

Coastal Operators Group (COG) Meeting

Minutes

June 16, 2022

9:00 – 10:00 AM

Agenda Item	Minutes	Time
Welcome / Introductions and Review of the Agenda	<p>Attendees: Antoinette Mancusi Amy Geren david.watts@fivetowns.net jeffrey.martinelli@workforcesolutionsme.org Jillian Sample Mark Guzzetta michael.robinson@workforcesolutionsme.org robert.klaiber@maine.gov sheila.muldoon@workforcesolutionsme.org susan.a.leclair@maine.gov</p> <p>Introduction to the history and evolution</p> <p>Antoinette explained that there have been more partners involved in the past, but it was intentional to begin smaller for now. The option to add more partners could evolve.</p>	9:00 – 9:15 AM
Discuss group work	<p>David Watts - likes the Core Partner viewpoint</p> <ul style="list-style-type: none">Information-sharing has a lot of opportunitiesIf this is to be a working group - should not be focused on information-sharingRegional operator groups tend to be 'boots on the ground' group - could this be a group that pushes out to the regional group (priorities from Core partners - Would it be possible to take those priorities as representative of the Core and be the information sharers at the regional meetings?). Not set the agenda but is the ears to the regional groups. Likes the idea of keeping the Core group smaller. <p>Rob Klaiber agrees with David.</p> <p>History:</p> <ul style="list-style-type: none">COVID has disrupted the work, and would like to hear what has been established with group, what has the culture been.	9:15 – 9:45 AM

- Community of influencers tool to communicate what is going on in the community. Great tool, but no culture around it yet. Use could get easier when there is an established culture.

Antoinette spoke to culture:

- MDOL was a major contributor to the COG in the past. Leon drove a lot of that effort but is no longer working at MDOL.
- Provided that the information sharing has the impact of either updating partners as to resources available or to request assistance, information sharing can be valuable.
- Coming to meetings with information on – “this is what I have to offer...” and “this is what need help with” can be valuable and has been the culture in the past.
- Technology was primitive compared to now; perhaps there are other ways for referrals to happen but, increasing referrals to each other programs is necessary and must improve
- Collaborative projects with employers, how to do better is also a continued theme

Referral process:

- Form didn't get used a lot. It felt clunky because there was so much on it. Front line staff doesn't always know half of what's on the form.
- Contact information is helpful. More about relationships, and it takes partners to build those relationships.
- Cheat sheet is fabulous.
- Covid has created new referral processes. Intake coordinators assess. May need to look at processes, what has changed. Sheila can share their process.
- Reiterated the complication of the referral form - it became an impediment rather than a tool. If we come up with something it has to be simple so that it is used.
- Funding streams want to see collaboration and co-enrollment.

Looking at local plan - what do Title I, III, IV partners need to understand about us.

Sheila said they do keep track of partner trainings; beginning referrals is a process in the works, and they have been doing this since COVID

Antoinette spoke to the systemic complexity and that systems don't align. Is there a way to align the system 'counting' so that partners are counting the same thing?

	<p>David emphasized the importance of focusing on data, creating their own Excel spreadsheets. Opportunity for Adult Ed to track through reports - may be able to get vendor who creates their system to create a report based on referrals, co-enrollments, etc.</p> <p>Desire to have agreement on the role of the group so that is of value to everyone - and do we open it up to others.</p> <p>Rob - Maybe this group puts together tools or methods and takes them to a larger group. (Preference to keep this group small to do groundwork)</p>	
Meeting frequency / Time	MDOL leadership emphasized the need for this group to meet. Suggested meeting again soon to work out what would create value from the meeting.	9:50 – 9:55 AM
Review Next Steps	For the next meeting, everyone writes down one or two bullets of what would make this group valuable, and the group will formulate a mission.	9:45 – 9:50 AM
Adjourn		9:55 AM

Next meeting: 6/30 @ 9:00 AM