

## EXECUTIVE COMMITTEE

JUNE 6, 2017

8:00 A.M.

HUMAN SERVICES BUILDING ANNEX

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

**EXCUSED:** M. Stamm

**STAFF:** J. Mattick, J. Luu

### CALL TO ORDER

Chairman Burrows called the meeting to order at 8:16 a.m. Ms. Mattick will meet with Mr. Pronti and Mr. Stamm to discuss the possible addition of another Board member to the Committee.

### APPROVAL OF MINUTES

It was Moved by Mr. Pronti, seconded by Ms. Hendrix and adopted by voice vote of members present to approve the minutes of May 3, 2017.

### APRIL 2017 FISCAL REPORTS – WDB AND OFFICE OF EMPLOYMENT AND TRAINING

Ms. Mattick reported revenues and expenditures are on track. The first installment of summer youth funding (15%) is expected shortly.

### APPROVAL OF WDB BUDGET FOR PROGRAM YEAR 2017-2018

The group reviewed the WDB budget. The budget reflects what revenue is expected but Ms. Mattick noted must funding is restricted to specific populations. The WIOA funding is has gone down significantly and the revenue is based on projections as the final amounts have not been released. The State has not received info from the federal government yet. Allocations used to be released in March because youth funding can begin to be spent in April. Salaries have been projected based on historical increases so the lines do not fall short on January 1<sup>st</sup> and the fringe rate is set by the County and that figure combines six months at this year's rate and six months of the projected 2018 rate. The rate has been reduced some in previous years and this could occur again for 2018 this would provide a bit of flexibility in the budget. Most costs are fixed in the budget and very little carryover is expected.

Mr. Mareane asked about the county's share increasing by 20%. Ms. Mattick stated that this is the result of the over target request for services provided by County Youth Services.

Mr. Burrows asked if the Ticket to Work funding is filling a gap or a correction from the \$15,000 projected previously. Ms. Mattick stated more of the TTW funding will be utilized for Board staff time. She stated the funding is flexible within specific budget categories and noted that there are conversations underway between OET and Challenge Workforce Solutions to identify uses for the funding to provide additional services such as training and supportive services for individuals with disabilities.

Mr. Burrows asked what will happen if there is a shortfall in the budget and will it affect OET and the services they provide. Ms. Mattick stated the Board is trying to absorb as much of OET's decrease in funding as possible. For example the cut in WIOA youth funding (approximately \$20,000) has been absorbed, but is being offset in the Board budget by an increase in Admin dollars for the summer youth employment program. In terms of adult, dislocated worker and admin the

budget is revenue neutral. She stated that additional reductions in funding could result in Board staff hours being decreased. A second option would be to try to get out of the current lease with TCAD and move into a county location. This would be a tough decision since the alignment with TCAD and value of the two organizations co-locating is significant. She stated that before this action would be taken, she would be talking to the county to assist with additional funding.

It was Moved by Mr. Matteson, seconded by Mr. Bishop and unanimously adopted by voice vote of members present to approve the Workforce Development Board budget for 2017-2018.

### **APPROVAL OF OET WIOA BUDGET FOR PROGRAM YEAR 2017-2018**

Ms. Mattick stated the OET budget only includes WIOA funding that the Board has purview over. She noted it reflects hours being reduced from 40 to 35 hours for one staff person. OET is absorbing some of the reduction in WIOA funding using tourism dollars with more of Ms. Bradac's time being spent on that program. There have been decreases across the board in WIOA funds resulting in less staff time being spent on and charged to WIOA programs.

She stated that during the economic downturn the State's 15% allocation was reduced to 5%. When the economy improved they took back the additional 10%. The State also takes 25% more off the top for rapid response.

It was Moved by Ms. Stazi, seconded by Mr. Pronti and unanimously adopted by voice vote of members present to approve the Office of Employment and Training for 2017-2018.

### **PERMISSION FOR BOARD CHAIR TO SIGN MEMORANDUM OF UNDERSTANDING ON BEHALF OF THE BOARD**

The Memorandum of Understanding was distributed with the agenda packet. It is a compliance document and the State provided the template. The group working locally tried not to change any of the legal language so it wouldn't be held up when it was submitted to the State on May 19, 2017. The feedback that was received wasn't substantive and it is with State Counsel now. Once the go ahead is received, signatures will be obtained. The next portion relates to infrastructure costs and the State would like it completed by September 30, which isn't likely to occur.

It was Moved by Mr. Mareane, seconded by Ms. Stazi and unanimously adopted by voice vote of members present to move the request to the full Board for the Chair to sign the MOU on behalf of the Board.

### **PROUD PARTNER OF AMERICAN JOB CENTER NETWORK TAGLINE**

Ms. Mattick stated there is a requirement under WIOA that a tagline and logo be added to all materials. We have had an overlay from the State that we have been using. The option Ms. Mattick is recommending is "A Proud Partner of the America Job Center Network" be added to printed materials, website and business cards. There is some leeway of when this has to be implemented, but eventually it will be required on all materials. She stated there is an issue with branding nationally. She believes there needs to be a larger discussion at the Board level, but this is the current option. There was consensus of the Committee to have Ms. Mattick explore additional options and select the option best suited for our needs.

## **COMMITTEE UPDATES**

### **YOUTH OVERSIGHT**

Ms. Hendrix reported that the SYEP contracts are being negotiated. The Committee meets next week with the Office of Employment and training to discuss the WIOA youth program for the year and an extension to their contract will be brought to the Board for approval at the June meeting.

### **INDIVIDUALS WITH DISABILITIES**

The Committee has not met.

### **ONE STOP OPERATIONS AND OVERSIGHT**

Mr. Bishop reported the Committee continues to work on their work plan and they are finalizing the demand occupations list.

### **GOVERNANCE AND MEMBERSHIP**

Mr. Stamm was not in attendance to give a report.

### **OTHER**

Ms. Mattick reported that Diane Bradac has accepted a position with Cornell. Her final day with the County has not been announced. Ms. Mattick will recommend that the interview team for her replacement consist of herself, the Human Resources Director and the NYSDOL Manager.

There was consensus to cancel the July committee meeting with Ms. Mattick communicating with the group if the need arises.

### **EXECUTIVE SESSION – DIRECTOR PERFORMANCE**

It was Moved by Ms. Stazi, seconded by Mr. Mareane to enter into executive session at 9:13 a.m. to discuss a personnel matter. It was Moved by Mr. Pronti, seconded by Ms. Hendrix to return to open session at 9:30 a.m. No action was taken in Executive Session.

### **ADJOURNMENT**

The meeting adjourned at 9:30 a.m. The next meeting will be held August 1, 2017 at 8 a.m. in the Human Services Building Annex.

Minutes prepared by Jennifer Luu.