

Coastal Operators Group (COG) Meeting

Minutes

January 25, 2023

3:00 – 4:00 PM

Agenda Item	Notes	Next Steps
1. Welcome and Review 12/21 Meeting Minutes	No edits suggested	Send to Val for posting on CCWI website
2. OSP One-Sheet Review	Managers are looking through for final edits	Amy to send DOL snapshots to Rene
3. OSP Training Videos / Q&A Feedback	Q & A to capture in video recordings: <ul style="list-style-type: none"> • What can the job-seeker expect from the experience? • Let new staff and job-seekers know that they may have to collect a lot of information in the process of working with different service providers. • WIOA partners use terminology that might be hard to understand – keep it simple. 	Record intro video – Amy Schedule partner interviews and record - Amy
4. COG Goals Breakdown – S.M.A.R.T / Strategies*	1. Offer CASAS (or other literacy testing) in collaboration w/ the One-Stop Center <ul style="list-style-type: none"> a. Specifically, tracking the number of job-seekers tested at the OSC each year <ul style="list-style-type: none"> • CASAS certification requirements / which agencies can administer <ul style="list-style-type: none"> ○ Jeff thinks WFS can administer, but generally Adult Ed administers ○ Standards are tied to College and Career Readiness Standards (CCRS), the national standards for adult education which takes training to understand the educational aspects; one of the top focus areas for WIOA funds – low basic skills. How do we know if they have low basic skills without testing? ○ Should make arrangements with Adult Ed to do the testing – regularly (i.e., weekly) ○ There are many variables regarding availability for testing ○ Can't mandate a CASAS test ○ Workforce Solutions staff are “Guys on the side, not a Sage on the stage” - work with what the client wants to do, which might not be taking skills tests 	Amy to confirm test administration @ WFS w/ Dave Wurm

	<ul style="list-style-type: none"> • Assess what testing is already done on site – O’Net <p>2. Streamline the referral system between the One-Stop Center and system partners</p> <p>a. Specifically, enumerating referrals made, detailed by specific WIOA partner, annually</p> <ul style="list-style-type: none"> • Review current referral data collection and storage process <ul style="list-style-type: none"> ○ Kelley.Heath@maine.gov – Maine Stars ○ Sarah Overlook w/ WFS ○ Career Centers have tracker – WIOA category • Discuss online data entry options – Maine JobLink, Maine Stars, Virtual AJC (eventually) <ul style="list-style-type: none"> ○ WFS uses MJL; Adult Ed uses MJL and Maine Stars ○ Referrals don’t happen through MJL, system makes it difficult ○ Release of information allows to talk with anyone about their history and shared information ○ Rather than having a common form, partners should be able to share information with releases. What do people think about being able to share intake forms simply? Process to share notes? Could this be a case by case basis? ○ At least 50% of people that come through the door at Adult Ed will be referred to Workforce Solutions, so they get a student record release ○ BES used to have a common intake, but only 25% of form applied to other agency form detail ○ General support for share release for the portion of information that is redundant between agencies; Basic information is a good way to keep a conversation going, maintain trust with client - If we can go right into next steps, partners look like more of a system 	<p>Amy can request current referral data from Adult Ed, WFS, and MDOL</p> <p>Amy to find out more about the process / option to share more information with release.</p>
<p>2. Member share-out</p>	<p>Rob - Kittery (outlet plaza) job fair is on the same day as Portland next week (2/1/23)</p> <p>Susan - Rockland career center has March events happening, working with correctional facility and others</p> <p>Jeff – summer work experience, has high hopes, doing outreach at high schools in March, have partners; will share updates at next month’s meeting</p> <p>David – would like more information about summer work experience from WFS</p>	<p>Jeff to connect with David Watts re: summer work experience program</p>
<p>Adjourn</p>		<p>4:10 PM</p>

Next Meeting: 2/22/23