

WIOA MOU Partner Negotiations

January 15, 2021 – Virtual (Microsoft Teams)

Present: Jeff Lewis, Patricia Stovall-Lane, Sally Ressue, Jeff Moretti, JoAnn Fratarcangelo, Shelly Madden, Stacey Carollo, Tina O’Herron, Kathy Muller, John Frisch, Lise Reynolds, Laura Rossman

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

Call to Order: Meeting to order at 3:05pm

- **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 B. Parties to the MOU Table 1 – Fill in Points of Contact for each Partner Entity or Program Name.
 - Section C. System Design and Services - Service Provision Locations/Resources Table 2
 - Comprehensive Center Line 1 will be the Elmira Center.
 - Self-Service Resources Line 2 – Add JobZone
 - Self-Service Resources Line 3 – Add CareerZone
 - Line 4 Affiliate Center –
 - Add Montour Falls Career Center,
 - Bath Career Center,
 - Hornell Career Center,
 - Pro Action of Steuben & Yates,
 - Schuyler County Department of Social Services,
 - Steuben County Department of Social Services,
 - Section 2 - Common Identifier for Branding (Template page 3) – American Job Center network logo incorporation. Dan needs to confirm with Phyllis on Adult Ed, ACCES VR and Commission for the Blind.
 - Section 3 Table 3 - Applicable Career Services Coordination and Delivery – Definitions for Applicable Career Services listed in Table 3. ****If you have not completed Table 3, please complete, and send to Dan to fill in on table.*** CTE will be the same as last year. INAP – none, Dan will follow-up with Andrea Ogunwumi at EOP for CSBG. We do not have HUD E&T. Dan followed up with Lee Dillon who the state had listed for HUD, E&T services. They do not and does not have any idea why she was listed. We do not have the 2nd

Chance Program. Job Corps – John Frisch will get and send to Dan to update this table. No Youth Build in this area. TANF E&T we have 3 TANF areas. Will make Steuben match with Chemung and Schuyler counties.

- 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. Pathstone also has a 1-800 number they use for referrals. Will stick with the verbiage on referrals. Phyllis will make sure in the next round of the onsite management team meetings that we reach out to Patricia from Pathstone and make sure she is invited to the meetings so we can highlight their program.
- 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. We will let the states language prevail, not adding any of our own.
- 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. 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.* Group agreed to use this wording for first paragraph.
- Section D. Applicable Career Services System Operating Budget –
Line 1. Dan will get NOA’s for Adult/DW/Youth.
Line 2, 3 & 4 N/A.
Line 5. MSFW – Pathstone will get numbers for Dan no later than 01/19/2021 am.
Line 6. \$125,000.00,
Line 7. NYSDOL \$2,021,073.
Line 8 ACCES-VR – Dan will get numbers.
Line 9. OCFS/NYSCB – Dan will get numbers.
Line 10. SCSEP-SOFA – N/A.
Line 11. SCSEP – National Grantee \$323,070.
Line 12. CTE, postsecondary level – Will get numbers to Dan.
Line 13. CSBG E&T - \$170,226 (Pro Action) + EOP Dan will get.
Line 14. HUD E&T – N/A

Line 15. REO grantee (s) – N/A

Line 16. TANF E&T - \$142,984. (Schuyler) + \$444,131. (Steuben) + *Chemung*

Line 17. Other Partner Approved by the LWDB and CEO – N/A

Total – Total Annual Average Budget in our system in our area.

*These numbers we will come back to in a year and re-look and refresh.

- Section E. Infrastructure Budget of Career Center(s) – Tables. **Dan needs to get Hornell partner ones for the Hornell lease space. Dan has reached out to the college to get their various leases. Once Dan has that information, he will be able to fill in those.*
- Section F. General Provisions and Assurances for the MOU – need to add in number section with *twelve (12)* and fill in the Name of the LWDB with *CSS LWDA*.
- Section G. Signatures for the MOU
 1. LWDB – *Jack Wheeler Chairperson*
 2. CEO – *Chris Moss Chemung County Executive, add Carl Blowers - Chairman Schuyler County Legislature, Scott Van Etten – Chairman Steuben County Legislature*
 3. *Adult/DW/Youth – Daniel Porter Executive Director*
 4. *Job Corps. – N/A*
 5. *Youth Build – N/A*
 6. *INAP -N/A*
 7. *MSFW – Jeffrey Lewis Sr. VP*
 8. *NYSED Administered Programs (ACCES-VR, CTE, Adult Education – Phyllis Morris CEO*
 9. *NYS DOL Administered programs (WP, TAA, Vets, UI) – Stacey Carollo will follow up to see who signatory is.*
 10. *OCFS/NYSCB – Derek Holtzclaw*
 11. *NYSOFA-administered SCSEP – N/A*
 12. *Pro Action of Steuben & Yates – National Grantee Administered SCSEP Program – Laura Rossman Executive Director*
Add: EOP – Andrea Ogunwumi
 13. *Pro Action of Steuben & Yates - CSBG E&T – Laura Rossman Executive Director*
 14. *HUD E&T – N/A*
 15. *REO Program – N/A*
 16. *TAND E&T – Carl Blowers, Chairman Schuyler County Legislature*
Chris Moss, Chemung County CEO
*Kathryn Muller, Steuben County Commissioner, Department of Social Services. *Kathryn will verify who is signing for Steuben County.*
 17. *Additional partner approved by LWDB and CEO.*

*Dan will be working to finalize and re-type the document and looking to get tidbits of information. Dan will get it to each of the counties so they can have respective attorneys look over. We do not need signatures; we need every partners commitment that they will sign it once we send up the draft to Albany and the state agency legal team looks at what we have put together. If their answer is “yes” they will then notify Dan, then Dan will send out a document then everyone will electronically sign in the various locations that we need to electronically sign. So, Dan needs to have the draft, not the full signatures, just the agreement so if the state agencies concur that we will get signatures. This needs to be sent

up by February 20 something (Dan did not have his calendar with actual date). We need to get signature commitments. Need by February 20ish. If there are issues, we may need to comeback.

Next MOU meeting - TBD