

MARCH 25, 2014

WORKFORCE INVESTMENT BOARD

8:30 A.M.

TOMPKINS COUNTY PUBLIC LIBRARY

PRESENT: A. Bishop, B. Blanchard, D. Bradac, A. Hendrix, L. Holmes, P. Levesque, J. Little, J. Mareane, P. McKee, J. McPheeters, L. Patz S. Pronti, M. Stamm, M. Stazi, M. Talarski)

EXCUSED: B. Allen, D. Burrows, M. Coldren, J. Dennis, L. Dillon, C. Haynes, D. Herath, J. Lance, L. Leonard, A. Pedersen, M. Rubino, M. Solomon, M. Turnbull

GUESTS: C. Harris, NYSDOL; David Goodness, Workforce Development Institute; M. Rose, A. Karino, NYS Commission for the Blind

STAFF: J. Mattick, Jennifer Luu

CALL TO ORDER

Chairman Patz called the meeting to order at 8:35 a.m.

CONFLICT OF INTEREST FORMS

The annual financial disclosure statements were distributed to Board members for completion and return to the WIB office.

REPORT OUT/PRIORITY SETTING – WIB/SCHOOL DISTRICT ADMINISTRATOR CONVERSATIONS

The responses were distributed from the WIB/School District Administrator joint meeting. Board members took a few minutes to review and rate each category. Dr. Matteson has also taken the results to school superintendents for their review to see what they support. As a result of the two groups' feedback, a subcommittee will be created consisting of WIB, School Administrators, and Youth Employment Council members to begin work on moving things forward. Mr. Pronti, Mr. Stamm, and Ms. Hendrix expressed interest in participating on the subcommittee.

APPROVAL OF MINUTES

It was Moved by Ms. Holmes, seconded by Ms. McPheeters and unanimously adopted by voice vote of members present to approve the minutes of November 26, 2013 as submitted.

EXECUTIVE COMMITTEE ACTIONS

RELEASE OF THE REQUEST FOR PROPOSALS TO OPERATE THE 2014 SUMMER YOUTH EMPLOYMENT PROGRAM

At its February 4, 2014 meeting, the Executive Committee, on behalf of the board, authorized the release of a Request for Proposals to operate the 2014 Summer Youth Employment Program.

APPROVAL OF 2014 SUMMER YOUTH EMPLOYMENT PROGRAM CONTRACTS

It was Moved by Ms. Blanchard, seconded by Ms. McPheeters to authorize the Executive Director to negotiate contracts with the Tompkins County Office of Employment and Training, Challenge Workforce Solutions, and the City of Ithaca Youth Employment Services to operate the 2014 Summer Youth Employment Program.

Ms. Hendrix reported that the parameters approved by the WIB at the November 2013 meeting were incorporated in the Request for Proposals. Three proposals were received and reviewed by the Performance and Evaluation Committee of the Youth Employment Council. Once a few questions are answered they are recommending the award of contracts. She noted that the amount of funding requested is less than the anticipated allocation and there will need to be discussions about this; however, until the allocation is received

it is unclear how significant those differences are. It was also noted that the funding in the State budget is expected to increase so there could be additional funding awarded.

A voice vote resulted as follows: **Ayes** – 13 (A. Bishop, B. Blanchard, A. Hendrix, L. Holmes, P. Levesque, J. Little, J. Mareane, J. McPheeters, L. Patz S. Pronti, M. Stamm, M. Stazi, M. Talarski), **Noes** -0, **Abstain** – 2 (Ms. Bradac, Mr. McKee), **Excused** – 12 (B. Allen, D. Burrows, M. Coldren, J. Dennis, L. Dillon, C. Haynes, D. Herath, J. Lance, L. Leonard, A. Pedersen, M. Rubino, M. Solomon, M. Turnbull) MOTION CARRIED.

PRESENTATION: SEE POSSIBILITIES, MIKE ROSE, NYS COMMISSION FOR THE BLIND

The Board welcomed Michael Rose, Sr. Vocational Rehabilitation Counselor for the New York State Commission for the Blind and Visually Handicapped (NYSCB).

Mr. Rose provided an overview of the services provided by NYSCB stating the mission of the organization is to provide vocational rehabilitation and other direct services to legally blind New York State residents, including children, adults, and elderly persons. One of NYSCB's primary objectives is to assist consumers in achieving economic self-sufficiency and full integration into society. NYSCB offers these services from seven district offices across the state. They serve Children (age Birth – 10 years old), Transition Youth (ages 11- 21), Adults (21 and older) Seeking Employment, Older Adults (55+) Working or Not, as well as Workers expected to be legally blind soon. He noted that with the proper supports blind or visually impaired people can perform almost any job function. Partnering with NYSCB provides businesses with pre-screened, qualified, job ready candidates that are dedicated skilled workers who are career seekers, not just job seekers. NYSCB also provides ongoing professional assistance and no-cost technical support and advice to businesses.

BOARD MEETING EVALUATION

The Board evaluation was distributed. This is something new that will be used for reviewing the effectiveness of Board meetings. The results will be reported and discussed at the next meeting in May.

WIB DIRECTOR'S REPORT/CENTER MANAGER'S REPORT

Ms. Mattick did not have a report. Ms. Bradac's written report was distributed and is attached.

ADJOURNMENT

It was Moved by Mr. Stamm and unanimously seconded to adjourn the meeting at 9:40 a.m.

Minutes prepared by Jennifer Luu.

Tompkins Workforce New York Career Center Report, March 2014

1. Increase the number of work-ready, basic skilled workers

- ◆ **WIA Job LINK program:** year round program focused on work readiness training, career exploration, academic intervention and support, case management, unpaid and subsidized work experience, etc, 99 active youth (71 In-School, 28 Out-of-School), Exceeding Performance - Placement in Education or Employment: 71%, Attainment of Degree or Certificate: 100%, Literacy Gains: 60%)
- ◆ **National Worker Readiness Credential Training and Testing Site:** regular outreach and collaboration of seven local programs underway including adult literacy partners, partnered with Hospitality Employment and training Program, training and testing underway for 15 participants
- ◆ **Monthly Workshops:** averaging 8-10 workshops a month with 7-10 individuals in attendance. Example; Civil Service, Employment Transitions, Interviewing Tips and Techniques, Resume Critique, SSA and Benefits (for Individuals with Disabilities), Older Worker Workshop, Effective Cover Letters, Linked In, Social Media, Moving Forward, etc
- ◆ **Collaborative Pipeline Projects:** HETP (Hospitality Employment and Training Program), Learning Web, JATC Apprenticeships, Tompkins Learning Partners, TST BOCES Adult Education and Mock Interviewing, and Finger Lakes ReSET
- ◆ **Community Involvement:** Building Bridges, International Festival, CU Graduate Student Bridges program, and CEO Initiative - connecting with local programs and local leaders to recruit, engage and support youth of color and disconnected young adults
- ◆ **TST BOCES Adult Education Classes at WFNY:** Mon and Wed evenings, monthly orientation sessions held at BOCES
- ◆ **Involvement in Career Days:** New Roots, Lansing, Newfield and Ithaca
- ◆ **Work Readiness and Skills Gap programs:** JSEC and SHRM TC co-sponsored program held with human resource personnel to better understand gaps and work readiness issues, panel discussion, also met with School District Counselors for gaps and work readiness discussion

2. Retain and attract more young adults

- ◆ **Tourism and Hospitality STAR Initiative:** recruitment, curriculum development and training, career ladders and exploration; STAR program to be held on June 17 and 18, hospitality ambassador and customer service training
- ◆ **Internships and Mentoring:** TC3, IC and CU student interns, SHRM TC Shadowing day for ILR and Human Resource students
- ◆ **Internet Networking Sites:** launched a Facebook page, Blog and expanded our Linked In account and use
- ◆ **Community Outreach:** Tompkins Connect, Society of Human Resource Managers of TC, Human Services Coalition, Leadership Tompkins, Business After Hours, Chamber events, Diversity Consortium, etc

3. Prepare for the wave of baby boomer retirements

- ◆ **Mature Worker Workshops:** Monthly workshops facilitated by Jacqui Benedict, Counselor
- ◆ **Continuing Partnerships:** TC Office for the Aging, CU Encore, Lifelong and Experience Works (SCSEP) programs
- ◆ **Workplace Flexibility:** research on articles and policies on website, encouraging ongoing discussions with businesses and job seekers to better meet growing interest

4. Facilitate and enable the recruitment of workers in high demand occupations

- ◆ **Employer Recruitment Sessions:** AT&T, Adecco, CBORD, Chipotle, Comfort Keepers, Cornell, Express Employment Professionals, Fairfield Inn, Home Instead Senior Care, Ithaca College, Marietta, Manpower, Performance Systems, Premier Technologies, Pro Tel Staffing, Re-Use Center, Sodexo, Superior Technical, Therm, Tompkins Trust, and Wegmans
- ◆ **Professional Opportunity Development (POD):** average attendance 30, use of Linked In and local guests, group training assessment and facilitation
- ◆ **SMART:** “job lead” service for job seekers, 98% enrolled, a computer software system that matches skills and experiences of job seekers to jobs posted on NYS Job Talent Bank
- ◆ **Business Services:** meeting regularly and moving forward with high demand occupations with customers and ITAs, OJTs and outreach opportunities (NY State continuing emphasis “on-the-job” funding for training/placements)
- ◆ **Health Careers Expo:** planning committee meeting, event planned for Oct 16, 2014
- ◆ **UpState Tech Career Connections:** WIB sponsored career and job fair, April 9, 2014

5. Reduce unemployment and it’s accompanying under use of talent

- ◆ **Resource Room and Career Center:** served 1,306 customers Fall 2013, average visits 5.5, bank of computers, telephone, fax, copier, adaptive equipment, newspaper advertisements, directory information available in the resource center for business calls and job search or training program inquiries, interview and conference rooms available for businesses
- ◆ **NYS Job Talent Bank:** business postings and matching for employers, more actively recruiting and screening <http://newyork.us.jobs/> (NY State participants in PY 2013 417,430)
- ◆ **Training Investments:**
 - WIA Adult and Dislocated Individual Training Accounts: 45 individuals (unduplicated), \$52,805.99 (PY 2013)
 - WIA On-The-Job Training: 10 individuals, \$27,760.60 (PY 2012-13)
 - Trade Act Assistance: 21 individuals, \$81,722.90 (PY 2011-12)
 - NEG OJT: 20 individuals, \$157,137.55 (PY 2012-13)
 - Metrix E-Learning: 305 individual accounts, \$15,400.00 (5/12 to present)
- ◆ **Re-Employment Assistance (REA) program:** funding continued to provide one-on-one orientation, enrollment, and intensive services for select UI customers
- ◆ **Society of Human Resources (SHRM):** Monthly meetings and bi-annual conference (June)
- ◆ **World of Skills Job Fair:** to be held April 24, 2014, two pre-fair workshops in April
- ◆ **Individual Resource Team (IRT) meetings:** monthly partnership meeting for resource sharing, problem solving and professional support
- ◆ **Diversity Consortium:** monthly meetings and bi-annual roundtable (June)
- ◆ **Employment Network:** Shammi Carr and Jason Harriott, on-site team serving customers with disabilities
- ◆ **Veteran’s Services (DVOP):** Brad Bennett, increased visibility and more intensive support during transitions
- ◆ **Division of Immigrant Policies and Affairs (DIPA):** Parker Filer, Regional Representative

Prepared by Diane Bradac, Manager of Tompkins Workforce New York
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Tompkins County Job and Career Fairs

<p>UpState Tech Career Connections Ithaca College, Ithaca, NY</p> <p>Wed, 4/9/2014, 4:00-6:00pm Focus: Graduate Level and Professionals</p> <p><i>Questions:</i> Julia Mattick, WIB Jmattick@tomkins-co.org 607-274-7526</p>	<p>World of Skills Job Fair The Hotel Ithaca, Ithaca, NY</p> <p>Thurs, 4/24/2014, 9:00–12:00 Focus: Job Seekers</p> <p><i>Questions:</i> Larry Roberts, FLIC LarryERoberts@hotmail.com 607-272-2433</p>
<p>Central NY Careers In Construction Day Chemung County Fairgrounds, Horseheads, NY</p> <p>Tues, 5/6/2014, 8:30–12:00 Focus: Students in 9th through 12th grades, some busing reimbursement may be possible</p> <p><i>Questions:</i> Charade Kittle ckittle@centralny.twcbc.com 607-272-3122</p>	<p>Shops of Ithaca Retail Fair At the Mall, 40 Catherwood Road Ithaca, NY</p> <p>All Week: 5/12-16, 2014 Focus: Entry Level Job Seekers interested in retail, sales and customer service</p> <p><i>Questions:</i> Marketing Director www.theshopsatithaca.com 607-257-5338 ext 217</p>
<p>Health Careers Expo Ithaca College, Ithaca, NY</p> <p>Thurs, 10/16/2014, 9:00-12:00 Focus: High School Students exploring positions in health care</p> <p><i>Questions:</i> Diane Bradac, WFNY DBradac@tomkins-co.org 607-272-7570</p>	<p>CU Facilities Pathway Humphreys Building, Cornell University, Ithaca, NY</p> <p>Jan 2015, 3:00-7:00pm Focus: Job Seekers interested in learning more about Facilities Services and Trades</p> <p><i>Questions:</i> Facilities Services, 254-5455 CU_FS_careers@cornell.edu</p>
<p>WFNY Professional and Technical Job Fair (Oct, 2014)</p> <p>CU and IC Job and Career Fairs (Fall and Spring)</p>	<p>Government and Non-Profit Fair held at Cornell University</p> <p>College Exploration Fair held at Ithaca College (Spring)</p>