

Coastal Operators Group (COG) Meeting

Agenda

January 25, 2023

3:00 – 4:00 PM

Join from PC, Mac, Linux, iOS or

Android: <https://maine.zoom.us/j/86912075806?pwd=Y2VSamowL2Jldnl1cG5nckRVYUExUT09>

Or Telephone:

US: +1 646 931 3860 or +1 301 715 8592 or +1 309 205 3325 or +1 312 626 6799 or +1 646 876 9923
or +1 386 347 5053 or +1 408 638 0968 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 6833 or +1
719 359 4580 or +1 253 215 8782 or +1 346 248 7799

Meeting ID: 869 1207 5806

Password: 753899

Mission Statement: The Coastal Operators Group (COG) is a committee of the four WIOA-required entities that are in a position to ensure that the initial triage of job-seekers and service provision to employers are consistently conducted by knowledgeable staff. The goal of the COG is to strengthen integration efforts and communication channels between regional WIOA partner staff by increasing opportunities to share best practices and relevant challenges, and to improve the systems in which we work.

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

- 1. Have reviewed cross-training materials and provided feedback;*
- 2. Hear updates and potential challenges from program partners;*
- 3. Have S.M.A.R.T goals with strategies to begin 2023.*

Agenda Item	Presenter	Time
Welcome and Review 12/21 Meeting Minutes	Amy Geren	3:00 – 3:05 PM
OSP One-Sheet Review	Amy Geren / All	3:05 – 3:10 PM
OSP Training Videos / Q&A Feedback	Amy Geren / All	3:10 – 3:25 PM
Updates from the group 1. Programmatic updates/initiatives that you want other partners to be aware of 2. Biggest challenge of the month	All	3:25 – 3:40 PM
COG Goals Breakdown – S.M.A.R.T / Strategies*	Amy / All	3:40 – 3:55 PM
Adjourn		~4:00 PM

*Goals with Draft Strategies

1. Offer CASAS (or other literacy testing) in collaboration w/ the One-Stop Center
 - a. Specifically, tracking the number of job-seekers tested at the OSC each year

Clarify:

- Determine CASAS certification requirements / which agencies can administer
- Assess what testing is already done on site

2. Streamline the referral system between the One-Stop Center and system partners
 - a. Specifically, enumerating referrals made, detailed by specific WIOA partner, annually

Clarify:

- Review current referral data collection and storage process
- Discuss online data entry options – Maine JobLink, Maine Stars, Virtual AJC (eventually)

3. Support cross-training between agencies for knowledgeable referrals
 - a. Specifically, create written and video training materials on each partner program; track partner usage via Google analytics

Clarify:

- One-sheets are nearly complete
- Discuss Q&A portion of videos with COG team

4. Coordinating business services
 - a. Specifically, review availability of business services by agency, and share via multiple outlets

Clarify:

- Brainstorm information-sharing resources, i.e., John Wagner's DOL E-Blast, Job Fairs, Conferences

Next Meeting: 2/22/23