

WORKFORCE DEVELOPMENT BOARD

April 25, 2017

8:30 A.M.

Tompkins County Public Library

Present: A. Bishop, I. Burbank, B. Forrest, A. Hendrix, K. Kersey, J. Mareane, L. Patz, S. Pronti, J. Sammons, K. Smith, M. Stamm, J. Tavares, M. Talarski

Excused: M. Abdelrehim, B. Allen, D. Burrows, B. Dickens, L. Dillon, C. Haynes, P. Levesque, M. Stazi,

Absent: J. Lance

Ex-Officio: D. Bradac, L. Holmes

Guests: T. Geisenhoff, K. Cerasaro, C. Harris, NYSDOL; Amy Iles, Incoming Board Member

Staff: J. Mattick, J. Luu

Call to Order

Vice Chairman Pronti called the meeting to order at 8:36 a.m. He welcomed new board members, Brian Forrest, VP of Human Resources at Cayuga Medical Center; Joe Sammons, Executive Director of Challenge Workforce Solutions, and Amy Iles, Partner at Sciarra Walker, LLP., whose appointment by the Legislature will be made on May 2, 2017. Introductions of visitors followed.

Announcements

Ms. Burbank reported on a STEM event being held at Ithaca High School on May 15th for middle and high school students. The event will promote hands on learning through dozens of exploration activities and demonstrations. Many area businesses will be participating and interested Board members should reach out to her for more information.

Tompkins Workforce New York Career Center Overview/One Stop Operator Consortium

Mr. Bishop gave an overview of the activities undertaken by the One Stop Operations and Oversight Committee that he chairs and introduced the Committee members. The Committee provides oversight of operations to ensure quality services, develops and review policies, oversees training providers and outcomes, and ensures that the interests of job seekers and employers are equally represented.

Mr. Forrest arrived at 8:38 a.m.

Ms. Bradac and Mr. Cerasaro continued the presentation providing information about the demographics of the 1,652 individuals that were served at the Center last year that includes age, race, and education level; the services that are available to jobseekers, and information on individuals who were placed in training. During last program year, 76 individuals were placed in training, 55 completed, 11 are still enroll and 10 did not complete. Of those, 35 individuals are employed with 20 working in employment related to their training. Customer service indicators show an 87% overall satisfaction rate among those surveyed, but only 69% indicated they would recommend the Center to others. Efforts are underway to dig deeper into those numbers to see where improvements can be made. It was also noted that a large percent of those served are mandated to report as part of their unemployment claim and this could contribute to the lower number of recommendations.

Ms. Bradac and Mr. Cerasaro also discussed the services available to businesses that include labor market information, funding for incumbent and on-the-job training, labor law consultations, layoff and transition services, as well as work incentive and subsidy programs.

Touching on the challenges that the Center faces, they discussed the implementation of the new Workforce Innovation and Opportunity Act and the changes to performance measures. Supply and demand of qualified workers continues to be hurdle within Tompkins County as well as the lack of local training providers. Internally, the Center is facing the loss of its receptionist, which has been staffed by partners and an individual through AmeriCorps. Those opportunities are going away and this is a real concern as that individual is the first person seen when they enter the Center.

Mr. Bishop thanked Ms. Bradac, Mr. Cerasaro and staff for doing a terrific job with the space they have the funding that is available. For the full presentation, please contact the WFDB office.

Board Action Items

Approval – Individual Training Account Policy

Mr. Bishop stated the Priority of Service policy has been approved and those priorities have been incorporated in the ITA policy. The most significant change to the ITA is a change to how the money is allocated. Rather than be service specific, in particular within the supportive services sections, the funding is bundled into an overall amount to allow staff more flexibility when they are providing services. Each service continues to be tracked, but the funding can be moved from one category to another seamlessly. Tuition amounts remain capped at \$3,000 and additional services at \$2,000 and have not changed. He noted that WIOA funding is funding of last resort and is only used when all other funding options have been exhausted. Mr. Sammons asked if the funding limits are statutory amounts. Ms. Mattick stated they are not, the amounts are set by the Board.

It was Moved by Ms. Burbank, seconded by Mr. Stamm and unanimously adopted by voice vote of members present to approve the Individual Training Account Policy as presented.

Approval of Minutes

It was Moved by Mr. Bishop, seconded by Mr. Mareane and unanimously adopted by voice vote of members present to approve the minutes of February 28, 2017 as submitted.

Committee Reports

Executive Committee

Mr. Pronti reported the Committee met on April 4, 2017. They had a report on the January financials, discussed the responses received for the Summer Youth Employment Program, as well as continued their discussions of the procurement for the One-Stop Coordinator/Operator. They also had an update on the MOU process to date. The partner group working on this has had three meetings thus far and the Board will be asked to approve the MOU at either the May or June meeting for a July 1st implementation.

One Stop Operations and Oversight Committee

Mr. Bishop had no report.

Services to Individuals with Disabilities Committee

Mr. Matteson reported the group has met and is working on their work plan. The goal they have selected for the year is to seek unsubsidized paid employment opportunities for individuals with disabilities. He noted that stripped down funding for agencies providing support for placements is a challenge and the Committee continues to look for ways to bridge those gaps.

Youth Oversight Committee

Ms. Hendrix reported the Summer Youth Employment Program Request for Proposals received three responses. It is expected that 200-220 youth will be served this summer; however, allocations for the program have not been released. This is not uncommon as the funding is tied into the NYS budget. She requested the Board's approval to have the Executive Director negotiate contracts once allocations are known.

Approval of 2017 Summer Youth Employment Program Contracts

Upon review of the proposals received and on recommendation of the Youth Oversight Committee, it was Moved by Mr. Matteson, seconded by Mr. Mareane, with Mr. Sammons abstaining approved by voice vote to authorize the Executive Director to negotiate contracts with Tompkins County Office of Employment and Training, Challenge Workforce Solutions and the Ithaca Youth Bureau to operate the 2017 Summer Youth Employment Program when the funding amounts from New York State are made available.

Governance and Membership

Mr. Stamm reported three new Board members have or will be appointed. One business seat remains vacant with the hopes that the seat can be filled by a representative from Borg Warner and those discussions are underway. The Committee is also looking at the slate of officers for next year and ballots will go out to Board members in early June.

Treasurer's Report

Ms. Mattick reviewed the January 2017 budget statements for both the Board and the Office of Employment and Training. She noted at the last meeting that there were outstanding claims to the Research Foundation for Mental Hygiene and the revenue has since been received and will be reflected in the budget statements at the next meeting. The Board will also be asked to approve the Board and Office of Employment and Training budgets at the June meeting.

She noted that the contactor expense statement reflects the multiple budget years the Board works within. Mr. Sammons asked how the Office of Employment and Training will fill the receptionist position they reported on during their presentation. Ms. Mattick stated that resources will need to be identified to fill that gap, there isn't funding in the current budget. The receptionist function will be part of the MOU discussions as well.

WDB Director/One Stop Manager Update

Ms. Mattick reported the MOU process continues. It has provided opportunities for providers to reconnect with the organizations working within the system so services are provided seamlessly. The goal is to have the process complete by the end of April to allow time to obtain signatures. The first phase of implementation occurs July 1, 2017 and the funding phase will then begin for implementation by December 2017.

On the federal level, the July 1st allocations have not been released yet, but they are expected shortly. Current federal budget discussions do not affect this year's allocations because WIOA is forward funded; however, there is always a concern that rescissions can occur. She stated the Heritage Foundation budget zeros out WIOA funding, but she believes this is unlikely to occur.

Ms. Bradac did not have a report.

Unfinished Business

None

Adjournment

It was Moved by Mr. Stamm, seconded by Mr. Bishop and unanimously adopted by voice vote of members present to adjourn the meeting at 9:53 a.m. The next meeting is scheduled for Tuesday, May 23, 2017 at 8:30 a.m. at the **Board Room at the South Hill Business Campus.**

Minutes prepared by Jennifer Luu.