

DLLR AJC MOU/RSA Committee
May 27 conferences call MINUTES

On the call: Chair Barbara Martin, Penny Brown, Alan Crawley, Lloyd Day, Bruce England, Willis Gunther, Angie Huffman, Craig Lewis, Erin Roth, Dorothee Schlotterbeck, Terenda Thomas, Bill Walker

Other members: Shemel Bowden, Julie Givens, Laurie Holden, Sara Muempfer, Wesley Wilson

Opening comments:

Before discussing the draft documents, Barbara clarified for the group that there are two concurrent MOU efforts right now. First, outside the scope of this group, MOU amendments are being developed to assure that agreements under WIA will be realigned to refer to WIOA for the period 7/2015-6/2016. And second, this committee has been created to help develop templates of MOUs and RSAs this fall, to then take effect 7/2016.

Barbara had emailed two documents to the committee members; a draft MOU Word document and a sample excel spreadsheet possibility of a service matrix. It was stressed that each is a living document, and that as more information and guidance is released, the documents can change. A Resource Sharing Agreement template will also be part of this group's work, and Angie indicated that a template for that would be sent after a timeline is established next week. (When it is, the Fiscal Accountability group will join in discussion with this group which has responsibility for ultimate recommendations).

As a resource, WIOA and the NPRMs are on the DLLR WIOA Information page.

Today:

Barbara asked that as the group reviewed the MOU in general, that members markup Track Changes and send to Barbara.Martin@maryland.gov this week. Barbara will assimilate those into a single Google Doc before the next group.

Comments Re: Draft MOU (Refer to sections within the MOU template):

II. Clarify whether this refers to an AJC Center or an AJC System (both are referenced). Consensus was that it all partners, either physically present or virtual, are to be included in the MOU/RSA (especially with new WIOA required partners)

II B Comprehensive addresses, phone numbers and contacts for all partners will be Att A.

III New performance measures will be inserted here once decided upon.

IV A Attachment B discussion. Initial preference seemed to be the Excel chart version, which would provide a single-page summary of services provided (by center, not WIA). This can be a tool used to engage all partners in discussion, and also helpful for center staff as a reference tool.

IV B Group agreed that much discussion will be needed here regarding MWE access and other systems used by other partners. (Technology and Performance Workgroups need to be involved here too). Also raises confidentiality issues.

V Referral process, including common referrals and common intake, including information overlay technology will need significant attention and work.

VI In addition to all parties being bound by federal law regarding confidentiality, and especially in light of the increasing collaboration between partners, more work needs to be done on confidentiality. (There are already some safety measures in place at UI and DHR. Annual acknowledgements? Noted: this is an example of possible multi-partner trainings.

VII RSA section will undergo rewrite as needed, after template is provided (including why B. in-kind was a separate section from A. cost allocation methodology) Dorothee noted that in the future, in-kind arrangements must have a dollar value assigned.

VII C Ignore reference to TEGL. Will be updated with WIOA info when available.

VII This section around the resolution process needs tightening up, including roles of partners, operators, consortiums and WIB chairs.

X Note that both Sections VI and X refer to confidentiality.

XVI Fair practices certification needs to be updated.

XIX Clarify who has legal authority to sign on behalf of various partners. (Also determine if this should refer to executing in part, etc?)

Att D For the first time, there will be no side or separate leases between some partners. Instead they will be included within the MOU and attached as D. Also, any lease that it apportioned among partners will be included here.

Closing comments:

RSA template will undergo similar process as MOU.

Ultimate Committee Goal: a progress report to the AJC Workgroup in June, and additional work through fall if needed.

Group will most likely meet again, probably through webinar or another conference call, in early July, after year end deadlines. Barbara will send around a Meeting Wizard with possible dates.

If I didn't say it enough during the call, thank you all!

Submitted by:

