

**Workforce Development Board of Oswego County  
Partners Roundtable Committee Meeting  
Wednesday, November 2, 2016  
Room 104 Rich Hall, SUNY Oswego**

*'The Partners' Roundtable shall focus on services to customers that would reduce duplication and save money that could be reinvested into the system; identify and implement "best practice" customer service strategies to universal population; oversee public relations for the partners; and annually negotiate and prepare the MOU and cost allocation plan among the partners.'*

**Minutes**

Present: Sabine Ingerson, Stacy Alvord, Karen Goetz, Brian Hotaling, Joseph Rotella, Patrick Sheppard, Chena Tucker, Chris Weaver, Chad Whelsky, Daisy Ruiz

Sabine Ingerson called the meeting to order at 8:02 a.m.

**1) Approval of Meeting Minutes from May 4, 2016**

Karen Goetz made a motion to approve the minutes. Stacy Alvord seconded the motion. The motion was carried.

**2) Goals and Objectives Review- Chris Weaver**

The third round of the Advanced Manufacturing Pre-Employment Certificate Program began on Tuesday, November 1<sup>st</sup>. From the first two rounds, there are many people who are working. Cayuga Community College is still waiting to hear on the grant that they applied for that would allow them to create an Advanced Manufacturing lab. The One-Stop is also working with Joseph Murabito from Morningstar, on how to make an easier transition between CNA to LPN.

**3) One-Stop Center Activity Report- Chris Weaver**

The majority of the money is going to CiTi. This shows what has been committed to the partners which does factor into the MOU because you get to see who benefits.

**4) PY 15 – Training Plan Update- Chris Weaver**

Customized Training is when employers pay the One-Stop to help with the training of employees. The One Stop has not had any requests that they could honor. The numbers are on target for this quarter.

**5) Update MOU's and Cost Allocations- Chris Weaver**

WIOA One-Stop Infrastructure Funding Part 1 webinar was shown. The partners need to come to an agreement for MOUs and cost allocation. A partner is anyone

who receives federal funding. It is important to identify who the partners are, what their roles are, and what they are able to provide. There were 7 key topic areas described in the webinar; Intent, Terms & Definitions, Partner Roles & Responsibilities, Uniform Guidance, MOU and Infrastructure Funding Agreement (IFA), Types of Infrastructure Funding, and Funding Mechanisms.

Intent: Partners dedicate funding for allowable infrastructure and other shared costs.

Terms and Definitions: Infrastructure costs are non-personnel costs. Not only do partners have to share infrastructure costs, but other costs that fall under applicable career services and shared services. Some shared services are initial intake business services, or staffing a shared welcome desk/greeter.

Roles & Responsibilities: Several Department of Labor programs, Department of Education, Department of Housing and Urban Development, Department of Justice, and Department of Health and Human Services are required One-Stop Partners; The following are encouraged to participate: Social Security Administration employment and training programs, Small Business Administration, Supplemental Nutrition and Assistance Program, Client Assistance Program, National and Community Service Act Programs, and other employment, education, or training programs. They are expected to provide access to program services and activities through the One-Stop delivery system, participate in the operation of the One-Stop system, which include entering into an MOU with the local Workforce Development Board, and provide representation on the State board. Contributions must be proportionate to the benefits received by partner, adhere to the partner program's federal authorizing statute, and to the Federal cost principles.

Uniform Guidance: Issued in Winter 2014 by the Office of Management and Budget's (OMB). OMB wanted grant reform, they streamlined guidance for federal awards by consolidating 8 OMB circulars and 3 federal cost principles. The federal cost principles require funding and payment of infrastructure and additional costs be necessary, reasonable, and allocable. WDB and partners may choose from any number of allocation methods, but it has to be agreed upon by all partner agencies.

MOU & IFA: The MOU is created through discussion and negotiation and executed between the WDB, chief elected official, and the One-Stop partners. There are 5 steps to determining Infrastructure costs:

1. WDB, chief elected officials determine list of One-Stop delivery system partners
2. WDB, chief elected officials, and partners Identify One-Stop delivery system locations and types of locations
3. WDB, chief elected officials, and partners determine services to be provided

4. WDB, chief elected officials, and partners develop and agree a One-Stop delivery system line item budget
5. One-Stop partners enter into an MOU

MOU: must describe services to be provided within the One-Stop, agreement of funding of costs, operating costs, and methods of referrals, specific strategies to meet the needs of individuals with barriers to employment, and the duration of the MOU and procedures for amending it.

IFA: mandatory component of MOU. Any changes or appeal by a partner, will require resigning of MOU. IFA describes a reasonable cost allocation methodology, where infrastructure costs are charged to each partner which is based on partners' use of One-Stop center. IFA must specify effective time period, infrastructure and share costs budgets, identify all One-Stop partners, chief elected officials, and local WDB, a description of periodic review and reconciliation process.

Types of Infrastructure Funding:

1. Cash: provided to WDB or designee directly or indirectly through interagency transfer
2. Non-cash contribution: expenditures incurred by partners on behalf of One-Stop center, goods or services contributed by partner program and used by One-Stop
3. 3<sup>rd</sup> party in-kind contributions: contributions of space, equipment, technology, non-personnel services, and other similar items. 2 types: general contributions and contributions made to a specific program.
4. Other financing options, and private entities.

Funding Mechanisms:

1. Local Funding Mechanism (preferred): An agreement between WDB, chief elected officials, and partners. They agree to amounts and methods of calculating amounts. One-Stop partner programs are able to determine what funds they will use to pay for infrastructure costs, there are no dictated limits that a partner can contribute to infrastructure costs as long as it adheres to statutes regulations, and proportionate
2. State Funding Mechanism: Partners cannot come to an agreement with infrastructure funding, the Governor would determine partner contributions after consultation with the chief elected officials, WDB, and State WDB.

[https://www.workforcegps.org/events/2016/09/09/17/00/WIOA\\_One-Stop\\_Infrastructure\\_Funding\\_Part\\_1](https://www.workforcegps.org/events/2016/09/09/17/00/WIOA_One-Stop_Infrastructure_Funding_Part_1)

**6) WDB Update-** Joseph Rotella

This was discussed during Update MOU's and Cost Allocations.

**7) Next Meeting:** February 1, 2016, location TBD