

EXECUTIVE COMMITTEE

June 4, 2019

8:15 A.M.

The Computing Center

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

EXCUSED: S. Pronti

STAFF: J. Mattick, D. Achilles

CALL TO ORDER

Vice-Chair Ms. Stazi called the meeting to order at 8:20 a.m.

APPROVAL OF MINUTES – May 7, 2019

It was Moved by Ms. Iles, seconded by Mr. Burrows and unanimously adopted by voice vote of members present to approve the minutes of May 7, 2019.

APPROVAL OF WDB 2019-2020 BUDGET

APPROVAL OF OET WIOA 2019-2020 BUDGET

Ms. Mattick reviewed the budget for the Executive Committee and the Office of Employment and Training. WIOA funding has increased by approximately \$100,000 with 70% of the increase in WIOA Youth funding and the remainder in WIOA Adult and Dislocated Worker. In addition, there are one new funding source TET-NDWG (2 ½ year grant for dislocated workers).

Mr. Bishop arrived at 8:32 a.m.

Questions were asked about the Office of Employment and Training being able to spend the new funding amounts with the amount that is going to carryover from this year. Ms. Mattick reviewed steps that are being taken to help with increasing the expenditures. OET has had staffing issues and they are now fully staffed. OET is in the process of hiring a project assistant and having staff that work 35 hours a week work 40 hours.

WDB 2019-2020 BUDGET

It was Moved by Mr. Matteson, seconded by Ms. Iles and unanimously adopted by voice vote of members present to move the budgets to the full board for approval.

OET 2019-2020 BUDGET

It was Moved by Mr. Matteson, seconded by Ms. Iles and unanimously adopted by voice vote of members present to move the budgets to the full board for approval.

AUTHORIZE EXECUTIVE DIRECTOR TO TRANSFER UP TO \$30K IN PY19 FUNDS BETWEEN ADULT AND DISLOCATED WORKER PROGRAMS DURING THE JULY 1, 2019-JUNE 30, 2019 BUDGET YEAR

It was Moved by Ms. Iles, seconded by Mr. Burrows and unanimously adopted by voice vote of members present to approve to transfer up to \$30K in PY19 funds between adult and dislocated workers programs during the July 1, 2019 – June 30, 2020 budget years.

STRATEGIC PLANNING NEXT STEPS

Ms. Mattick reviewed the conversation at the last board meeting and discussed the focus on the role of the board is advocacy (resources, law, regulations that affect workforce development), employer engagement, worker readiness (occupational and soft skills), and oversight (quality, continuous improvement, monitoring). There was a lot of discussion about ways to shape the agenda around the four roles to narrow down what the board role is. Ms. Mattick will convey the Executive Committee discussion to Mr. Pronti before the next board meeting. As per previous conversations there will be a formal board orientation sometime in September – October. All board members will be invited.

COMMITTEE UPDATES

YOUTH OVERSIGHT

Ms. Mattick report that Kate Shanks-Booth is the new Chair for the Youth Oversight Committee and is also a new Board member. The Youth Oversight Committee and the Office of Employment and Training are meeting on a quarterly basis to help with recruitment challenges and other issues that OET needs guidance with. The SYEP (Summer Youth Employment Program) has been contracted to OET and IYB (Ithaca Youth Bureau).

INDIVIDUALS WITH DISABILITIES

No Report

ONE STOP OPERATIONS AND OVERSIGHT

Mr. Bishop reported that the One Stop Operation and Oversight Committee is looking at the demographics of customers and way to increase responses to the surveys. At its last meeting the committee provided input into the Office of Employment and Training budget for 2019 – 2020.

GOVERNANCE AND MEMBERSHIP

Mr. Burrows reported that the Governance and Membership Committee will be meeting later this month.

DIRECTOR'S REPORT

Ms. Mattick reported that the budget does not include resources for succession planning. Ms. Mattick and Mr. Pronti have had conversations regarding succession planning along with Mr. Pronti and Mr. Molino. Ms. Mattick will be meeting with Mr. Molino to discuss the succession planning. Ms. Mattick provided an update on TCAD's plans to hire a new staff person to focus on workforce development.

Mr. Snyder will be hosting an Advanced Manufacturing Listening Session at Borg Warner on June 13th 8:30 – 11:30 a.m.

Ms. Mattick is meeting with partners at the Tompkins Cortland Community College Extension Center in Ithaca as a possible space to have LPN training at 11:00 a.m. today, June 4th.

ADJOURNMENT

The meeting adjourned at 9:32 a.m.

Minutes prepared by Diane Achilles.