

# Quarterly One-Stop Partner Meeting

## Minutes

September 13, 2022

### *Integration Plan Priorities*

The following four items have been identified as initial priorities for improving integration:

- **One Stop Comprehensive Center** - Vision alignment and integration of required partner services at the One Stop Comprehensive Center to strengthen regional service delivery
- **Referral ('Warm Handshake') Process** - Improve referral process & align shared forms
- **Information Sharing** - Enhance collaboration between partners through improved information sharing & awareness of regional services
- **Cross-training**- Coordinate and collaborate on cross-training opportunities for partners and front-line staff

Agenda Item	Notes	Next Steps
<b>Welcome / Introductions / Review Agenda</b>	In attendance: Amy Geren (Catherine Cutler Institute), Joni Boissonneault (Portland Housing Authority), Marianne Doyle (Scarborough Adult Education Director), Brenda Drummund (Division of the Blind and Visually Impaired), Karen Fraser (Vocational Rehabilitation Services, MDOL), Joy Gould (DHHS), Kate Grant (York County Community College), George Shaler (Catherine Culter Institute), Elizabeth Grout (Pathstone), David Watts (Five-Town Adult Education) Liz Love (Portland Adult Education), David Wurm (Workforce Solutions), Julian Baer (DHHS), Libby Stone-Sterling (Vocational Rehabilitation Services, MDOL), Megan Dichter (Adult Education), Rob Klaiber (MDOL), Dawn Mealey (MDOL), Jillian Sample (CCWI), Antoinette Mancusi (CCWI).	
<b>MOU Update Status</b>	<ul style="list-style-type: none"><li>• The MOU was finalized on September 1<sup>st</sup> and shared with signatories (on the MOU and/or on the IFA appendix). All partners contributed updates to the MOU, and it is now reflective of current programming.</li><li>• While the beginning date of the MOU and IFA now align, the expiration date on the MOU is June 30, 2025, and the IFA, due to a typo, expires June 30<sup>th</sup>, 2026. We would like to resolve this in an email to partners with an edited MOU to include updating the IFA to expire in 2025. All in agreement.</li></ul>	<p><b>OSO:</b> Confirm correct point of contact for billing for Local Adult Education providers.</p> <p><b>OSO:</b> Make edit to MOU and share with partners.</p>

<p><b>Business Services Assessment Survey</b></p>	<ul style="list-style-type: none"> <li>• The one-stop delivery system is intended to serve both job seekers and businesses. Certain business services described in 29 USC § 3174(d)(1)(A)(ix) of the Workforce Innovation and Opportunity Act (WIOA) must be made available to local employers through the one-stop delivery system. In effort to ensure compliance under WIOA regulation 20 CFR § 678.435, which enumerates the requirements for businesses services, the One-Stop Operator surveyed partners which comprise the coastal counties one-stop delivery system to assess what services are delivered within the system and where there may be gaps in service. The survey includes 12 questions plus personal contact fields so that responses can be assigned to the appropriate agency.</li> <li>• As of the meeting date, eight of eighteen partner organizations have responded to the survey.</li> </ul>	<p><b>All OSPs:</b> Complete the Business Services Assessment (BSA) Survey by the end of next week.</p> <p><b>OSO:</b> Confirm best contact information for Pathstone and Adult Education.</p> <p><b>OSO:</b> Analyze BSA survey and prepare a presentation to share with partners at the next quarterly meeting.</p>
<p><b>Partner Cross-Training and Programmatic Template Discussion</b></p>	<ul style="list-style-type: none"> <li>• During the June meeting, information-sharing and cross-training were discussed as potential areas to focus on for integration prioritization.</li> <li>• Three partners had offered to share on their programming at this meeting but decided that this is an opportunity to build-out a more robust training for front-line staff new within this workforce development system. Partners can expect to hear more on this new initiative in the weeks ahead. Training will be recorded. <ul style="list-style-type: none"> <li>○ Partners interested in 30-minute sessions and record it. All partners that want to partake will present to OSO and host training videos on CCWI website.</li> </ul> </li> <li>• Programmatic template model</li> <li>• Workforce Solutions distributed a desk aid in July that is a great tool to get a quick snapshot on Workforce Solutions programming, including eligibility, priorities, services, and contact information for frontline staff. Partners are in agreement that a template would be helpful.</li> </ul>	<p><b>OSO:</b> Amy will pull together a template based on MOU information and send to partners.</p> <p><b>OSO:</b> Amy will follow up with partners on next steps to record individual program training.</p>
<p><b>Integration Plan Future Progress</b></p>	<ul style="list-style-type: none"> <li>• Integration of required partner services at the One Stop Comprehensive Center <ul style="list-style-type: none"> <li>○ How can partners integrate more at the One-Stop Comprehensive Center?</li> <li>○ MDOL is currently hosting Job Fairs out of MDOL Career Centers and community sites. High employer engagement, but lower turnout from job seekers. Rob advocated for series of events rather than one-time event.</li> <li>○ David Watts asked about access to virtual kiosks, access to television in info center.</li> </ul> </li> </ul>	<p><b>OSO and partners:</b> David Wurm, David Watts, Elizabeth Group, Rob Klaiber, Amy Geren and Libby Stone-Sterling, Joni Boissonneault to regroup</p>

	<ul style="list-style-type: none"> <li>○ Megan Dichter shared that two Maine Jobs and Recovery Plan (MJRP) Adult Navigators could spend time at the One-Stop Center.</li> <li>○ David Watts interested in holding events across region.</li> <li>○ David Wurm, David Watts, Elizabeth Group, Rob Klaiber, Amy Geren and Libby Stone-Sterling, Joni Boissonneault to regroup on planning event series for One-Stop</li> <li>● Improve referral process &amp; align shared forms <ul style="list-style-type: none"> <li>○ Amy has been speaking with partners about their referral processes and will have more to present at a later date.</li> </ul> </li> </ul>	<p>on planning event series for One-Stop</p>
<p><b>Adjourn: 2:44 PM</b></p>		

**Next Meeting:**  
**December 13, 2022**  
**1:30 – 3:00 PM**