

EXECUTIVE COMMITTEE

OCTOBER 6, 2015

8:15 A.M.

Human Services Building Annex

PRESENT: L. Patz, D. Burrows, J. Mareane, A. Hendrix, M. Stazi, S. Pronti, A. Bishop

EXCUSED: M. Stamm, J. Matteson

STAFF: J. Mattick, J. Luu

CALL TO ORDER

Chairman Burrows called the meeting to order at 8:16 a.m.

APPROVAL OF MINUTES

It was Moved by Mr. Mareane, seconded by Ms. Patz and unanimously adopted by voice vote of members present to approve the minutes of September 1, 2015 submitted.

AUGUST 2015 FISCAL REPORTS-WIB AND OFFICE OF EMPLOYMENT AND TRAINING

The August fiscal and closeout reports were reviewed. Ms. Mattick noted that contractor expenses are actually higher, but the bills have just been received and are being processed. They will be reflected in September. In terms of the Office of Employment & Training, their expenses are on track at this time and tuition and OJT cost obligations are on target.

POLICY APPROVAL- CONTRACTOR BUDGET MODIFICATION POLICY

Ms. Mattick reported that the policy formalizes past practice and it is being brought to the Committee as part of the reconstitution of the board as well as the anticipated increased state oversight under the new legislation. It was Moved by Mr. Pronti, seconded by Ms. Stazi and unanimously adopted by voice vote of members present to the recommend the budget modification policy to the full board for approval.

**Tompkins Workforce Development Board
Contractor Budget Modification Policy**

1. Budgets approved by the TWDB cannot exceed the total approved.
2. Modifications within Staff Wage/Fringe and Staff Operating categories can be done by contractor staff without TWDB approval. (ie) transfers between Staff Wage and Staff Fringe can be adjusted as long as the total Staff Wage/Fringe category is not exceeded.
3. Funds within the Program Operating categories may be moved between line items without TWDB approval with the exception of ITA, OJT, E-Learning, Participant Wage & Fringe, Supportive Services, and Participant Tuition.
4. Funds can be transferred between the Staff Wage/Fringe category and Staff Operating category with justification provided and approval from TWDB Executive Director.
5. Funds may not be transferred from Program Operating to other budget categories without WDB approval.
6. Funds cannot be used to purchase equipment unless approved by TWDB Executive Director. All equipment purchases must follow the Tompkins County procurement policy.
7. TWDB Executive Director will review expenditures against budget each month to ensure that contractors are not under or over expending.

PROPOSAL TO CHANGE BOARD MEETING MONTHS

Ms. Mattick explained that the current board meeting schedule does not align well with budget cycles. Changing the calendar to include a meeting in June would allow budgets to be approved for a July 1st implementation date. The group discussed the proposed schedule and it was requested that the revised schedule be brought to the next committee meeting for further review.

BOARD LOCATION IT SECURITY

During the last state review it was brought to Ms. Mattick's attention that there will be a higher level of scrutiny placed on IT security and the protection of Personally Identifiable Information (pii). In particular, the state and federal governments have placed greater emphasis on how personally identifiable information is handled. In conversations with the County's Information Technology Department, it was revealed that while the Office of Employment of Training is secured through the County's firewall protections, those protections do not extend to the Workforce Development Board office because the WFDB is not on the County's network. In order to rectify this situation, County IT is recommending that a router be purchased that has firewall capabilities as well as have an independent internet connection drop installed by Fingerlakes Technologies Group. There is some concern that both the WFDB and TCAD have been paying for independent drops, but have been sharing one. Additional research is needed. Updates will be provided at the next meeting.

YOUTH EMPLOYMENT COUNCIL COMMITTEE MEMBERSHIP FOCUS

Ms. Hendrix stated that Ms. Mattick and she have been discussing the membership structure of the Youth Employment Council. She reported that the IURA is operating a networking group of youth providers, this is very similar to what the Youth Employment Council is also doing. With changes within WIOA the Youth Employment Council in its current format is not required. It is the thought that rather than duplicate efforts, time would be best used if the current Youth Employment Council and the IURA group were to integrate. Ms. Hendrix proposed that the WFDB create a youth oversight committee that would take the shape of the current Performance and Evaluation Subcommittee of the Youth Employment Council with the addition of any WFDB members interested in performance and oversight of youth programming. The current role of the YEC Performance and Evaluation subcommittee is to review contractor performance, create the Request for Proposals, make recommendations regarding awarding contracts, etc. Ms. Mattick stated that the Youth Oversight Committee roles will be outlined in the by-laws and those will be brought to the next Committee meeting.

DIRECTOR'S UPDATE

Ms. Mattick reported that the State was in to do the annual financial management review in June. There were no findings. The state was in the office in August to do both Property Management and Procurement Reviews and they have indicated that there will be findings on both of those reviews related to our not having a policy that essentially states that we will follow the county policies. The policies were passed by the Executive Committee at the September meeting.

NYSDEL will be on site at the center to conduct program monitoring for the adult and dislocated worker programs this month.

The Manufacturing Skills Needs Assessment is being created. Staff is reviewing the survey questions at this point. Staff from Finger Lakes Community College and the Manufacturing Skill Needs Consultant presented to the TCAD Board at their last meeting and provided an example of a very successful Manufacturing Skill Training.

The updated list of committee memberships was distributed. It is hoped that the committees will be scheduled to meet by the November Board meeting.

ADJOURNMENT

It was Moved by Mr. Bishop, seconded by Ms. Patz and unanimously adopted by voice vote of members present to adjourn the meeting at 9:20 a.m. The next meeting is scheduled for November 3, 2015 at 8:15 a.m. in the Human Services Building Annex Conference Room.