

# Workforce Development Council

## Rapid Response Planning Meeting Outline

### Purpose of the Planning Meeting

The purpose of the Rapid Response Planning Meeting is to ensure that the Rapid Response team understands the needs of the business and any constraints on the delivery of services. After understanding the needs of the business, the team will propose appropriate solutions and tentatively schedule dates for any needed events.

Depending upon the needs of the employer, the planning meeting may occur in person, at the employer site or third-party location, or via phone or online meeting platform.

### Attendees

The following attendees should be present at the planning meeting:

- Employer HR Representative and/or Plant Manager or Union Representative.
- Statewide Rapid Response Coordinator
- Local area Rapid Response Team Leader
- Trade Assistance Act (TAA) Statewide Coordinator, if the Company has filed a TAA petition or has been certified for TAA.
- Local area Business Services Representative who is designated to take the lead in delivering services to the employer.
- Any relevant partners as needed

### Planning Meeting Agenda (1 hr)

The Agenda may be modified as needed for specific employer situations, but generally includes the following:

1. **INTRODUCTIONS.** Introduce the members of the team and their roles in delivering Rapid Response and other relevant services. Allow the employer to introduce him/herself and their role within the Company.
2. **CONFIRM SEPARATION DETAILS.** Explain that the more you know about the separation details the more effective you will be in assisting the employer in meeting the needs of his/her employees. These details will also help you to tailor the workshop or other presentations to meet the needs of the customer.
  - When will the layoffs take place?
  - Will they occur on one day or multiple days in phases? What are the layoff dates for each phase?
  - Will a WARN be filed with the State?
  - Are workers affected by foreign trade (This will help you assess whether the layoff has potential for Trade Assistance Act.)
  - What are the occupations impacted and how many in each category?
  - Is there one shift or multiple shifts? How many and timeframes.

- Will workers be receiving severance pay? If so, what is the average number of weeks of severance being paid? What is the severance based on (e.g., years of service, level of service)
  - Will workers be receiving pay for remaining Paid Time Off (PTO)?
  - Will employees be receiving wages in lieu of notice?
  - Will employees be receiving a retention bonus?
  - Did the employer contribute to a 401K or pension plan for the employees
  - When will employees be losing their health care coverage?
  - Are there any special language requirements or accommodations required for individuals with disabilities for events?
3. **AGREE ON THE TYPES OF SERVICES NEEDED.** The customer may require a variety of services. These may include workshops, hiring events, virtual job fairs for dislocated workers, Webinars, onsite registrations in HireNet Hawaii, onsite Unemployment Insurance Benefits filing for employees and TAA enrollments.
  4. **AGREE UPON WORKSHOP CONTENT AND SCHEDULE.** The LRRT Leader should prepare and share an agenda to guide the employer through the conversation and to show the type of information that is typically covered. The content may be modified to meet the specific needs of the employer and its employees. Multiple workshops may be scheduled on a single day or across multiple days to accommodate shift workers and increased access to services. At times, working outside of the normal operating hours may be necessary, so it is recommended that Rapid Response Coordinators review their local area policies for working outside the normal operating hours.
  5. **ANSWER QUESTIONS.** Answer the employer's questions. If you do not know the answer to a question, offer to follow up and get back to them with an answer ASAP.
  6. **AGREE ON TENTATIVE TIMEFRAMES FOR SERVICE DELIVERY.** Establishing a tentative timeframe for events can be challenging. Establish tentative dates and times. The LRRT Leader is responsible for coordinating resources and mandatory partners.
  7. **FOLLOW UP.** Following the Planning Meeting, the Statewide Rapid Response Coordinator (SRRC) should follow up with the employer to confirm details of the planning meeting, dates and time of the pending Rapid Response session, and to offer guidance for next steps.