

WORKFORCE INVESTMENT BOARD

MARCH 24, 2015

8:30 A.M.

TOMPKINS COUNTY PUBLIC LIBRARY

- PRESENT:** A. Bishop, D. Bradac, D. Burrows, M. Coldren, J. Dennis, L. Dillon, C. Haynes, A. Hendrix, J. Mareane, J. Matteson, L. Patz, S. Pronti, K. Smith, M. Solomon, M. Stamm, M. Stazi, Talarski, J. Tavares, P. Levesque,
- EXCUSED:** B. Blanchard, L. Holmes, J. Little, A. Pedersen, M. Turnbull
- ABSENT:** B. Allen, J. Lance, L. Leonard, M. Rubino
- GUESTS:** M. Lane, Chair, Tompkins County Legislature; C. Harris, New York State Department of Labor, D. Goodness, Workforce Development Institute, D. Hessler, TST BOCES
- STAFF:** J. Mattick, J. Luu

CALL TO ORDER

Chairman Patz called the meeting to order at 8:30.a.m. Introductions followed.

APPROVAL OF 2015 MINUTES

It was Moved by Mr. Stamm, seconded by Ms. Stazi and unanimously adopted by voice vote of members present to approve the minutes of November 18, 2014 and January 27, 2015.

APPROVAL OF 2015 SUMMER YOUTH EMPLOYMENT PROGRAM CONTRACTS

It was Moved by Ms. Stazi, seconded by Ms. Dillon, and with Ms. Bradac abstaining approved by voice vote to authorize the Executive Director to negotiate contracts with the appropriate organizations to operate the 2015 Summer Youth Employment Program.

Upon review of proposals received and recommendation of the Performance and Evaluation Committee of the Youth Employment Council and the Executive Committee, the Workforce Investment Board authorizes the Executive Director to negotiate contracts with the appropriate organizations to operate the 2015 Summer Youth Employment Program who meet the minimum funding requirement of 65% of overall budget for participant costs contingent upon funding being made available through New York State.

AUTHORIZATION TO RELEASE REQUEST FOR PROPOSALS FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH PROGRAMS

It was Moved by Ms. Dillon, seconded by Mr. Matteson, and with Ms. Bradac abstaining approved by voice vote to authorize the Executive Director to release the Request for Proposals for the WIA Youth program from July 1, 2015 – June 30, 2016 in the amount of \$330,000.

The current contract with the Office of Employment and Training to operate the Workforce Investment Act Youth program ends on June 30, 2015. As it is required that the new WIOA Youth program be competitively procured it is the recommendation of the Executive Committee that a Request for Proposals for \$330,000 be issued by the WIB for operation of the WIA Youth program from July 1, 2015 – June 30, 2016.

RESOLUTION – CREATION OF THE TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT OF 2014

WHEREAS, the Workforce Investment Act of 1998 required the establishment of workforce development boards in local communities, and

WHEREAS, Tompkins County created the Workforce Investment Board, comprised of a diverse policy-making group to address the variety of workforce needs and work with employers, employees and job seekers, and

WHEREAS, the Workforce Innovation and Opportunity Act of 2014 supersedes the Workforce Investment Act of 1998 and by doing so changes the structure of workforce investment boards, now therefore be it

RESOLVED, on recommendation of the Tompkins County Workforce Investment Board, That the Workforce Investment Board formed under the Workforce Investment Act of 1998 be abolished, and the Workforce Development Board structured as required by the Workforce Innovation and Opportunity Act of 2014 be hereby created effective April 21, 2015.

WIOA BOARD MEMBERSHIP

The Board reviewed the proposed board membership under the Workforce Innovations and Opportunity Act. Members will need to be appointed by the County Legislature and terms will be staggered as they have been in the past. Individuals appointed must be of optimum policy making authority under the legislation. The Board will consist of a 51 percent business majority, also includes mandated partners as well as a 20 percent requirement representing unions, individuals with disabilities and community based organizations. It was noted that there are individuals who are being moved to ex-officio status as a measure to solely meet voting requirements, and they will continue to actively participate on the Board.

It was Moved by Mr. Pronti, seconded by Ms. Tavares and unanimously adopted by voice vote of members present to approve the board structure as submitted and included at the end of the minutes.

RESOLUTION – DESIGNATION OF TOMPKINS COUNTY AS A SINGLE WORKFORCE DEVELOPMENT AREA

It was Moved by Mr. Burrows, seconded by Ms. Stazi and unanimously adopted by voice vote of members present to request that the Tompkins County Legislature endorse and support the application to the Governor of the State of New York and the New York State Department of Labor to designate Tompkins County as a single Workforce Development Area.

WHEREAS, the Workforce Innovation and Opportunity Act of 2014 replaces the Workforce Investment Act of 1998 and requires that there be established a "Workforce Development Area", in which employment and training programs will be administered, and

WHEREAS, Tompkins County is presently a single-county Workforce Investment Area under the Workforce Investment Act of 1998, and

WHEREAS, the Tompkins County Workforce Development Board unanimously desires designation of Tompkins County as a single Workforce Development Area under the new legislation, now therefore be it

RESOLVED, that the Tompkins County Workforce Investment Board, hereby requests that the Tompkins County Legislature endorse and support application to the Governor of the State of New York and the New York State Department of Labor to designate Tompkins County as a single Workforce Development Area under the Workforce Innovation and Opportunity Act of 2014

WIOA BYLAWS

The proposed bylaws were distributed with the agenda packet as an information item and they will be brought to the May Board meeting for consideration.

Mr. Bishop arrived at 9:13 a.m.

REVIEW STRUCTURE AND ROLES OF COMMITTEES

The Board reviewed the proposed committees under the new legislation (included at the end of the minutes). Members were asked to email Ms. Mattick or Ms. Luu with their committee preference.

WIB DIRECTOR'S REPORT

Ms. Mattick reported she and TCAD staff met with Congressman Reed to talk about WIOA and the importance of maintaining funding levels within the law that are critical to operations. They also discussed activities at the One-Stop Center and his constituency that is being served. The Congressman is very interested in providing services to individuals with disabilities and Ms. Mattick will be following up with his staff person next week.

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Ms. Mattick reported she will be attending the National Association of Workforce Boards conference in Washington DC next week. She and Mr. Stamm have visits scheduled with staff of Congressmen Reed and Schumer, and Congresswoman Gilibrand's offices.

Ms. Mattick stated she has been very busy with the WIOA Youth RFP and the Summer Youth Employment Programs and noted in the next month a Request for Qualifications for the One-Stop Operator will also go out. This is a requirement under the new law.

ONE-STOP OPERATOR REPORT

Ms. Bradac distributed her report. It is included at the end of the minutes.

ADJOURNMENT

It was Moved by Mr. Stamm and unanimously seconded to adjourn the meeting at 9:38 a.m. The next meeting will be held May 12, 2015 at 8:30 a.m. at the Tompkins County Public Library.

Minutes prepared by Jennifer Luu.

**Workforce Development Board Membership – Effective July 1, 2015
Minimum Requirements Under WIOA**

Business Representatives (51%), including the Chair

Labor Representatives/Community Based Organizations (20%) of whole including the number of business and mandated partner representatives.

Mandated Partners

Adult Education/Literacy Representative – TST BOCES
Vocational Rehabilitation Representative – ACCESS VR
Higher Education Representative – Tompkins Cortland Community College
Wagner-Peyser Representative – New York State Department of Labor
Economic Development Representative

PROPOSED Membership July 1, 2015 – 24 Members, 3 Ex-Officio

Business Seats	Representing
Total Number 13	Business Business Business Business Business Business Business Business Business Business Business Business Business Organizations that represent business (eg; chambers of commerce)
Mandated Partners	Representing
Total Number 5	TST BOCES ACCESS VR Tompkins Cortland Community College New York State Department of Labor Economic Development
Key Community Organizations/Programs	Representing
Total Number 1	Temporary Assistance for Needy Families (DSS)
20 Percent Requirement	Representing
Total Number 5	Union Labor-Management Apprenticeship Program Community Based Organization Tompkins County Youth Services CBO - Individuals with Disabilities

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Ex-Officio/Legislature Liaison, Non-Voting Members

Total Number 3

WIA Title I
Older Worker Program, (eg; Tompkins Co Office for the Aging)
Tompkins County Legislature Designee

***** Any time additional non-business seats are added, 2 additional business representatives are needed to maintain the 51% business led requirement. Additionally, labor/cbo representation will also need to increase to maintain the 20%. *****

Governance and Membership Committee

The Governance and Membership Committee is responsible for advising the WIB on matters related to recruitment and training of new board members, developing a Slate of Officers annually, and reviewing and recommending changes in the By-Laws as appropriate.

The Committee:

- Reviews By-Laws for appropriate changes
- Recruits new board and committee members
- Provides orientation for new board members
- Presents annual Slate of Officers to the Board
- Keeps members abreast of attendance and other membership requirements and responsibilities

Members of the committee shall include:

- WIB members

Minimum Meeting Requirements: Quarterly or as needed

One Stop Operations & Oversight Committee

The One Stop Operations & Oversight Committee is responsible for advising the WIB on matters relating to the delivery of services through the One Stop Career Center. The One Stop Operations & Oversight Committee shall also provide policy guidance as it relates to the overall services available to all customers of the local workforce system.

The Committee:

- is responsible for certification of training providers and oversight of training outcomes;
- is responsible for programmatic and fiscal monitoring of One Stop Operations;
- insures that the interests of job seekers and employers are equally represented in the One Stop system;
- insures that the One Stop system provides quality comprehensive services in a seamless, integrated, effective and efficient manner;
- insures that the One Stop system meets or exceeds performance standards;
- insures the continuing implementation of One Stop system activities by identifying and monitoring the flow of services;
- oversees team management of the One Stop system;
- identifies and implements effective employment and training strategies that result in employment opportunities for economically disadvantaged adults, youths, and dislocated workers;
- recommends funding allocations for program services, and;
- conducts oversight of program operations, including development and review of program policies.

Members of the committee shall include:

- One Stop management;
- WIB members;
- representatives of One Stop Partner agencies;

Minimum Meeting Requirements: Bi-monthly

YouthServices Committee (YSC)

The YSC is responsible for advising the WIB on matters relating to the delivery of an integrated workforce/employment program for youth. The YSC shall also provide policy guidance as it relates to services to youth.

The Committee:

- advocates on behalf of youth workforce development services;
- advises on the administration of funds to deliver program services to improve the training, literacy, and job readiness skills of youth;
- vocational rehabilitation programs for youth.
- works to develop a more comprehensive and integrated system of workforce development programs and services for youth;
- develops portions of the Local Plan pertaining to youth program/services;
- recommends providers of youth services to be awarded grants or contracts on a competitive basis by the local board;
- conducts oversight with respect to providers of youth services, and;
- coordinates youth workforce development activities in the local area.
- provides the leadership and the public relations link between the WIB and the Business community for financial contributions, career shadowing, internships, and job opportunities.

Members of the committee shall include:

- WIB members;
- representatives of community-based organizations with a demonstrated record of success in serving eligible youth;
- representatives of a significant customer group, e.g. employers;
- representatives of a specific target population such as special needs or disabilities;
- representatives of juvenile justice programs, such as probation, and;
- representatives of secondary and post-secondary education, such as BOCES, colleges/universities, and school districts.

Minimum Meeting Requirements: Bi-monthly

Services to Individuals with Disabilities Committee

The Services to Individuals with Disability Committee is a responsible for advising the WIB on matters related to accessibility and the provision of disability services to One Stop customers with intellectual or developmental disabilities. The Services to Individuals with Disabilities Committee shall also provide policy guidance as it relates to services to individuals with disabilities.

The Committee:

- advocates for customers;
- raises awareness of disability as a civil rights and diversity issue;
- promotes collaboration between service providers,
- responsible to ensure that training for staff on providing supports for or accommodations to, finding employment opportunities for, individuals with disabilities, and;
- seeks ways to increase competitive integrated employment opportunities.

Members of the committee shall include:

- WIB members;
- self-advocates for individuals with intellectual or developmental disabilities;
- providers of employment services, including those who employ individuals with intellectual or developmental disabilities in competitive integrated employment;

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- representatives of national disability advocacy organizations for adults with intellectual or developmental disabilities;
- experts with a background in academia or research and expertise in employment and wage policy issues for individuals with intellectual or developmental disabilities;
- representatives from the employer community or national employer, and;
- other individuals or representatives of organizations with expertise on increasing opportunities for competitive integrated employment for individuals with disabilities.

Minimum Meeting Requirements: Bi-monthly

**Workforce Investment Board
Tompkins Workforce New York Report, March 2015**

NY Job Bank: <http://ny.us.jobs> *Check us out on Facebook!*

Recent Staff Changes:

Sarah Bonawitz - new Americorps Volunteer

Nanci McCraine - new TC3 TAACCCT Job Coach and Project Assistant

Beth Hardesty - new Job LINK staff member

Maia Kunzman - new summer employment program staff

Gloria Edington - Experience Works; archiving project

Joyce Sharpe - Experience Works; receptionist, grant program and funding ended

Summer Youth Employment Program: Amy Brown and Chad Zimar are getting the summer youth employment program underway; program logistics, recruitment, employer agreements, work readiness training, eligibility requirements and placements. We anticipate serving appx. 90 youth this summer. Contact Amy at 272-7570 ext 141.

Veterans Priority of Service: Brad Bennett continues to outreach to and provide direct support and assistance to Veterans in the Tompkins and Cortland offices. He provides transition job search aid and other services to separating service members as they transition into civilian life. Contact Brad at 272-7570 ext 110.

HETP Hospitality Employment and Training Program: Workforce New York has been providing assistance to the HETP program for work readiness, job search assistance, resume and interviewing assistance, on-line tutorials, one on one support and/or workshops. Participants are completing training soon and will participate in an internship in hospitality late Spring. Contact Nagiane at GIAC at 272-3622.

Metrix and Prove It! E-Learning: We are continuing to offer a self-paced E-learning option for job seekers. Orientations and eligibility meetings are being held twice a month. Participants will have 90-180 days of unlimited use. Metrix allows users the ability to set their own learning goals and objectives. This database of over 6,000 courses allows users to choose whatever assessments and courses they are interested in and has preparation curriculum for seven industry-recognized certifications. Contact Jackie at 272-7570 ext 108. <http://www.metrixlearning.com>

Meet the Employer Sessions: BinOptics, Comfort Keepers, Cornell University, Tompkins County Trust, Ithaca College, AT&T Technologies, WB&A Market Research, Stork H&E, Hotel Ithaca, Lowes, CBORD, Challenge, Therm, and AFCU have held recruitment sessions. If you would be interested in holding a recruitment session at Workforce, contact Bernadette 272-7570 ext 112.

Hospitality STAR - June 16 & 17: Hospitality collaborative two-day training event for employees in the hospitality, food service, tourism, B&B or lodging industries. This program is sponsored by Tompkins Workforce New York, Tompkins County Tourism Program, Downtown Ithaca Alliance, Tompkins County Convention and Visitors Bureau and TC3. Contact Diane at 272-7570 ext 129.

Upcoming Sponsored or Co-Sponsored Training or Events:

- 3/23 Serv Safe Food Handler Certificate
- 3/27 Serv Safe Alcohol Certificate
- 4/23 World of Skills at Hotel Ithaca (9:00-12:00)
- 5/5 Careers in Construction Day, Chemung County Fairgrounds
- 5/20 Diversity Consortium Roundtable
- 6/4 Leading Organizational Excellence, Jack Smalley (SHRM and HYRAT)
- 6/16-17 Hospitality STAR

Report prepared by Diane Bradac. Please contact the Tompkins Workforce New York Career Center for additional resources, help questions and support.

Tompkins Workforce New York is an Equal Opportunity Employer/Employment Program. Auxiliary aids and services are available upon request to individuals with disabilities.