

WORKFORCE DEVELOPMENT BOARD

December 13, 2016

8:30 A.M.

Tompkins County Public Library

Present: B. Allen, A. Bishop, I. Burbank, D. Burrows, B. Dickens, M. Gold, C. Haynes, A. Hendrix, P. Levesque, J. Mareane, J. Matteson, L. Patz, S. Peake, S. Pronti, K. Smith, M. Stazi

Excused: M. Abdelrehim, L. Dillon, M. Stamm, M. Talarski, J. Tavares, J. Lance

Ex-Officio: D. Bradac, L. Holmes

Guests: F. de Aragon, Ithaca-Tompkins County Transportation Council; T. Geisenhoff, K. Cerasaro, T. Doherty, NYSDOL; D. Hesler, TST BOCES; D. Goodness, Workforce Development Institute; A. Tunison, ACCES-VR

Staff: J. Mattick, J. Luu

Call to Order

Chairman Burrows called the meeting to order at 8:36 a.m. Brian Dickens, Vice President of Human Resources at Ithaca College was welcomed to the Board and introductions of visitors followed.

Approval of Minutes

It was Moved by Mr. Levesque, seconded by Mr. Pronti and adopted by voice vote of members present to approve the minutes of October 25, 2016.

Approval to Release a Request for Qualifications – One-Stop Operator

There is a requirement to competitively procure the One-Stop Operator under the new WIOA regulations and permission is requested from the Board to release a Request for Qualifications. The process of the procurement will be conducted by the Executive Committee. Mr. Burrows stated the process has been placed on hold for as long as was prudent to allow USDOL and NYSDOL to issue guidance; that guidance has not been forthcoming. The deadline for the Operator to be in place is July 1st. The delay in receiving guidance is creating a tight timeline if a formal RFP is necessary once responses to the RFQ are received. The Executive Committee has discussed the matter and they are making the recommendation that the process commence now. Mr. Levesque asked why a RFP isn't issued instead of an RFQ. Mr. Burrows stated that the RFQ is being released first to see how many interested parties there are in the role of One-Stop Operator. It was Moved by Mr. Pronti, seconded by Mr. Allen and with Mr. Mareane and Mr. Smith abstaining, approved by voice vote of members present to Authorize the Executive Committee to release the Request for Qualifications for the One-Stop Operator. Mr. Burrows thanked the Board and encouraged anyone interested to attend the Executive Committee meetings and participate in the process.

Committee Reports

Executive Committee Actions and Committee Report

At their December 6, 2016 meeting the Executive Committee, on behalf of the Board, authorized a request to NYSDOL to transfer up to \$35,000 in PY16 Dislocated Worker funding to Adult funding.

Mr. Burrows reported that the group also discussed the recent FLSA regulations and the injunction by a judge in Texas. Most of the group reported their companies have moved forward with the process regardless. He also reported the group discussed the last board meeting and subsequent discussion and how to continue those discussions at the Board level. He asked members to forward ideas to him if they have topics they would like the Board to discuss.

One Stop Operations and Oversight Committee

Mr. Bishop reported the Committee is reviewing customer satisfaction results as well as the tools that are being used to gain input. They reviewed a survey tool that was used years ago and modifications are currently underway. The Committee reviewed the 1st quarter training report. The completion rate for participants is high but there is high utilization of out of county training providers which increases travel costs. The Center continues to look for additional training providers. There is concern that all of the training dollars will be expended by the end of December. The allocation is formula driven, and in past years there was carryover available that could be utilized. Those funds have been expended. The Committee will be continuing their discussion of Individual Training Accounts in January.

Ms. Mattick stated training dollars comprise 32.5% of the total budget and at this point, 90 percent of those dollars are expended. Online training opportunities are being pursued that will be facilitated by staff. There is greater focus on job readiness with the Individuals coming into the Center now. Mr. Burrows stated that with the unemployment rate at 3.6%, the Center is seeing higher needs individuals.

Services to Individuals with Disabilities Committee

Mr. Matteson reported the Committee will be meeting next week.

Youth Oversight Committee

Ms. Hendrix reported the Committee met with the summer youth providers to discuss this year's program. The Committee is also beginning discussions around the 2017 Request for Proposals and looking at who is being served and who is being missed.

Governance and Membership Committee

Mr. Stamm was not in attendance. Ms. Mattick stated that the Board has one vacancy and it is hoped to have that filled by the February meeting.

Treasurer's Report

Ms. Mattick reviewed the September and October budget statements for both the Board and the Office of Employment and Training. She noted on the Board budget expenses are up for subcontracts as a result of the completion of the Summer Youth Employment Program, conversely, revenue is down due to final allocations for that program not yet being received. She also noted that revenue claims for the Disability Resource Coordinator Program also lag resulting in a lower revenue amount.

The Office of Employment and Training, training expenditures appear low and are actually much higher due to a large number of trainings beginning in the month of October. The training budget for OET is somewhat inflated due to the need to have funds in the budget if an active Trade Act petition is filed. Unless there is corresponding revenue those funds cannot be expended. She noted Trade Act funding can only be used for training and no overhead can be charged to that program.

Reviewing the Contractors Expense Statement, Ms. Mattick reported it would appear that there were over-expenditures in the Summer Youth Program, but this is not the case, it is really a shift of funding between providers. All but \$800 was spent for the program.

WDB Director/One Stop Manager Update

Ms. Bradac's report was distributed and is included at the end of the minutes. She noted the Skilled Trades Consortium, which was successful for many year, has seen several key staff members leave in

recent years and made the decision to disband, but they will continue to look for other opportunities.

Other Business

The Board discussed briefly how they have handled implementing the new FLSA regulations. Most reported they moved forward with implementation regardless of the injunction put in place by a Texas court. It was noted the law has had a significant impact on non-profits and there have been layoffs within some organizations. It was also noted that with the increases in wages for some employees it created wage compression with others.

Mr. Allen left the meeting at 9:30 a.m.

Update on Workforce Transportation Challenges

Mr. DeAragon explained The Ithaca-Tompkins County Transportation Council (ITCTC) is the Metropolitan Planning Organization (MPO) for Tompkins County. The ITCTC is charged with facilitating county-wide transportation planning and is responsible for:

- Working jointly and cooperatively with all transportation related agencies in Tompkins County, to promote comprehensive inter modal transportation planning.
- Providing transportation related information and analyses.

The ITCTC is responsible for preparing and updating the

- Unified Planning Work Program, an annual work program detailing activities of the ITCTC
- Transportation Improvement Program, a five year program of federally funded transportation projects.
- Transportation Long Range Plan, a county-wide plan with a 20 year horizon.

The MPO studies commutation patterns to and from Tompkins County. Of those people employed, 44,576 live and work in Tompkins County and 60% drive alone to their jobs. There are 15,023 individuals who live outside but work within Tompkins County and 81% of those individuals are drive alone commuters. Only 1.2% of the working population work outside Tompkins County.

Ideally, the number of drive alone trips would be reduced and the number of individuals using ridesharing and other alternative modes of transportation increased. This would reduce the amount of Co2 emissions.

Mr. Haynes asked if a regional approach is being looked at. Mr. DeAragon stated there was a regional study done, but noted the federal funding that is received is specific to each MPO and must be used within their designated areas.

Mr. DeAragon's presentation is available by contacting the Workforce Development Board Office.

Adjournment

It was Moved by Mr. Pronti, and unanimously seconded to adjourn the meeting at 9:58 a.m. The next meeting is scheduled for Tuesday, February 28, 2016 at 8:30 a.m. at the Tompkins County Public Library.

Minutes prepared by Jennifer Luu.