

Quarterly One-Stop Partner Meeting

Minutes

June 14, 2022

1:30 – 3:00 PM

Agenda Item	Notes	Time
Welcome / Introductions / Review Agenda	In attendance: Amy Geren (Catherine Cutler Institute/CCWI), Antoinette Mancusi (CCWI), Jim Whitten(SMCC), Brenda Drummond (MDOL BRS), David Wurm (Workforce Solutions), Cait Grant (YCCC), Allie Novicki (SCSEP), David Watts (Adult Ed), Dawn Croteau (ASPIRE), Elizabeth Grout (Pathstone), Elizabeth Love (Adult Ed), Karen Frasier (MDOL BRS), George Shaler (Catherine Cutler Institute), James Moorhead (SCSEP), Joni Boissonneault (PHA), Julian Baer (TANF), Libby Stone-Sterling (MDOL BRS), Marianne Doyle (Adult Ed), Molly Ginn (Penobscot Job Corps), Nate Snow (Learning Works), Paulette Bonneau (Adult Ed), Robert Klaiber (MDOL), Staci Grasky (MCCS), Susan McKechnie (State of Maine), Tamar Bouchard (a4td)	1:30 – 1:40 PM
IFA Update	<ul style="list-style-type: none"> • Amy let everyone know that the IFA has been complete, and the final version has been signed. • Antoinette emphasized that completing the IFA has been a behemoth effort, and that a lot of other local workforce boards have not even begun the work for this effort yet. 	1:40 – 1:42 PM
MOU Update	<ul style="list-style-type: none"> • Amy explained that CCWI is in the process of updating the MOU to 1.) make updates to program delivery based on likely changes due to COVID, and 2.) align with the date of the IFA. She sent current program narrative to each provider for updates and asked that partners provide edits by June 24th. • Next steps will be to finalize the MOU, send to partners for review, and send out the final draft for signatures. 	1:42 – 1:45 PM
Integration Plan Priorities	<ul style="list-style-type: none"> • Amy moved to the topic of what integration priorities the group would like to focus on next, noting that the One-Stop Comprehensive Center integration is a WIOA requirement that is currently underway. • Amy noted that there is a lot of activity currently around information-sharing already, including: <ul style="list-style-type: none"> ○ State Workforce Board Workforce Coordination Committee ○ State Worker Employment Education Training (SWEET) Committee ○ CAREER DWG – Virtual AJC • David Watts added that regional workforce development meetings are great opportunities for information-sharing (Knox County Workforce Development meeting happens every month), and there are opportunities there to talk through issues. He wanted to know if there are other county meetings happening. • Antoinette said the Coastal Operator Group will start up again, and Amy confirmed there is a meeting later this week. 	1:45 – 2:35 PM

	<ul style="list-style-type: none">• Lincoln County has a group that meets.• Antoinette asked if anything is missing from the priorities or not consistent with what should be a priority.• Dave Wurm mentioned that working on the referral form may be polarizing. Antoinette said we all agree that referrals could be better. She suggested we focus on what might work.• Dave said he would have energy around cross training. He mentioned that Workforce Solutions is having turnover and see the need for training more frequently. Amy mentioned attending the Workforce Solutions training and getting a lot out of it. <i>Could this be an opportunity for others to join frontline staff training with other providers?</i>• Libby mentioned that they have training that others could sit in on, and they use some online training resources. New rehab counselor training is happening approximately 3X/year. Staff transitions make trainings occur more frequently for them as well.• James Moorehead brought up the topic of eligibility, and he emphasized that the process will need to make sure everyone understands eligibility criteria so that a person-centered assessment occurs.• Antoinette noted that we need to be careful regarding programmatic rules and she prefers that partners are referred before saying no – we would hate to lose the opportunity to train someone.• Robert Klaiber agrees that moving toward programmatic overviews work well, especially having video trainings; archivable and updateable would be important.• Julian Baer asked for clarity between cross-training and information-sharing. Antoinette clarified that cross-training provides new staff with information while information-sharing is constant, and opportunities are there among this group and others.• Dave Wurm said that the one tool that would be helpful would be thinking of some standards that everyone would have to know, and what are steps to receive that cross-training.• Tamar mentioned seeing a template used elsewhere. Every meeting, an organization could do a brief presentation and presentation materials could be shared with frontline staff as a way to disseminate information. CCWI has been similarly asked for contact sheets to share between organizations.• Molly noted that their young people are broadly dispersed, which can cause a delay in service.• David Wurm brought up ‘when and why’ referrals are made.• Elizabeth Grout noted that Pathstone is brand new, they are struggling to hire staff, and are challenged with turnover.• Julian asked about desired outcomes for a client’s interaction with frontline staff. Tamar mentioned A4TD’s philosophy of no wrong door. The outcome is that the participant feels respected. The group agreed that the outcome should be on successful service to the client.	
--	--	--

	<ul style="list-style-type: none"> • A curriculum to make front-line staff aware of the breadth of programming would be helpful. • Karen asked about where the repository will be for all the information. Dave Wurm suggests the State Workforce Board website; Antoinette mentioned that the CCWI website has an OSO section and that discrete pieces could be loaded. <i>Could the VAJC be an opportunity?</i> • Marianne Doyle asked about the One-Stop location on Lancaster Street. David said they track visitor numbers – generally a handful of people per day. When there are not as many partners there, less people likely visit. The value is based on the partners being there. Antoinette said that for now, she doesn't know how to get higher counts to justify more partner participation. Dave said partners need to make a determination about having staff there. He has staff there who are working with visitors. • Libby and Brenda, and Elizabeth Grout offered to share overviews of their programming at the next meeting. <i>CCWI staff determined at a later date that presentations would be better suited for a different meeting format.</i> 	
Next Steps	<ul style="list-style-type: none"> • Partners will return MOU edits to Amy by 6/24. • Amy will work with Tamar start a template to be shared with partners. • Amy will share template with partners to fill in pertinent programmatic details. 	2:35 – 2:37 PM
Adjourn		2:37 PM

Next Meeting: September 13, 2022

1:30 – 3:00 PM