

## WIOA MOU Partner Negotiations

January 12, 2021 – Virtual (Microsoft Teams)

**Present:** Sally Ressue, Derek Holtzclaw, JoAnn Fratarcangelo, Shelly Madden, Stacey Carollo, Tina O'Herron, Kathy Muller, Lise Reynolds, Laura Rossman

**CSS Staff Present:** Dan Porter, Phyllis Balliett, Melissa Johnson

**Call to Order:** Meeting to order at 2:34pm

- **MOU Basics -**
  - Resources – Department of labor is keeping all on their website at: <https://labor.ny.gov/workforce/swib/swibresources.shtm> additionally, on the CSS Workforce website <https://csswfnny.com/postcategory.php?c=About> recordings of the meetings will be posted.
  - Dan has received confirmation that electronic signatures are acceptable in lieu of the wet signatures.
- In the **Template Packet** –
  - The template is the core verbiage that we are going to be submitting on the MOU.
  - State level agreed to verbiage by state legal teams.
  - CSS will fill in the blanks and submit the MOU.
  - A. Intent of the MOU (Template) – Language is already agreed upon by the state agencies legal team. No changes to the verbiage.
  - Section 4. Referral of System Customers (Template) – Dan drafted up the following wording to insert and asked the team their thoughts:  
*The WIOA Interagency Release of Information Form was developed and approved by the New York State Department of Labor, New York State Education Department's Adult Career and Continuing Education Services- Vocational Rehabilitation (ACCES-VR) and Adult Education offices, New York State Office of Children and Family Services/New York State Commission for the Blind, New York State Office for the Aging, New York State Office of Temporary and Disability Assistance. Its purpose is to provide one universal release form to be used by the New York State Workforce Innovation and Opportunity Act (WIOA) system to more easily refer participants from one WIOA partner program to another. This document will serve as the foundation for referral activities within the local workforce development system. All security protocols relating to Personally Identifiable Information (PII) and Personal, Private and Sensitive Information (PPSI) when sending information to another agency will be strictly adhered to.*
  - Section 5. Confidentiality (Template) – First three paragraphs are already agreed upon language by the state team. We will delete the “insert additional language” sentence and will leave wording as is with no additional changes.
  - Section 6. System Access (Template) – Dan drafted up the following wording to insert and asked the team their thoughts: *CSS LWDA System Partners envision a service delivery system that helps everyone find their unique employment opportunity in the world. This means our system continually celebrates the diverse community that*

*different individuals cultivate. The Partners commit ensuring a system that can be anyone's system.*

- Wording for sections four (4) and six (6) will be sent out to everyone for review and meeting was scheduled for Friday January 15, 2021 at 3:00 to further discuss.

***Next MOU meeting on January 15, 2021 at 3:00pm***