

Name: One-Stop Operator Consortium Minutes

Date/Time: March 1, 2016

Location: Coastal Counties Workforce Inc. (Brunswick)

Facilitator: Heather Stott

- Members Present:
- Heather Stott, Senior Director, Goodwill Workforce Solutions
 - Dawn Mealey, Deputy Director, Maine Department of Labor
 - Betsy Hopkins, Director, MDOL BRS Division of Vocational Rehabilitation
 - Megan Dichter, Special Projects Director, Department of Education (Adult Ed)

- Others Present:
- Mike Bourret, CCWI Executive Director
 - Sarah O'Connell, Program Manager, CCWI

TOPIC	DISCUSSION
Proposed new OSO member attended and participated	<ul style="list-style-type: none">• Megan Dichter, Special Projects Director, MDOE – AE participated in meeting. Her official appointment as Adult Ed representative will be brought before the CCWIB at next meeting in eleven days. Once approved, will be brought before the Board of Directors. .
COG	Agenda items for future COG meeting <ul style="list-style-type: none">• The triage sheet, Leon to present,• Business Services expectations – compiled from BSR surveys – Heather• Business Services expectations of OSO Administrators – Dawn• Updates – COG members
Customer Flow	<ul style="list-style-type: none">• Discussion and agreement on a customer flow - Heather and Dawn will develop flow chart of Triage, Intake/application, Comprehensive Assessment, and Plan Development
Assessment Tools	<ul style="list-style-type: none">• There will be a webinar on the Employment Readiness Scale – Betsy will send OSO members the date and a link to the webinar• Megan will give an overview of the E-Casas at the May 3 OSO meeting
One-Stop Certification	<ul style="list-style-type: none">• Dawn will check with Garret and Ginny on where the SWIB is with the policy on One Stop Certification.• OSO members and CCWI will discuss Coastal Counties One Stop certification criteria and benchmarks• Dawn will distribute copies of the PRISM document from 2000.
Agenda Items for next OSO meeting	<ul style="list-style-type: none">• Review of customer Flow chart• E-CASAS overview – Megan• Discussion of Employment Readiness Scale• Identify One-Stop Certification criteria and benchmarks
Future Dates	<p style="text-align: center;"><u>OSO:</u> 5/3/2016 @ 2:00pm – Betsy</p> <p style="text-align: center;"><u>COG:</u> 4/5/2016 @ 1:00 – 3:00pm – Dawn 6/14/2016 @ 1:00 – 3:00pm - Heather</p>

Approved: 8/2/16