

## Network to Work Meeting

Participant Agenda - January 2022 – Two hours

**Topic: Financial Literacy pt. 2 – Personal Budgets**

- **To join by Computer – direct link:**

**Meeting Link:** <https://zoom.us/j/91338317857?pwd=REcvK2xVNHBjQXNHbHp1M2duSU0Zz09>

**Meeting ID:** 913 3831 7857      **Passcode:** 902219

- **To join via the Zoom website:**

Go to [www.zoom.us](http://www.zoom.us); click on “Join a Meeting”; enter the Meeting ID and Passcode

**Meeting ID:** 913 3831 7857      **Passcode:** 902219

- **Telephone call-in number: 1-646-876-9923      Meeting ID: 913-3831-7857**

**Access code: 902219**

*(This Zoom number is the best choice if you need to access by telephone.)*

**Toll-Free telephone call-in number: 1-844-801-6666; Access code: 758393**

**USE ONLY IF YOU DO NOT HAVE AN UNLIMITED LONG DISTANCE CALLING PHONE PLAN.**

*(This isn't connected to Zoom so the sound quality is poor and it is very difficult to unmute to share thoughts and questions.)*

### Meeting schedule:

- |  |            |                          |           |
|--|------------|--------------------------|-----------|
| • Connecticut –                                  | Thursday,  | January 13 <sup>th</sup> | 1:00 p.m. |
| • New York – Capital, Central 2, NC 1 -          | Tuesday,   | January 25 <sup>th</sup> | 1:00 p.m. |
| • New York - South Central, Central 1, NC 2 & 3- | Thursday,  | January 20 <sup>th</sup> | 9:00 a.m. |
| • New York - Western and Rochester -             | Tuesday,   | January 11 <sup>th</sup> | 9:00 a.m. |
| • Maine –  | Wednesday, | January 19 <sup>th</sup> | 1:00 p.m. |
| • Pennsylvania –                                 | Wednesday, | January 19 <sup>th</sup> | 9:00 a.m. |
| • Vermont & NY North Country 4 –                 | Wednesday, | January 12 <sup>th</sup> | 1:00 p.m. |

## AGENDA TOPICS

**1. Welcome and Opening Remarks** **10 min.**

**2. Comments from A4TD Field Staff** **15 min.**  
Time for Participant sharing

NOTES: \_\_\_\_\_  
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**3. Housekeeping Items** **10 min.**

- **All A4TD Training Centers will be closed on Monday, January 17<sup>th</sup>** in observance of Martin Luther King Day. Your Host Agency may also be closed on this day. If it is, please make plans with your Case Management Participant Assistant and your Host Agency supervisor to make up your hours ***during the same pay period.***
- **This monthly Network to Work meeting is required as part of your training** unless an emergency situation arises or a participant is ill. These meetings help build your job search and professional skills, giving you the tools to conduct an effective job search. Notify your A4TD staff person before the meeting if you are unable to attend.
- **The A4TD Grievance procedure is as follows.** The goal is to resolve complaints at the lowest possible level. Please see your Participant Orientation Handbook for more information.
  - Discussion with supervisor (CMPA)
  - If unresolved at level one, written complaint to Program Management.
  - If unresolved at level two, written complaint to Executive Mgt.
  - Complaints to be filed within 10 days of incident or grievance decision.
  - Full details in Participant Handbook (available on A4TD website).
- **These activities are prohibited at your training site.** Please inform local staff if you feel your rights are being violated.
  - The unlawful use, distribution, possession, manufacture, or being under the influence of drugs or alcohol.
  - Harassment (verbal or physical conduct) on the basis of any protected characteristic that creates an intimidating, hostile or offensive work environment.
  - Lobbying or engaging in partisan or nonpartisan political activity.
- **The February meeting date is \_\_\_\_\_.**



## 7. Conclusion of the Meeting

- Share one key point you learned or are taking away from this meeting.

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**Timesheet Reminder:** When recording the Network to Work meeting information on your timesheet:

- In the “# of Hours at Host Agency” column, ***enter 2.5 hours less than your regular schedule;***
- In the “# of Hours at Offsite Training” column, ***enter 2.5 hours.***
- In the “Explanation of Offsite Training Activities” column, write “Network to Work meeting”.
- You can’t train more than 8 hours on any day, even a day with a Network to Work meeting.
- You can’t exceed your authorized training hours for the week.
- **Remember to print your name and host agency on the top line of the timesheet.**

**NOTE:** This month you can record 2.5 hours in the Offsite Training column for this meeting.