

# Coastal Operators Group (COG) Meeting

## Minutes

**June 30, 2022**

**9:00 – 10:00 AM**

Subject	Comments	Action Items
Welcome / Introductions	<p>Amy Geren, Antoinette Mancusi, David Watts, Jeffrey Martinelli, Jillian Sample, Kim Desso, Mark Guzzetta, Mike Robinson, Robert Klaiber, Sheila Muldoon, Rene Smith</p> <p>*Four group members have been identified as drummers.</p>	
<p>1. Have agreed upon integration priorities to work toward as a group</p>	<p><b>Amy:</b> Shared an overview of the themes collected regarding the value of this meeting.</p> <p><b>Rob:</b> Regarding his reference to ‘Application support’ – When he started in his current role, it was a huge learning curve to grasp what the application was about, components (narrative, etc.); it is a great tool to guide the required narrative and supportive evidence. He recommends allowing ample lead-time when it is due again. He wondered about the standards list – do we have a say over what is on it? He sees the benefits if we work collectively on it.</p> <p><b>Jillian:</b> The application is part of the One-Stop Certification process – the WIOA process requires every three years. It relates to process and physical components (ADA, etc.) of the One-Stop center. Integration work will contribute to certification process, but the certification application is beyond the scope of this group.</p> <p><b>Sheila:</b> Would like to break down where this group can help. Suggest putting <b><i>How can we work on meeting requirements to have a direct impact/best benefit? on the agenda.</i></b></p> <p><b>Mike:</b> It would be good to understand everyone’s goals.</p> <p><b>Jillian:</b> At the time of the last application, it was more of a disjointed system; it will be naturally easier the next time based on work that comes out of this group.</p> <p><b>Rob:</b> Integration relates to referrals.</p> <p><b>David:</b> There is an opportunity to improve the thought process as we think about better integration and referrals. Clients can be counted in multiple grants; <b>if we can talk about the way we collect the data and make referrals we can build numbers among all partners.</b> He would love to know the way everyone is collecting numbers.</p> <p><b>Sheila:</b> Ryan can pull reports from Maine JobLink (which is integrated with the State MIS system).</p>	<p><b>Amy:</b> Set up time with each partner to review enrollment process.</p> <p><b>Amy:</b> Reach out to other workforce boards to request referral form examples.</p>

	<p><b>Rene:</b> Uses Maine JobLink</p> <p><b>David:</b> Adult Ed uses MaineStars – they have to pull data and report into multiple systems, including Maine JobLink; for grants, they use Excel to report. Different grants require reporting on what they are doing with other WIOA partners. <b>Knowing where to go to collect partnership data would be valuable.</b> Their team reports updates quarterly; update final numbers annually.</p> <p><b>Kim:</b> Vocational Rehab uses Aware.</p> <p>Not everyone in this group is responsible for reporting out on data.</p> <p><b>Sheila:</b> Data definition could help – enrollments, co-enrollments, etc.</p> <p><b>David:</b> Co-enrollment integration would assure we are not missing people, i.e., is everyone making referrals when there are barriers.</p> <p><b>Antoinette:</b> We have to <b>come up with something that helps tabulate co-enrollment.</b> WIOA outcomes metrics have similarity, so we can look there.</p> <p><b>Rob:</b> Are there information-sharing restrictions?</p> <p><b>Antoinette:</b> May be some nuances; can WIOA partners see other’s partners’ entries in WJL?</p> <p><b>Sheila:</b> There is limited access; there are pieces that are universal, i.e., can see enrollment, but not services.</p> <p><b>Antoinette:</b> Hasn’t seen an enrollment form in a while, but adding referrals should be an easy addition.</p> <p><b>Amy:</b> Can partners send enrollment forms to me?</p> <p><b>Sheila:</b> Those that use Maine JobLink use the online process. Is that something that Amy can view?</p> <p><b>Mike:</b> Can’t mock enroll – check with Dave Wurm about enrollment process in MJL.</p> <p><b>Jeff:</b> Can show Amy overview of enrollment.</p>	
<p>2. Have a plan for developing a group mission statement</p>	<p><b>Rob: Working together with new members to define and refine a mission statement is a good exercise.</b></p> <p><b>Jeff:</b> Agrees with Rob; <b>reformulating the mission statement can help in guiding the thought process in understanding what we are aiming to do.</b></p> <p><b>Mike:</b> Would like to take a look at Amy’s analysis of partner feedback to inform the mission of the group.</p>	<p><b>Amy:</b> Send themes to review.</p>
<p>3. Have an agreement on when future meetings will occur and with what frequency</p>	<p><b>Jeff:</b> If goal is understanding the enrollment process, it will take time for Amy to meet with partners; should meet more than two weeks from now.</p>	<p><b>Amy:</b> Send out a survey to assess availability for next meeting.</p> <p><b>All:</b> Reply to survey with availability.</p>