

# minutes



## Career Center Partners Council

Friday, January 25<sup>th</sup>, 2023 12:00pm EDT

### Join Zoom Meeting:

<https://us02web.zoom.us/j/87041181502?pwd=T2R4TlhQZDMrRHp3emtjYVNNcUtFUT09>

Meeting ID: 870 4118 1502 - Passcode: 952862

The meeting was not recorded.

Attendees: Kevin Harrington, John Hershey, Travis Green, Cecelia Salter-Cassaberry, Beth Nichols Pat Maurer, Christina Ash, Mandy Bianchi, Michael Reff, Victor Jean, Tiffany Guthrie, Emily Hart, Kim Gay, Bradley Janowski, Vicki Butler, Sloan James, Cris Logan, Louis Dilbert, Charity Rittman, BJ Vancamp, Cheval Breggins, Denishia Sword, Elaine Webb, Wayne Jennings, Summer Boggs, Saint Germain, Rob Aquis, Marcellas Durham, Louis Dilbert, Lamarr Kemp, Johnna Coleman

## Agenda Items

1. Welcome – Travis Green welcomed attendees to the meeting and asked Kevin Harrington to conduct the introductions.
2. Introductions – Kevin Harrington asked first-time attendees to raise their hands using the Zoom tools. Each person was asked to share their name and the organization they represented.
3. Presentation: CSCR BES Presentation- Khari Harrison covered the services offered by CareerSource Capital Regions Business and Employment Services team.
4. CSCR Updates – John Hershey – Updates included information about the Worlds of Work, Upcoming Events, Reach Act, and expansion into Jefferson County
5. Crosswalk Presentation- (Partner Referral Portal)- Kevin Harrington provided a presentation that discussed the features and benefits of Crosswalk. The system enhances, connects, and encourages Agency to Agency collaboration. The following instructions were provided as a part of the agenda.
- 6.

### Crosswalk Partner Referral Program Step-by-Step Instructions

- a. Step 1. Go to: <https://crosswalkrs.com/login/login.php>
- b. Step 2. Click on the link that states: Submit a request to add your agency to Crosswalk (This will generate a message for approval of your agency by the Regional Administrator – Kevin Harrington)
- c. Step 3. Please check your inbox and junk mail for an email from Do Not Reply from Crosswalk. This email will prompt you to create a password for your account. Once your password is created, you can set up your service descriptions, agency users and grant their permissions. Don't hesitate to contact me if you need me to resend your activation email.
- d. Step 4: If you have submitted your agency request and have not received the Do Not Reply email with your sign-in instructions, please contact me at: [kevin.harrington@careersourcecapitalregion.com](mailto:kevin.harrington@careersourcecapitalregion.com)
- e. Step 5. Once you have your login and password, go to the Agency Admin menu option on the left side of the page and go through each item on the list to add:
  - i. - Agency profile – all about your agency and the communities you serve
  - ii. - Agency users (staff who will generate and receive referrals)

- iii. - New services to create your service delivery profiles
- f. Step 6. To see if your agency has been appropriately activated, you can check the Participating Agencies list for your organization.

Please reach out if you are experiencing any difficulties with your registration or sign-up:  
Kevin Harrington 850-408-5740

7. Questions – Kevin Harrington

8. Next Meeting Dates:

- a. Friday, March 8th, 2024
- b. Friday, June 14th, 2024