

Town of Hempstead/City of Long Beach  
Infrastructure Memorandum of Understanding Meeting Minutes

HempsteadWorks Career Center

February 13, 2018

Attendees:

Elizabeth Ajasin, DOOR

Myesha Arvon, Goodwill Industries of Greater New York and Northern New Jersey, Inc. (One-Stop Operator)

Edward Kenny, DOOR

May-Whei Lin, NYSDOL

Veronica Rose-Craig, ACCES-VR

Cheri-Anne Rougier, Job Corps

Scott Surkis, DOOR

The purpose of the meeting was to begin the process of negotiating the Infrastructure Memorandum of Understanding (IFMOU) among co-located partners. Under WIOA, this MOU is a plan of partners' roles concerning infrastructure costs of the One-Stop System. Before convening a meeting with all One-Stop partners, co-located partners who share the cost of overhead and other expenses were invited for a meeting to discuss the IFMOU. The handouts distributed at the meeting were a draft of the IFMOU, which Mr. Edward Kenny explained:

- The template has four attachments:
  - Attachment A is a list of career centers within each Local Workforce Development Area. HempsteadWorks is the only career center within the Town of Hempstead/City of Long Beach workforce development area.
  - Attachment B is the complete budget for all infrastructure costs associated with the center. NYSDOL and the other three co-located partners have submitted their own numbers to HempsteadWorks.
  - Attachment C depicts the career center's annual infrastructure budget. Co-located partners had submitted their costs of rental of facilities/utilities, equipment and

technology. The Attachment then lists the total amount of these costs, as well as the percentage of share from each partner.

- Attachment D will be evidence of collaboration among partners, such as the minutes from a meeting where negotiations took place.
- An Attachment E was added to the template to show reconciliation between the partners and is a summary of the overall budgeted amount and square feet occupied by co-located partners within the HempsteadWorks Career Center, excluding DOOR and NYSDOL.
- Attachment E has two tables. Table I is the Partner Over/Under Payments, and Table II is the Reconciliation. Table I consists of the following:
  - Partner employees' total days per work
  - Calculation of their full-time equivalence (FTE)
  - Number of staff
  - Partner share of Rent and Facilities/Utilities, Technology and Shared Costs
  - Each partner's contribution prior to reconciliation
  - Over/under payments

It was determined that the total partner share of shared costs is \$587,062.60.

- Table II, the Reconciliation, is a list partners and their over/under payments, as well as payment, receipt, balance and method of reconciliation.

Veronica Rose-Craig of ACCES-VR asked what the next step is after meeting with co-located partners, and Mr. Kenny responded that after co-located partners agree to the terms presented at the meeting, the next step will be to convene a meeting with all HempsteadWorks partners with the understanding that the IFMOU does not “replace or supersede any contracts related to infrastructure cost sharing which has been entered into by any partner identified as a signatory” to the MOU.

Mr. Kenny also explained the method of reconciliation. If the One-Stop Partner had underpaid, payment is to be made. If a partner had overpaid, receipt is accepted. Job Corps, NYSDOL, ACCES-VR and Urban League have underpaid, so the sum of payments is \$128,561.74. DOOR is underpaid, so receipt will be \$128,561.74. For this reason, the balance will be at \$0.

Ms. Rose-Craig said she had not considered ACCES-VR to be co-located, but she will verify with NYSDOL in Albany. Mr. Kenny added that the career center needs access to programs, but of all partners, the law only requires Wagner-Peyser programs to be co-located.

The co-located partners present agreed that they will discuss the IFMOU draft with their superiors and discuss approval of the reconciliation before moving forward to convening a meeting with all partners.