

EXECUTIVE COMMITTEE

MAY 3, 2017

8:00 A.M.

TOMPKINS TRUST CO. CONF. ROOM

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

EXCUSED: L. Patz, M. Stazi

STAFF: J. Mattick, J. Luu

CALL TO ORDER

Chairman Burrows called the meeting to order at 8:05 a.m.

APPROVAL OF MINUTES

It was Moved by Mr. Stamm, seconded by Ms. Hendrix and adopted by voice vote of members present to approve the minutes of April 4, 2017.

FEBRUARY AND MARCH FISCAL REPORTS – WDB AND OFFICE OF EMPLOYMENT AND TRAINING

Ms. Mattick reviewed the February and March reports with the Committee stating that there is nothing unusual to report. She reported that budgets for the Board and Office of Employment and Training will be presented for approval at the next Committee meeting.

Ms. Burrows stated at the last meeting there were discussions about budget cuts. Ms. Mattick stated that allocations have not been released and she expects the federal funding through July 2018 to be safe, but noted that there have been recessions in the past so this is always a concern.

Mr. Burrows stated that in the past there has been discussion about what extra functions could occur if an additional staff person were added. Ms. Mattick stated that the addition of a person would free up her time to do more business retention and expansion visits along with other projects that have been put off due to the lack of resources. An additional person could provide more time for oversight of the one-stop, and help with fiscal functions and business services. She noted the Board has a contract with County Youth Services to assist with some of the of the monitoring functions.

There was discussion about the collaboration that occurs between Board staff and Tompkins County Area Development and the potential for formalizing that process.

Mr. Bishop arrived at 8:10 a.m.

ONE STOP OPERATOR PROCESS UPDATE

Ms. Mattick reported the materials have been submitted to the State to move forward with sole sourcing the One Stop Operator. Our State program monitor has indicated that they are happy with the process that we used. She noted that there are no ramifications should the July 1st deadline not be met if there are additional steps required that push past the deadline.

APRIL 25TH BOARD MEETING REPORT OUT

A presentation was given to the Board by the One Stop Operations and Oversight Committee at the April Board meeting. Mr. Bishop provided the introduction and Diane Bradac and Kip Cerasaro provided an overview on one stop operations that led into the request for approval of the Individual Training Account Policy. Ms. Bishop asked that the presentations, along with Ms. Bradac's report be sent out to the full Board

ADULT TO DISLOCATED WORKER FUNDING UPDATE

Ms. Mattick stated that a transfer is needed to move funds from the adult to dislocated worker funding line. She stated it is hard to anticipate what will be needed through year end. It was Moved by Mr. Pronti, seconded by Mr. Matteson and unanimously adopted by voice vote of members present to approve the transfer of up to \$10,000 from the adult to dislocated funding lines and move the action to the full Board for ratification at the May meeting.

COMMITTEE REPORTS

YOUTH OVERSIGHT

Ms. Hendrix reported the committee meets next week. They are working on recruitment of new members and reviewing the summer youth employment proposals. She noted that of the three proposals only the Ithaca Youth Bureau will be awarded additional funding for the innovation piece of their proposal and she has heard from another agency that they collaborated with IYB on this piece and they are asking how this will move forward.

Mr. Burrows asked who the Committee is trying to recruit. Ms. Hendrix stated that the group would like to have a more diverse group which includes the male perspective. They are trying to stay away from individuals who are youth providers as this creates an awkward situation when funding is being awarded to youth providers.

INDIVIDUALS WITH DISABILITIES

Mr. Matteson reported the group is working on their workplan for the coming year and focusing on finding ways to get paid employment experiences for individuals with disabilities. He noted that providers want to be able to provide a wide range provide of services, but they are hindered by a lack of resources and/or regulatory obstacles.

ONE STOP OPERATIONS AND OVERSIGHT

Mr. Bishop did not have a report. The Committee will meet next week and be reviewing the workplan for the upcoming year.

GOVERNANCE AND MEMBERSHIP

Mr. Stamm had nothing new to report. Three new board members were appointed prior to the last Board meeting; Joe Sammons from Challenge Workforce Solutions; Amy Iles from

Sciarabba Walker LLP, and Brian Forrest representing Cayuga Medical Center. Mr. Pronti reported he has been in contact with Borg Warner and will be reaching out to Steve Snyder to see who the appropriate individual is for appointment.

DIRECTOR UPDATES- MEMORANDUM OF UNDERSTANDING, 2017-2018 BUDGET

Ms. Mattick reported the first phase of the MOU process is nearly completed. The local partners are in the final review process and it will be sent to the State for review very soon. The Board will be asked to approve Mr. Burrows signing at the June board meeting. The second phase of the process is the discussion of infrastructure costs. She stated that Ms. Bradac mentioned at the last Board meeting that there is a concern of losing the greeter position at the Center and the question was asked if the One-Stop would be coming to the Board for additional funding. Ms. Mattick stated the position is one that the on site partners will need to review and give consideration to during the funding discussions. The partners who will be responsible for those costs are the Office of Employment and Training, New State Department of Labor, TST BOCES, and ACCES-VR.

Ms. Mattick reported the 2017-2018 budgets will be brought to the Committee for review at the June meeting.

CHAIR UPDATES

Mr. Burrows stated that if there isn't a need for the July committee meeting, it should be canceled. He also mentioned the new board member orientation that will be planned for early fall. He said he would like to have a report out by each committee chair and have them share their workplan at the October meeting.

He also noted that he would like to have conversations with both the County Legislature and the City of Ithaca to discuss the issues most affecting workforce development in the community.

Mr. Burrows and Ms. Mattick will discuss scheduling air service and childcare at future board meetings and also have discussions with the new board members and what they see as their workforce challenges and what they would like to hear about at meetings. He and Ms. Mattick will be setting lunch meetings with those members to begin those discussions.

ADJOURNMENT

The meeting adjourned at 9:05 a.m. The next meeting will be held on Tuesday, June 6 at 8 a.m. at the Human Services Building annex.

Minutes prepared by Jennifer Luu.