

## Quarterly One-Stop Partner Meeting

### Meeting Notes

November 16, 2021

Desired Results: *By the end of the meeting, participants will*

1. Review the options for the new IFA
  2. Review the options for the cost allocation structure
  3. Provide recommendations and discuss next steps
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### **Welcome & Review of the Agenda (20 minutes)**

#### **Attending:**

Adrian Cohen, CCWI  
Antoinette Mancusi, CCWI  
David Klein, Maine DOL  
David Watts, Adult Ed  
David Wurm, Workforce Solutions  
Elizabeth Love, Portland Adult Ed  
Erica King, USM  
Jaimi Clifford, OCFS Dept. Health & Human Services  
Jillian Foley, USM  
Jillian Sample, CCWI  
Jim Whitten, Southern Maine Community College  
Joni Boissonneault, Portland Housing Authority  
Joy Gould, Maine DHHS  
Julian Baer, Office for Family Independence  
Karen Fraser, MDOL Bureau Rehabilitation Services  
Kim Moore, MDOL Bureau Employment Services  
Libby Stone-Sterling, MDOL BRS Division VR  
Melissa Harvey, Maine DOL  
Molly Ginn, Penobscot Job Corps  
Rick Bugbee, A4TD  
Robert Klaiber, Maine DOL  
Shelli Pride, Gorham & Westbrook Adult Ed  
Sheri Moulton, USM  
Staci Grasky, Maine Community College System  
Stephanie Haskins, Adult Ed  
Suzan McKechnie, MDOL Bureau Unemployment Compensation  
Tamar Bouchard, A4TD

### **CCWI & Partner Updates (15 minutes)**

- CCWI to share updates with the group
  - Antoinette Summary in check in –
  - Recently posted an RFP for WIOA Youth Service Provider – <https://www.coastalcounties.org/announcements/>

## One Stop Comprehensive Center IFA Options (40 min)

- Review outline of IFA options
  - Jillian shared options of IFAs – 2 options available how to participate, in proposal stages and open for discussion
    - 1. Staff physically present, including cost and benefits
      - Includes: In-person, full or part-time staff and/or shared staff person who is working directly out of the Center
      - All shared program costs – allocated and divided by office and shared space costs
    - 2. Not at center directly – directly linked
    - Open to an option #3 – feedback and ideas
- Examples of what's included:
  - Use of One-Stop Center and benefits related including:
    - Office space
    - Direct programs contact with program staff
    - Shared spaces, i.e.: media rooms, conference rooms, resource rooms (technology), admin support, reception, in-person client contact, virtual client referrals, option to display materials, etc.
  - Note: Costs in this agreement do not include staffing, only infrastructure
  - [Idea Boardz](#)
    - Small Group Discussion: *Likes, EBI's, What's Missing?*
    - *Recognition of hard conversations – how do we get to 'yes'*
    - *Not dedicated thoughts for the IFAs – funding not allocated – core partners are interested in bringing all partners into compliance, to support costs, etc. and across....*
- **Feedback from groups:**
  - Large vs. small organizations - recognize differences – need ideas and feedback to make work better
  - Other state models – some equitable, some not
  - Option 2 feels more reflective of virtual world time – less need for brick and mortar space – regulations/requirements that there is the availability of shared space – more IFA information would be helpful to move conversations forward – thinking creatively about space – Adult Ed doesn't need it, but recognize the value of use of the space for shared client meetings, informational sessions, class/assessment space – location is convenient for students in the area
  - Interest in having a physical presence occasionally with room for flexibility – representation, providing meaningful access to programs when physical presence isn't available – who provides this? Seem to be missing from the current plan
  - Vote: Options 1 & 2 – most like but want more information about compensation:
    - Group wants more information about the cost
  - Suggestion to combine both options in a way that meets all needs. Not everyone will have same physical or operational needs – suggested discussing more about having both – decide which way make the most sense for your organization – how are all 'silos' going to fit/work together – need to know how partners are going to work together in space

- Cost allocation – IFA budget from previous year
  - Office space costs and shared space costs are divided proportionally based on square footage and how it's being used, i.e.: rent, utilities, insurance, building maintenance, etc. and allocated on usage. Office space costs account for approximately 81%, shared space approximately 19% - Based on partner usage, costs will be divided.
    - Option 1 with staff physically at center – costs will be split based on FTE of organization
    - Office space costs will be combined with shared space cost based on average percent of clients referred – proportion of referrals, etc.
    - Virtual option would be a percentage of office space costs
- **Note:** If you have staff physically at the center, your cost will be shared between both office and shared space. If you don't have staff at the center, or using more virtual, your contribution will be a percentage of the shared space costs.

The following examples are based on current IFA budget

- Partner 1 example –
  - 2 staff at center getting 5% client referrals would pay 3.7% of office space costs plus 5% of shared space costs, amounting to approximately \$6000/annually or \$500/monthly
- Partner 2 example –
  - No staff at center with 5% client referrals would not pay office space costs only 5% of shared space costs, amounting to approximately \$1500/annually or \$129/monthly
- **Note:** WEOA requires calculations be based on an actual cost allocation
- Review potential cost allocation calculation options
  - *Questions for the Group:*
    - *What information do we need to collect as a group to make this possible?*
      - *Already using space – meeting and shared space can be used*
      - *As a statewide program, we need to consider how many referrals will go to this location*
      - *It may be beneficial for partners to view the space – what does shared vs. non-shared space look like? What do meeting/conference spaces look like – good to know in terms of planning usage*
      - *Center location? Center will stay at the Lancaster Street location for the foreseeable future, at least 2 years, discussions are being held about future location(s).*
- Next Steps:
  - Organizations start thinking about tracking client referrals
  - Jillian will share slides
  - Refine and edit options based on feedback and questions
  - Update language
  - Update and draft new IFA document for review
- **Next Quarterly Meeting: February 15, 2021 (virtual)**