

TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD

October 23, 2018

8:30 A.M.

**CFR Training Room
Tompkins County Airport**

PRESENT: M. Abdelrehim, A. Bishop, I. Burbank, B. Forrest, T. Geisenhof, K. Kephart, K. Kersey, J. Lance, P. Levesque, H. McDaniel, O. Montague, B. Nugent, S. Pronti, J. Sammons, M. Stazi, J. Tavares

EXCUSED: D. Burrows, L. Dillon, A. Iles, J. Matteson, M. Williamee

EX-OFFICIO: T. Carlson

GUESTS: K. Cerasaro, T. Geisenhof, C. Harris, NYSDOL; N. Eschler, TST BOCES

STAFF: J. Mattick, J. Luu

CALL TO ORDER

Chairman Pronti called the meeting to order at 8:34 a.m. and introductions followed.

BOARD ACTION ITEMS

APPROVAL OF MINUTES - JUNE 26, 2018

It was Moved by Mr. Levesque, seconded by Mr. bishop and unanimously adopted by voice vote of members present to approve the minutes of June 26, 2018 as written.

RATIFICATION OF EXECUTIVE COMMITTEE ACTIONS

APPOINTMENT OF GRIEVANCE AND HEARING OFFICERS

Federal law for WIOA requires that there be a grievance and a hearing officer for the workforce development system. There is a very specific process that is followed should a grievance be filed. The types of complaints that are predominately filed relate to customers, but a partner could also file one if they so choose. It is very unusual for a complaint or concern to elevate to the level of filing a formal grievance and they are generally handled more informally. Each customer who enters the Center is provided with the grievance procedure policy.

At the July 10, 2018 Executive Committee, it was Moved by Mr. Burrows, seconded by Mr. Bishop and unanimously adopted by voice vote of members present to approve on behalf of the Board the appointment of Ms. Carlson as the Grievance Officer and Ms. Mattick as the Hearing Officer.

It was Moved by Mr. Sammons, seconded by Mr. Levesque and unanimously adopted by voice vote of members present to ratify the actions taken by the Executive Committee on July 10, 2018.

Ms. Kephart arrived at 8:40 a.m.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE

Mr. Pronti reported the Executive Committee has discussed adding three additional board meetings per year to allow enough time for the Board to discuss workforce issues. He stated one of the meetings will be used as a planning session. He and Ms. Mattick will be reaching out to members to help plan the session. Mr. Sammons suggested looking at using a consent agenda, this would allow the board to use their time more efficiently.

Mr. Abdelrehim arrived at 8:44 a.m.

ONE STOP OPERATIONS COMMITTEE

Mr. Bishop reported the committee did not have quorum at their last meeting, but they reviewed customer and business services. He stated additional board members are being sought to join the committee and asked anyone interested in participating to please reach out to Ms. Mattick.

YOUTH OVERSIGHT COMMITTEE

Ms. Mattick reported out on the Youth Oversight Committee. Ms. Hendrix, who previously chaired the group has accepted the deputy county administrator position and is no longer on the board. The group continues to meet and provide oversight of the summer youth employment and WIOA youth employment programs. They are currently reviewing the WIOA youth contract and discussing deliverables. She expects a recommendation will be made at the next Board meeting on whether to extend the current contract or release a request for proposals for the program.

DIRECTOR'S REPORT

Ms. Mattick stated since the June board meeting there has been a lot happening. Vanguard Printing closed, laying off 120-140 employees. The announcement was unexpected, but staff were able to act quickly to pull together an onsite job fair. There was excellent participation from area employers. She will be following up to see how many individuals have become employed since the closure.

She also reported that a WARN notice has been received for MACOM who will be laying off 40 people after the first of year. Those employees will be eligible for trade act funding which includes up to \$20,000 in tuition assistance.

These two companies along with the Mettler Toledo layoffs earlier this year is very concerning as there have been a substantial number of manufacturing jobs lost in the community.

Ms. Mattick stated there has been success in getting additional funding for the Career Center to assist with these dislocations. The funding will provide an additional .5 fte in the Career Center over a two-year period as well as provide funding for additional Individual Training Accounts and On-The-Job Training. The funding was made available by the State and the amount isn't yet final.

CAREER CENTER MANAGER REPORT

Ms. Carlson reported that activity in the Center is picking up with the recent Vanguard closure and seasonal layoffs. They have added several workshops to the calendar to help individuals with job search and interview preparation.

TCAD WORKPLAN AND GOALS – HEATHER MCDANIEL, PRESIDENT

Ms. McDaniel stated that the mission of TCAD is centered around working with companies to help them create jobs and working on initiatives that help companies grow and make for a prosperous economy in Tompkins County. There is a five-year strategic plan in place that was developed last year.

TCAD was founded in 1964 as a private not for profit organization that is funded by three main sources; fees for services, Tompkins County, and private employers and community organizations that believe in the mission of TCAD to support a thriving economy.

Key areas of services for the organization include:

- Direct services – management of the Industrial Development Agency which provides property and sales tax incentives to companies that are expanding
- Revolving loan fund administration - targeted toward manufacturers and high-tech companies that are selling a product outside Tompkins County either nationally or locally.

- Providing technical assistance and resource referral to businesses.
- Workforce Development – this is new for TCAD and they will be adding a sixth staff person to work on this area in order to look at ways to meet employment and skill needs of workers and employers; establish private sector supported Advanced Manufacturing training programs, provide labor market analysis; look at ways to attract skilled workers in targeted sectors, and provide opportunities to career pathways for entry-level workers in critical sectors.
- Raising community awareness – holding regular briefing with local officials and other stakeholders, increasing public awareness of TCAD, and creating a Tompkins County environment supportive of economic growth.

The organization also provides economic development leadership in the region and Tompkins County, by participating on the Regional Economic Development Council and collaborating with public, private and nonprofit efforts.

JOBSEQ REAL TIME INTELLIGENCE DEMONSTRATION

Ms. Mattick provided a demonstration of the JOBS EQ portal. The portal is a robust system that provides real-time intelligence. It provides historical data as well as projections on what occupations are growing, what those jobs will be paying, etc. It is very intuitive and easy to use. The dashboard can be customized to run specific data based on “what-if” scenarios. It can provide very specific demographic information, labor and wage trends, and can drill down as far as to help wanted ads.

Mr. Christian from NYSDOL stated the information that can be provided using this program is based in part on data prepared by NYSDOL Research and Statistics but has evolved into a very user-friendly program that goes deeper than what NYSDOL can provide. The portal presents the information in a user-friendly manner that is very understandable.

Mr. Sammons suggested providing information on how business and human service organizations intersect.

Mr. Forrest and Ms. Montague left the meeting at 9:36 a.m.

Ms. Kephart left the meeting at 9:39 a.m.

Mr. Pronti suggested bringing the dashboard for discussion at the next Executive Committee to look at what information will be most valuable and then providing the dashboard at each board meeting.

ADJOURNMENT

The meeting adjourned at 9:53 a.m. The next meeting is scheduled for Tuesday, December 11, 2018 at 8:30 a.m. at the Tompkins County Public Library.