

EXECUTIVE COMMITTEE

April 2, 2019

8:15 A.M.

TRUST COMPANY HEADQUARTERS

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

EXCUSED: A. Iles

STAFF: J. Mattick, D. Achilles

CALL TO ORDER

Chairman Pronti called the meeting to order at 8:19 a.m.

APPROVAL OF MINUTES – March 5, 2019

It was Moved by Ms. Stazi, seconded by Mr. Bishop and unanimously adopted by voice vote of members present to approve the minutes of March 5, 2019.

RETREAT UPDATE

Ms. Mattick reminded everyone that the Retreat is at Ithaca Country Club on Tuesday, April 23rd from 8:30 a.m. to 1:00 p.m. Mr. Pronti and Ms. Mattick have a conference call scheduled with the retreat facilitator, Melinda Mack to finalize the agenda.

JANUARY AND FEBRUARY 2019 FINANCIAL REPORT'S – OET AND WDB

Ms. Mattick reported that Office of Employment and Training wage and fringe expenditures are low due to staff turnover. OET tuition and On the Job Training expenditures are in line with where we are in the budget cycle. OET and WDB have a new federal/state grant titled TET-NDGW. This is a two-year grant that we anticipate coming to the board to do a budget adjustment.

Ms. Mattick reported that WIB expense and revenue are on track at this time.

COMMITTEE UPDATES

YOUTH OVERSIGHT

Ms. Mattick report that the Youth Oversight Committee is meeting regularly and the counties new Director for Youth Services, Kate Shanks-Booth will be joining the board and the committee. The committee is looking closely at WIOA Youth programs due to concerns regarding under expenditures.

INDIVIDUALS WITH DISABILITIES

No report

ONE STOP OPERATIONS AND OVERSIGHT

Mr. Bishop reported that the One Stop Operations and Oversight Committee has set up their meeting schedule going forward. The committee is looking at customer satisfaction surveys and ways to increase the number of responses to the surveys.

GOVERNANCE AND MEMBERSHIP

Mr. Burrows reported that the Governance and Membership Committee went over the slate of officers and the current officers have stated that they are willing to continue. The committee is setting goals for the year and discussing how to fill business vacancies. The committee is developing a list of business to fill future vacancies as well as any existing ones. The committee is also reviewing the attendance and participation of members whose terms expire June 30, 2019, to make decisions regarding reappointment.

DIRECTOR'S REPORT

Ms. Mattick's report was handed out at the meeting. Ms. Mattick reported on the SkillUp Tompkins launch meeting held on April 1. Ms. Mattick informed the committee that the county is reviewing existing space, options for expanding space and their plans may include relocating the Career Center to existing county space within the next few years. Ms. Hendrix reported that there is a formal presentation tonight at the County Legislature meeting to discuss the ten different options.

ADJOURNMENT

The meeting adjourned at 9:25 a.m. The next meeting is scheduled for Tuesday, May 7, 2019 at 8:15 a.m. at the Trust Company Headquarters.

Minutes prepared by Diane Achilles.