

EXECUTIVE COMMITTEE

FEBRUARY 7, 2017

8:00 A.M.

HUMAN SERVICES BUILDING ANNEX

PRESENT: D. Burrows, A. Hendrix, M. Stazi, S. Pronti, J. Matteson, J. Mareane, A. Bishop

EXCUSED: L. Patz, M. Stamm

STAFF: J. Mattick, J. Luu

CALL TO ORDER

Chairman Burrows called the meeting to order at 8:01 a.m.

APPROVAL OF MINUTES

It was Moved by Ms. Stazi, seconded by Mr. Pronti and adopted by voice vote of members present to approve the minutes of December 6, 2016.

DECEMBER FISCAL REPORTS – WDB AND OFFICE OF EMPLOYMENT AND TRAINING

Ms. Mattick reviewed the December fiscal reports with the Committee. She reported on the contractor expense summary stating contracts are moving along as planned. Two contracts conclude at the end of the December, the first the Disability Resource Coordinator contract through Challenge Workforce Solutions and the second the contract with County Youth Services. The December claim for both contracts are not reflected yet in the report and will be reflected in January summary. Mr. Burrows asked about the status of the transfer from dislocated worker to the adult funding stream and Ms. Mattick stated that it will on the February Board meeting agenda for ratification by the full Board. She has been in contact with the State and they have conditionally approved the transfer pending Board action.

Mr. Bishop arrived at 9:15 a.m.

Ms. Mattick stated the Office of Employment and Training expenditures are in line for this time of year. The one outlier is the Ms. Mattick met with Ms. Bradac to discuss fiscals and there is approximately \$200 left for training. The expenditures will not be reflected on the reports until the bills are paid, but at this point the training dollars are completely obligated. She stated that this year is somewhat unique in that there were no funds to carryover to this fiscal year. This has not been the case in previous years. She noted that this is a reflection of staff doing an excellent job in getting individuals into training. It is also a result of individuals who are being seen in the Center needing more intensive training.

Mr. Mareane asked if there is a projection of how many individuals could potentially not be served over the second part of the year. Ms. Mattick stated that there was discussion at a recent staff meeting about the message that is given to customers. There are other resources available through partner and community agencies and the job of staff is to facilitate those connections in the best way possible. They are making sure that no one is turned away. In terms of the actual number of individuals, there are currently 4 who had begun the process, but were told from the onset that the funding could run out. She would expect another 25 individuals could potentially be impacted, but she has not had those conversations with Ms. Bradac.

Mr. Pronti stated the One Stop Operations Committee has been reviewing the numbers served in the Center. They have also been discussing that because there won't be carryover into

the PY17 budget that program guideline budgeting could be used. For example, a certain amount of funding being used quarterly for certain types of training, and if there isn't a need for those trainings, the funds are freed up and rolled into the next quarter. This spreads the funds over the entire year versus expending all of those dollars in the first few months.

Mr. Burrows asked if this would result in individuals being turned away and if individual who are turned away are they given priority the following quarter. Mr. Pronti stated that's it's a possible plan that is still being reviewed. Ms. Mattick reported the One Stop Committee is also discussing potentially creating a more targeted occupation list where the funds can be used as an option to extend training funds out further. She also stated that there have been situations in the past where unspent State setaside funds have been made available to local areas for training mid-year so the State does not have to send those unspent funds back to the Feds. She will have to look at when those funds are in jeopardy in being returned to the federal government.

Mr. Burrows asked if analysis is being done by the One Stop Committee on the programs that are being used for training and return on the investment in terms of placements upon completion. Mr. Bishop stated that review is occurring.

COMMITTEE REPORTS

YOUTH OVERSIGHT

Ms. Hendrix reported the request for permission to release the summer youth employment program request for proposals will be discussed later in the meeting.

INDIVIDUALS WITH DISABILITIES

Mr. Matteson reported that the Committee will be meeting later today at 2:30 at BOCES and there will be discussion about obtaining paid employment for individuals with disabilities.

ONE STOP OPERATIONS AND OVERSIGHT

The One Stop Committee report was folded into the discussion above around training expenditures.

GOVERNANCE AND MEMBERSHIP

Mr. Stamm was not in attendance. It was noted that the individual from Borg-Warner has been identified and agreed to participate on the Board. A meeting will be scheduled with her to provide orientation. Ms. Mattick reported she has not heard from the State about their monitoring, but they originally indicated January was their goal.

CHAIR UPDATES

Mr. Burrows had no report.

LOCAL MONITORING POLICY

Ms. Mattick reported the policy is being brought to the Committee following a visit from the State in January when they were in to do subrecipient monitoring. At that time they reviewed the policy and it was noted that there were updates that were needed to conform with the new legislation, specifically the word "WIA" needs to be changed to "WIOA." There is also a new single audit threshold that needs to be included in the policy. Subcontractors who receive more than \$750,000 in federal funds needs to have a single audit and the policy must require that the contractor provide the WFDB with a copy of that audit. There has never been a subcontractor who has received over \$750,000 in federal funding. The policy also includes the entity that provides each level of monitoring, for example the Finger Lakes Workforce Investment Board provides the subrecipient monitoring, etc. The policy will be brought to the full Board for approval. The State is not requiring a corrective action plan, only notification once the changes have been approved.

There was consensus that names of individuals should be removed from the policy and only include the position of the individual completing each step that is taken. It was also requested that when the policy is brought brought to the Board that is be in track changes format so members can see what modifications have been made.

It was Moved by Ms. Hendrix, seconded by Ms. Stazi and unanimously adopted by voice vote of members to approve the Local Monitoring Policy and move it to the full Board for approval.

PERMISSION TO RELEASE 2017 SYEP REQUEST FOR PROPOSALS

Ms. Hendrix reported the Committee is working through the RFP. They have met and went through the feedback that was received from the youth employment brainstorming session. Most of the issues are broad in nature and cannot be incorporated into the RFP. One change that is being included is the potential for incentivizing innovative approaches by going outside the 65% expenditure rate for proposals that serve more rural youth and youth with disabilities. Ms. Hendrix stated there were other suggestions that can be looked at in future years, but timing constraints prevent them from occurring in this RFP cycle. She stated that one other notable change for this year is the number of youth to be served has been removed. In the past the amount of money available and number expected to be served with the funds has been included in the RFP. The thought to removing the number of youth was to make the providers really think about how many youth they can serve rather than have them meet and back into an arbitrary number.

Ms. Mattick stated the Governor's budget included an increase in summer youth funding of \$4-5 million. Based on last year's number the total expected for Tompkins will increase by approximately \$25,000.

It was Moved by Mr. Matteson, seconded by Mr. Pronti and adopted by voice vote of members to approve the Release of the the 2017 Summer Youth Employment Request for Proposals and move it to the full Board for ratification.

FEBRUARY BOARD MEETING AGENDA AND DIRECTOR UPDATES

Mike Hall, Airport Manager, is not available for the February Board meeting as had been previously discussed. Instead, Mr. Mareane will be giving a 10-15 minute update on the state of the

County and the State budget and it's impact on the County overall. Mr. Hall will be invited to present at the June Board meeting.

Mr. Mareane suggested inviting Carl Haynes in to present at a future Board on the state of the College. President Haynes is retiring and Mr. Mareane is becoming worried about the college; enrollment down, state aid is influx, the tax cap, etc. all add to the pressure on the County.

Ms. Hendrix stated another topic area for discussion by the Board could be childcare. There have been discussions about having more options, but with block grant funding, things are not looking good and there are a lot of repercussions both at the state and federal levels.

Ms. Mattick reported the State has released preliminary allocations for July 1, 2017, and Tompkins will be seeing a \$29,000 cut in overall WIOA funding from \$610,000 to \$581,000. The majority of the reduction is seen in youth funding. The total reduction for adult and dislocated worker funding amount is \$7,800. She also reported that she is pulling together the partners who will be required to sign the Memorandum of Understanding. A webinar is being held on February 24th and she hopes to have the partners sit through the webinar together and then begin discussions immediately following. The MOU requires both State and local signatures and is being done in two parts; the service delivery portion will need to be in place by June 30, 2017, and the infrastructure cost portion must be executed and place by December 31, 2017. The goal is to have the service delivery portion completed by the end of April and the cost portion complete by the end of September to allow enough time for signatures.

Mr. Mareane left the meeting at 8:55 a.m.

ONE STOP PROCUREMENT UPDATE

The One Stop Operator Request for Qualifications was released and one response was received from a collaborative of the Office of Employment and Training, New York State Department of Labor, and the Department of Social Services. Mr. Burrows and Ms. Mattick have met and based on draft NYSDOL guidance, it is possible to sole source, but to do so requires State approval. Because the guidance is in draft form, it does not include what steps are necessary to make the request. Ms. Mattick is awaiting a return call from the State's program monitor to get answers.

Mr. Burrows reported that the Committee needs to decide if the one respondent was a qualifying respondent to sole source. Mr. Burrows and Ms. Mattick decided that if the Board were to make a qualified determination it would make the process smoother when seeking sole source. The Executive Committee is the Committee overseeing the process and moving it on to the full board.

Ms. Mattick stated reviewed the role of the One-Stop System Operator/Coordinator includes:

- Developing and maintaining a directory of workforce partners and the services they provide;
- Convening quarterly meetings of the workforce partners in the Tompkins County Workforce Development System;
- Facilitating these quarterly discussions, including issues related to providing workforce services across they system;
- Meeting bi-monthly, or more often if needed, with the TCWDB Executive Director and the TCWDB Operations and Oversight Committee ;

The Office of Employment and Training and Ms. Bradac are already carrying out those functions. The Committee's role is to decide if they are qualified to do that and are they qualified in terms of eligibility. In terms of eligible applicants, they meet the requirements as a government entity. Mr. Bishop stated he does not have any concerns with their responsibilities and stated they are fulfilling their obligations to the One Stop Operations and Oversight Committee.

Mr. Burrows stated the three entities within the proposal have been active in the One Stop Center for the last 19 years and the Committee is fully aware of how those entities are operating the One Stop now. Mr. Bishop and Mr. Pronti both sit on the One Stop Operations & Oversight Committee and the Executive Committee has sufficient knowledge about the operators and operations to make a qualification determination that the sole respondent to the RFQ is deemed qualified and this be forwarded on to the New York State Department of Labor for sole source approval.

It was Moved by Mr. Burrows, seconded by Mr. Pronti, and unanimously adopted by voice vote of members present that the Executive Committee finds that the single respondent to One Stop Operator Request for Qualifications is deemed qualified.

It was Moved by Mr. Matteson, seconded by Ms. Stazi, and unanimously adopted by voice vote of members present that the Executive Director is hereby authorized to forward the packet of materials on to the New York State Department of Labor for sole source determination.

ADJOURNMENT

It was Moved by Mr. Bishop and unanimously seconded to adjourn the meeting at 9:15 a.m. The next meeting is scheduled for March 7, 2017 at 8 a.m. at the Human Services Building Annex. The meeting was subsequently canceled.

Minutes prepared by Jennifer Luu.