

## EXECUTIVE COMMITTEE

NOVEMBER 5, 2013

8:00 A.M.

ROYAL COURT RESTAURANT

**PRESENT:** L. Patz, M. Coldren, A. Pedersen, A. Hendrix, M. Stazi  
**EXCUSED:** C. Haynes, D. Burrows, M. Stamm, J. McPheeters  
**STAFF:** J. Mattick

### CALL TO ORDER/APPROVAL OF MINUTES

The meeting began at 8:00 a.m.

### APPROVAL OF MINUTES

It was Moved by Ms. Stazi, seconded by Mr. Coldren and unanimously adopted by voice vote of members present to approve the minutes of October 1, 2013 as written.

### WIA YOUTH FUNDING REQUEST – YOUTH EMPLOYMENT COUNCIL WORK READINESS COMMITTEE

The Tompkins County Office of Employment and Training has submitted a proposal and budget request to increase their budget by \$4,290 to hire a project assistant. The position will assist with the training and testing of individuals for the National Work Readiness Credential. The position is for 10 hours per week, lasting 30 weeks. Ms. Patz asked if this is a function that can be absorbed into another staff position. Ms. Mattick stated that there are multiple agencies that are referring young people to this initiative and it is an additional undertaking with funding/staffing coming from multiple places.

It was Moved by Mr. Coldren, seconded by Mr. Pedersen and unanimously adopted by voice vote of members present to approve the funding request of \$4,290 for the Office of Employment and Training to hire a project assistant.

### SUMMER YOUTH EMPLOYMENT PROGRAM BENCHMARKING

Ms. Mattick updated the group on the discussions around the summer youth employment program benchmarking. She suggested that at the next WIB meeting a recommendation be made to the Board that future Request for Proposal contains the following items:

- A cost per participant amount
- A percentage of the total budget that must be used for participant costs
- Career Development Activity Parameters

After further discussion the committee agreed to a recommendation for cost per participant range of \$1550-\$1600 and a percentage of the total budget for participant costs of no less than 65%.

### NOVEMBER 2013 WIB MEETING PLANNING

- Committee Update: Youth Employment Council
- Overview of Youth Employment System
- Summer Youth Employment Program Parameter Setting
- Spotlight on Apprenticeship Programs (Borg Warner and IBEW)

### 2014 COUNTY BUDGET REQUEST UPDATE

Ms. Mattick and Ms. Bradac provided their budget presentations to the County on October 10<sup>th</sup> and the Legislature has recommended both departments funding requests. Adoption of the 2014 County budget will occur later this month.

## **DIRECTOR'S UPDATE**

Ms. Mattick reported that the computer connections/speed will need to be upgraded at the One-Stop. The technology being used at this time is very slow and outdated. The upgrade will increase costs approximately \$4,000 annually, with the upfront costs exceeding \$10,000. She is working with the County's IT director and the Assigned Counsel Administrator to finalize the costs because both of those entities may be able to contribute to the upfront costs. She noted that the costs can be absorbed in the OET and WIB budgets for 2014, but conversations may be needed with the County moving forward.

Ms. Mattick reported the One-Stop hosted a invitation only technical job at the public library on October 24<sup>th</sup> with over 75 people and 8 businesses attending. Employers had great feedback and follow-up will occur with businesses to see if they hired anyone from the event.

## **ADJOURNMENT**

The meeting adjourned at 9:05 a.m. The next meeting is scheduled for Tuesday, December 2m 2013, at the Royal Court Restaurant. (The meeting was subsequently canceled.)