

WIOA MOU Partner Negotiations

December 14, 2020 – Virtual (Microsoft Teams)

Present: Christopher Fernando, Sally Ressue, Jeffrey Moretti, Beth Stranges, Jeffrey Lewis, Vicki Mockler, Patricia Stovell-Lane, JoAnn Fratacangelo, Kathryn Muller, Nestor Leon, Lise Reynolds, Shelly Madden, Chris Kuhn, John Frisch, Stacey Carollo

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

Call to Order: Meeting to order at 2:38pm

- **MOU Basics -**

- Today is the kick-off conversation to MOU for the Chemung Schuyler and Steuben Workforce area. This is a required process by congress under the WIOA Workforce Innovation Opportunity Act.
- Everyone on call has been identified as members of one of the required mandated WIOA partnerships operating or having coverage in Chemung, Schuyler or Steuben workforce area.
- Introductions of everyone in meeting.
- 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> Minutes as well at the actual recording of the meeting will be posted.
- State agencies came together and issued The Workforce Development System Technical Advisory #20-b document. This advisory is the rules of the road for how we are going to progress through this process.
- Process to be wrapped up February 20, 2021.
- Changes from 2017 to 2020. In 2017 there was 2 different documents and processes. There was the Service Delivery and the Infrastructure Financing. The state has now merged documents into one template so we will only need to get signatures once.
- In the **Guidance Packet –**
 - Purpose (Guidance page 1)– This is a requirement under the legislation.
 - 1. Comprehensive Career Center (Guidance page 2)– We have one that is the Elmira Career Center, this is also our largest facility as well.
 - Affiliate Career Center (Guidance page 3) – We have 3 centers, Bath, Hornell, and Montour Falls.
 - Specialized Career Centers & Eligible Partner Program Sites (Guidance page 3)– We do not currently have any in our area that are linked directly.
- 2. Common Identifier for Branding (Guidance page 3)– American Job Center
- 4. Referral of System Customers (Guidance page 4) – Area where we can engage in some strategic thinking. This is an area where we will have a much more in-depth conversation.

- 5. Confidentiality (Guidance page 4) - This is an area where we all need to understand our obligations and make sure we have processes to protect PII and other confidential information.
- 6. System Access (Guidance page 4) – Descriptions of how our partner programs and how our systems across Chemung, Schulyer and Steuben areas will serve the needs of all workers, specifically youth and individuals with barriers to employment, including those with disabilities.
- D. Applicable Career Services System Operating Budget (Guidance page 5) – *Table for next meeting (December 29th, 2020).*
- E. Infrastructure Budget of Career Center(s) (Guidance page 5) – *Table for next meeting (December 29th, 2020).*
- Attachments – as far as putting together the whole packet and submitting will be the workforce boards job.
- 1. Third-Party In-Kind Contributions (Guidance page 6) – There is a way partners to do third- party in-kind contributions. *We can talk about this when we get to the budgets. Table for next meeting (December 29th, 2020)*
- F. General Provisions and Assurances for the MOU (Guidance page 7) – This is a three (3) year MOU. Actual start date is July 1, 2020 through June 30, 2023.
- Signatures for the MOU (Guidance page 7) – In addition to only having one round of NYS permits the use of electronic signatures. When everyone has agreed on the content of the MOU’s CSS will send out electronic signatures so that all the signatories can electronically sign them. Once all the signatures are returned, we will compile the complete packet and submit to the state.
- Submission (Guidance page 8) – Actual process needs to be wrapped up by February 20, 2021. Realistically need to have bulk of the MOU done mid to late January 2021. Will need to get to committees to get to the legislatures in our area. Dan will nail down timeline and make sure everyone understands.
- Table 3: Applicable Career Services (Guidance page 10) – This is a template with sample things filled in on it. Find your respective column on table refer within the template the definitions for the various service components then put a little check mark into as to if it applies to your program or not. Look at what services your funds require you and/or you offer to the WIOA customers.
- 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.
- A. Intent of the MOU (Template page 1) – Language is already agreed upon by the state agencies legal team. No changes to the verbiage.
- B. Parties to the MOU (Template page 1) – We will be reconfirming the points of contact and who the people are.
- C. System Design and Services (Template page 2)
 - Service Provision Locations/Resources – Bulk of these locations will be our four (4) centers.

- As a partner you will have to decide if you have locations that you need to have listed in this chart as well. *There is guidance that talks about definitions and parameters, please read through it, and make that determination.* If you do determine you have a location Dan will be looking for the Type of Location, Location or Self-Services Resource Name and Location Contact for that respective location.
- 2. Common Identifier for Branding (Template page 3) – American Job Center network logo incorporation.
- 3. Applicable Career Services Coordination and Delivery (Template page 3) – A lot of this is definitions but this is also where filling in the Table 3. Read the definitions and fill in the table whether or not you have a service there. If you need to see the legislation it is referenced in the template as well. Including *Follow-Up Services* as well (Template page 6). Read those and fill in Table 3: Applicable Career Services (Template page 7).
- 4. Referral of System Customers (Template page 8) – We have created a referral policy in the CSS Workforce area. We will send that out to everyone so you can see what our current policy is. As a partnership we can always expand upon, refine what those referrals and how they function. We can build off current policy.
- 5. Confidentiality (Template page 8) – First three paragraphs are already agreed upon language by the state team. If we wish to add additional language we can add. We are not obligated to put additional language in there but if we feel it benefits our partnership then we can add.
- 6. System Access (Template page 8) – First paragraph, we need to put a plan together to serve the needs of all workers, youth individuals with barriers etc. Dan will share some of what we have from our last MOU as a basis of what we have said in the past then we can build from there and consider modifying and improving what we have.
- D. Applicable Career Services System Operating Budget (Template page 9) - *Table for next meeting (December 29th, 2020)*. Input annual average budget to support the system. Dan will follow-up on this information.
- E. Infrastructure Budget of Career Center(s) (Template page 9) -*Table for next meeting (December 29th, 2020)*. Will need to do a budget for the infrastructure cost associated with each career center in table 2 attachment A. Negotiated share percentages as well as a brief narrative describing how these shared percentages were calculated. This will be based on the partners that are co-located at the respective career centers. If you are not co-located paying rent, then you will have very little if any input into section E. Infrastructure Budget of Career Center(s).
- General Provisions and Assurances for the MOU (Template page 10) – MOU starts effective July 1, 2020 to be compliant at the federal level.
- G. Signatures for the MOU (Template page 10) – Each signatory will have their own signature page to electronically sign and CSS Workforce will compile from there. No wet signatures anymore!
- PY20 MOU Attachments A&B with In-King Examples document - Attachment A Annual Career Center Infrastructure Budget – Each of our four (4) career centers will put together its own budget. It will list partners, rental, and all of the different pieces then that will come up with a percentage share that will be tailed down. We are only

counting the budgets under the legislation (Rental of Facilities, Utilities and Maintenance, Equipment and Technology). We can also include non-partner contributions on behalf of Partner X. We should have very little of this to put into our calculations.

- MOU Signatories and Negotiators document – The Department of Labor and state team have put together a starting point of who the signatories are as well as the local negotiators. This document has been posted as part of the resources.

Homework for next meeting 12/29/2020 2:30pm

1. Table 3: Applicable Career Services (Template page 7) – Print this table and begin checking boxes. Find your respective column on table refer within the template the definitions for the various service components then put a little check mark into as to if it applies to your program or not.
2. Melissa will email current Referral of Systems Customers process to everyone.
3. Confidentiality (Template page 8) – Read first three (3) paragraphs then we need to make a determination. Do we need additional verbiage or are we comfortable with what is there and adopt just the first three (3) paragraphs of what the state has agreed to?
4. System Access (Template page 8) – Read, if everyone could come to the table with three (3) or four (4) bullet points or key pieces of understanding the system, partnership to put together a basic plan.
5. Budget – Dan will begin to learn more of the budget stuff for the next meeting.

**Mark your calendars for the next scheduled meetings:
*December 29, 2020 at 2:30pm & January 12, 2021 at 2:30pm***