Results of visits - Is there likelihood that eligible migratory youth will be found from visiting the location in the future?
 - Should this location be removed from the listings, visited several times a year, or visited each time you are in an area?
 - Is this a new employer you should check back with in the future?
 - Were H2A workers signed through the process?
- Want each state to participate. Goal is to have many participate in a regional or state level, but all start one program and one non program area where they think this will have the greatest impact.
- Jessica asked if states were willing to participate in the pilot test. Responses in the chat were yes.

- Jessica also asked about timelines – April to August 15?
- Do you want the reports in Google Drive, or do you want Jessica to email them, have them password protected? Many responses were for Google.
- 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.

Q: When your state has one license, can multiple people use it?

Only one person can make the maps as it is based on their email and log in but the maps can be shared with everyone through a link.

Q: Once maps are there, can other people share those?

A: Yes they can be shared with everyone that you would like.

Q: Could I give my account information to someone else to create maps if needed?

A: Someone else can be designated to be the account owner very easily.

Q: Can 1 Map be encrypted different ways? So Local Projects can have just access to their information and not to the other areas?

A: No this is not possible.

Q: Is this an ongoing list or a new list every month?

A: It will be ongoing! Every month we will be getting the new data and add to what was there.

Comment: Some states have labor camps listed through the Dept of Labor. Ours doesn't but Oregon does.

Q: Is there a way to coordinate through the consortium the contact of the biggest H2A consulting firms helping the biggest agribusinesses bringing international workers instead of contacting them individually? I contacted Mas labor and they told me "Yes, I received several emails from different states about this."

A: We have reached out to MasLabor multiple times but nothing has happened with this, but we can reach out again.

Recruiter Tracking Tool Workgroup

ConnectTeam

- 500 licenses/\$5,000
- TST Workgroup has used it since early January and we have had really positive results.
- Alex (IA): Helps to streamline recruitment, it has been user-friendly for the recruiters, a lot of data we can collect from it. Can make it as complicated or simple as you want.
- We hope to provide access to all staff in your states that need access to it.
- Each state can make their own reports.
- The tool allows states to automate current processes and track it in real time.
- Mobile dashboard for administrators - app for users (Android and Apple).

Q: Our state is a local control state. State provides paper logs to use for these purposes. How would the "middle" people utilize this.

A: Used this with a district in Las Cruces. You can set it up all different ways. Set up smart groups. Can set it up so one site sees it and no one else does. Can have 5 people have access,

or have the supervisor set it up how they would like. Can also set it up that the state director sees it or not.

Q: Is there a way to build in 2-system authentication?

A: Certain there is a way to do that.

Q: Sara - Can you use on iPads?

Q: Android as well?

A: Yes

Q: Liaison/recruiters are hired by school districts that get migrant funds. Would the migrant coordinator at the district be able to see this and interact with their own recruiter?

A: Yes they can create their own reports and tools.

Q: Any PII data?

A: Yes it is secure system with 2 step security authentication for each user. We just enabled it for all states.

Comment: We are interested in using this tool, but also want to make sure it will not make extra or unnecessary work for recruiters. From what we know, we think it will, so look forward to trying it out.

Comment: I'd love to replace the old paper logs, but with local approvals.

Comment: I participated on the ConnecTeam training and the team seems very accommodating and that they want to meet the group's needs. It has the potential to be a great resource.

Tasks to Accomplish/Next Steps:

- Get approval from SST on use of the app.
- Find out who should have access in each state (cell phone, name, and email).
- Share templates of various service, reports, logs, etc.
- Begin roll out of training pieces needed.
- Meeting will be March 8th to start developing training materials.
- Develop pilot goals and structure.

Upcoming Trainings (Jessica)

| Upcoming IDRC Training | | |
|------------------------|-------------------|---|
| Date | Time | Title/Topic |
| February 25 | 11:00a-12:30p EST | IDR Coordinator/Recruiter Supervisor Networking/Training |
| March 9 | 1:00-2:30p EST | Regulations Crosswalk (Migrant Seasonal Head Start/MEP) |
| April 13 | 2:00-3:00p EST | IDRC Monthly Webinar – Recruiter Training 101 |
| April 14-16 | 10:00-1:30p EST | IDRC Virtual Conference – Preparing for Summer Recruiting |
| May 11 | 2:00-3:00p EST | IDRC Monthly Webinar – Safety Course for Recruiters |

IDRC Virtual Conference, April 14-16: Preparing for Summer Recruiting

- 10:00-1:30 EST each day.
- 1 hour and 1.5-hour sessions.
- Two class time slots.
- 2-3 sessions each day for a total of 12-18 sessions.
- All sessions will be recorded.
- IMEC will be partnering with us.

The Conference will focus on sharing/training IDRC resources:

- Provide useable tools and resources for summer pandemic recruiting.
- Providing resources and tools that can be used to boost states recruitment efforts on a statewide, regional and local level.
- Showcasing IDRC resources that states may not be aware of or currently using.
- ConnectTeam Training- Developing reports and resources with the app.
- Electronic Survey tool- the art of getting a referral and then using the tool.
- BatchGeo and Organizing Farm and Ag Leads
- Working with Agribusiness and Farms

| Upcoming TST Meetings | | |
|-----------------------|------------------|---|
| Date | Time | 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 | 1:00-2:30p EST | Assessment TST Workgroup Meeting |
| March 24 | 3:00-4:30p EST | Recruiter Training TST Workgroup 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 |

Additional IDRC Updates (Jessica)

1. New Virtual TRI Training list- reach us if you are interested in more virtual training.
2. Monthly recruiter scenario newsletter will come out on the first of each month and the answers will be sent out on the 15th 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/MaterialsReq>
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>



Overview of the Year 1 IDRC Evaluation (Cari)

Cari provided an overview of the Year 1 evaluation. All data collection forms/checklists and the PowerPoint can be found on the IDRC website at the following link:

<https://www.idr-consortium.net/DataCollection.html>

Following are the Year 1 data collection forms, as well as information about who completes the form and due dates. Further detailed training on the field test data collection forms and processes will be provided after developed.



| Form | Year 1 Performance Measures | Person(s) Responsible | Person Completing | Due Date |
|------|-----------------------------|-----------------------|-------------------|----------|
|------|-----------------------------|-----------------------|-------------------|----------|

| | Addressed | | | |
|--|-----------|------|----------|---------------------------------|
| Form 1: IDRC Director Survey | 4a | St | St | 9/24/21 |
| Form 2: IDRC Training Evaluation (online or paper) | 2a | St/T | MEP | After Training or by 9/24/21 |
| Form 3: ID&R Staff Survey | 4a | St | ID&R/MEP | 9/24/21 |

St=State Directors/Coordinators, T=Trainers, ID&R=ID&R Staff; MEP=MEP Staff

Cari reminded the group that each month, META will download an Excel spreadsheet from Survey Monkey and distribute state-specific spreadsheets to the IDRC states that utilized the online Training Evaluation to evaluate state-based ID&R training.

Below are the key items from the State Director Checklist.

| | |
|---|--|
| 1 | <p>Facilitate professional development (PD) on ID&R to recruiters and MEP staff in your state. Document each ID&R PD on Form 1: IDRC Director Survey (Item #4), and evaluate each PD using Form 2: IDRC Training Evaluation (online or paper). Electronic training evaluation results will be shared with states monthly. Submit paper versions of Form 2 after each training and Form 1 by 9/24/21.</p> <p style="text-align: center;"> QR Code/Link to Form 2: Training Evaluation https://www.surveymonkey.com/r/IDRCStaffTrainingEval20-21 </p>  |
| 2 | <p>Collaborate with IDRC and other CIG states through resource sharing, mentoring, and sending/virtual sharing of recruiters to assist/provide technical assistance. Document your state's collaborations on Form 1 (Item #7) and submit by 9/24/21.</p> |
| 3 | <p>Optimize and build relationships with agribusiness and others employing migratory families in your state to facilitate ID&R. Describe/document your state's partnerships on Form 1 (Items #6 and #7) and submit by 9/24/21.</p> |
| 4 | <p>Utilize the updated IDRC Recruiter Assessment to assess recruiters/ID&R staff in your state and use the results to inform professional development on ID&R. Indicate the number of recruiters/ID&R staff in your state that took the Assessment/received professional development on ID&R on Form 1 (Item #2) and describe how your state utilized the results of the Assessment to inform PD on Form 1 (Item #3) and submit by 9/24/21.</p> |
| 5 | <p>If required by OME, submit your state's <u>signed cover sheet</u> (ED 524B) for the Year 1 Interim Performance Report to Cari by date TBD.</p> |
| 6 | <p>If applicable in Year 1, pilot test tools developed by IDRC.</p> |
| 7 | <p>Complete all items on Form 1: IRRC Director Survey and submit by 9/24/21.</p> |
| 8 | <p>At the end of the summer, distribute the QR code/link to Form 3: ID&R Staff Survey so ID&R staff can complete the online survey by 9/24/21.</p> <p style="text-align: center;"> QR Code/Link to Form 3: IDRC Staff Survey https://www.surveymonkey.com/r/2021IDRCStaffSurvey </p>  |
| 9 | <p>Submit your state's <u>signed cover sheet</u> (ED 524B) for the Year 1 Annual Performance Report to Cari by 12/3/21.</p> |

Q: For each of these, are there certain expectations around how many items we would be documenting?

A: No expectations

Q: If we have an ID&R training performed by ESCORT can we use these evaluations as well?

A: Yes

Follow-up for State Directors:

____ Send the name and email of the person(s) in your state that you would like to have access to BatchGeo.

____ Send the name, email, and cell phone number of the person(s) in your state that you would like to have access to ConnectTeam.

____ Let Jessica/Justyn know your virtual TRI training/technical assistance needs.

- ___ Provide training on ID&R in your state. Document training on Form 1 and evaluate training using Form 2 (online or paper).
- ___ Collaborate with IDRC and other CIG states through resource sharing, mentoring, sharing recruiters, and providing joint training. Document collaborations on Form 1.
- ___ Optimize relationships and build new relationships with agribusiness and others employing/serving migratory families to facilitate IDR. Document partnerships on Form 1.
- ___ Utilize the updated Recruiter Assessment (when updated) to assess recruiters/ID&R staff and inform professional development.
- ___ Submit your state's signed cover sheet (ED 524B) for the Year 1 Interim Performance Report (if required by OME) in spring 2021

Follow-up for the IDRC Staff:

- ___ Send participants/IDRC States the SST meeting summary and evaluation documents that were reviewed during the meeting.
- ___ Share results of SST meeting with TST meeting members