

WIOA MOU Partner Negotiations

December 29, 2020 – Virtual (Microsoft Teams)

Present: Sally Ressue, Beth Stranges, Jeffrey Lewis, Vicki Mockler, Steve Ryan, Patricia Stovell-Lane, JoAnn Fratarcangelo, Lise Reynolds, Shelly Madden, Stacey Carollo, Jack Lance, Tina O'Herron

CSS Staff Present: Dan Porter, Phyllis Balliett

Call to Order: Meeting to order at 2:30pm

- **MOU Basics -**
 - Will probably need to add one more meeting to queue
 - 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://csswfny.com/postcategory.php?c=About> Minutes as well at the actual recording of the meeting will be posted.
 - The focus of the MOU is to make sure we hit the compliance points.
- 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.
 - B. Parties to the MOU (Template) – We will be reconfirming by title the points of contact and who the people are signatory/negotiator. Everybody please reconfirm with your chain of command to make sure you know who the signatory/negotiator is going to be so we have accurate information to input.
 - C. System Design and Services (Template)
 - Service Provision Locations/Resources Table 2
 - Line 1 will be the Elmira Center, will be adding rows for Montour Falls, Bath and Hornell Centers.
 - Line 2,3 Self-Service Resources & 4 Eligible Partner Program Site –
HOMEWORK #1: If you want or need to have your sites identified, Dan will need all of the information specific to your funding stream to add. Confirm where WIOA funds will be spent. Please get this to Dan as soon possible.
 - 2. Common Identifier for Branding (Template page 3) – American Job Center network logo incorporation.
 - 3. Applicable Career Services Coordination and Delivery (Template) – 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). **HOMEWORK #2:** Everyone Complete Table 3: Applicable Career Services – Basic Career Services & Individualized and Follow-up Career Services and send to Dan. If you need copies, you

can go to the MOU Template and delete all pages except for this particular page to fill in. **Dan to pull past MOU Table 3 that everyone submitted and send out to everyone.** When everyone has confirmed on their end sent back to Dan ASAP, we will re-compile for a recent version.

- 4. Referral of System Customers (Template) – We a basic referral process. Referral information was sent out to everyone. We have to put something in the MOU. Keep broad description of referral system then refer to ground policy. Reference - Will use the established referral process policies for the CSS Workforce NY career centers and utilizing the Interagency Release of Information Form. **Dan will draft up and send out to the group a new statement which says we are going to use the established local policies, infrastructure and utilizing the Interagency Release of Information Form as a primary tool to send referrals and make sure that we have the appropriate protections in place for that information.**
- 5. Confidentiality (Template) – 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. We will delete the Insert Additional Language if necessary, sentence and will leave wording as is with no additional changes.
- 6. System Access (Template) – Virtual accessibility could be expanded on.
- 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.** Need to look at the virtual, inclusivity.
- D. Applicable Career Services System Operating Budget (Template) - Table 4: We need average annual operating budget to support the system. Need Annualized operating budget, not broken down. Representing all WIOA for relevant funding stream expenditures.
- E. Infrastructure Budget of Career Center(s) (Template) - 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. **Dan will check with CCC for gross annual leases for the Elmira Center.** Narrative: Describe how the partners determined acceptable share percentages. Allocation methodology is based on square footage for onsite partners. Dan will take wording from past MOU and input in there as this has not changed.
- General Provisions and Assurances for the MOU (Template) – MOU starts effective July 1, 2020 to be compliant at the federal level. The infrastructure budget will be reviewed, reconciled, and updated periodically every {#} months. Dan recommends annual but will confirm number we can use. Then we need to input the name of the LWDB.
- G. Signatures for the MOU (Template) – Each signatory will have their own signature page. Correction... Last meeting Dan thought we could have electronic signatures but looks like we need to have original wet signatures. CSS Workforce will

compile from there. ***Everyone will need to figure out how many signed originals you will need. Whoever the signatory is will need to sign how many ever originals needed.***

- ***Homework:***
 - #1:*** In the **Template Packet** - C. System Design and Services - Service Provision Locations/Resources Table 2
 - If you want or need to have your sites identified, Dan will need all of the information specific to your funding stream to add. Confirm where WIOA funds will be spent. Please get this to Dan as soon possible.
 - #2:*** In the **Template Packet** - Applicable Career Services Coordination and Delivery - Everyone complete Table 3: Applicable Career Services – Basic Career Services & Individualized and Follow-up Career Services and send to Dan. If you need copies, you can go to the MOU Template and delete all pages except for this particular page to fill-in. ***Dan to pull past MOU Table 3 that everyone submitted and send out to everyone.*** When everyone has confirmed on their end sent back to Dan ASAP, we will re-compile for a recent version. Return to Dan by January 10th and Dan will have a combined table for the meeting on January 12th.
- ***Referral verbiage – Dan will get that out the group, so we have it for review on January 12th.***
- ***Services for other populations – reserve most of meeting on the 12th for this conversation.***

Next MOU meeting on January 12, 2021 at 2:30pm