



Program Name: Cypress Hills Local Development Corporation

Follow up Work Plan				
Objectives	Activities Planned to Meet Objectives	Resources Needed	Staff/Partnership Member(s) Responsible	Completed by: (month & year)
Gain clarity on what qualifies as a placement and a certification.	Speak with her at site visit	Performance Measures	Lowell	6/2011
Review follow up budget – address staffing needs	Lowell will speak with Gary, Quinton and teachers	Youthbuild Budget	Lowell	6/2011
Have YB CHLDC attend ADC alumni events.	Lowell and Jessen will coordinate with Anthony.	Schedule	Lowell, Jessen, Gary?	Ongoing
Learn from placement strategies of other NYC YB programs	Plan a lunch and learn	Resources for lunch, location	Lowell, Jessen, Quinton, Gary	9/2011
Organize follow up team	Follow up kick off meeting on 6/24/2011 @1pm.	Phone calls to coordinate schedules	Lowell, Alisa, Quinton, Gary, Jessen & Keisha	6/24/2011
Follow up with 9 originally placed students	Make calls, get documentation – call MIS help desk re: back dating some info.	Student files	Jessen & Alisa	6/30/2011



Build relationships with employers that will hire our students... temp agencies.	Coordinate with Gary	Contact information for potential employers	Quinton, Gary, Lowell, Jessen	Ongoing, 6/24/2011 first check in
Plan for Jessen's maternity leave	Have Keisha and Lowell do online MIS training, assign a MIS login to Keisha. TA Coach coordinate training.	Update case management files, access to MIS.	Keisha, Alisa, Lowell, TA Coach	6/2011



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