

## **WORKFORCE DEVELOPMENT BOARD**

**JUNE 18, 2002**

**10:00 A.M. EMERSON POWER TRANSMISSION CONF.  
RM.**

**PRESENT:** B. Blanchard, Alan Pedersen, Connie Sowards, David Marsh, Mary Gould, Jack Little, John Rossi, Dennis Mastro, Mary Opperman, Jeff Wesche, Scott Pronti, Marty Turnbull, Doug Czerwonka, Mary Pat Dolan, Tim O'Neill, Lee Dillon, Bob Fortier, Dammi Herath, Doug McDonald, Michael Stamm, Todd Mallinson, Leslie Leonard

**EXCUSED:** Nathan Carlisle, Milt Goldstein, Paul Gardner, Irene Stein, Jean McPheeters, Nancy Zahler

**ABSENT:** Joyce Maglione, Lisa Patz, Tom Colbert, Rich Bohman, Carl Haynes, Steve White

**GUESTS:** Tim Joseph, Michael Lane, and George Totman, Tompkins County Board of Representatives; Denise Sanderson, Tompkins County Area Development; David Smith, Literacy Volunteers; Robert Sweet, Empire State Development; John Flynn, New York State Department of Labor; Barbara Lifton, Assemblyman Luster's Office; Neil Olver, Olver and Associates; Sean Whittaker, Incodema, Inc.; Cynthia Diaz and LaRoche House, Youth Participants

Following the annual meeting a brief business meeting was held.

### **CALL TO ORDER**

Chairman Pedersen called the meeting to order at 9:53 a.m.

### **APPROVAL OF MINUTES**

It was Moved by Ms. Blanchard, seconded by Mr. O'Neil, and unanimously adopted by voice vote of members present to approve the minutes of May 28, 2002, as submitted.

### **ANNOUNCEMENT OF COMMITTEE CHAIRS**

Chairman Pedersen announced the committee chairs for 2002-2003. They are as follows:

- Workforce Services Committee – Milton Goldstein
- Quality and Assessment Committee – Michael Stamm
- Youth Employment Council – Mary Opperman
- Special Committee – Doug Czerwonka
- Marketing & Outreach Committee -Todd Mallinson

### **NOMINATIONS FOR OFFICERS FOR THE UPCOMING YEAR**

Mr. Czerwonka reported that the nomination's process is complete and the vote tallied. Officers for the upcoming year will be as follows:

- Alan Pedersen – Chairman
- Marty Turnbull – Vice-Chair
- Jean McPheeters – Secretary
- Dennis Mastro - Treasurer

## **APPOINTMENTS TO THE WORKFORCE DEVELOPMENT BOARD**

The list of reappointments to the Workforce Development Board was distributed and it will be forwarded to the Board of Representatives for approval.

## **YOUTH EMPLOYMENT COUNCIL**

### **RESOLUTION APPROVING CONTRACT WITH TOMPKINS COMMUNITY ACTION FOR SUMMER JOBS PROGRAM**

It was Moved by Ms. Opperman on behalf of the Youth Employment Council and unanimously seconded to approve the contract with Tompkins Community Action for the Summer Jobs Program.

Description - Summer Jobs Program (\$30,387):

Tompkins Community Action is proposing a Summer Youth Program 25 TANF eligible youth. During the course of the summer they will see what it's like to work in an area of interest to them, learn new skills, earn money, build a Career Zone portfolio, and, create a resume. There will be an employment opportunity for 25 youth, for 7 weeks (7/8/02-8/23/02), 25 hours per week at \$5.15 per hour.

In addition to the actual paid work experience youth will spend one day every other week at Tompkins Community Action. Their Conference Room will be set up as a computer lab complete with Internet connection and computer projector. During this day, they will learn how to navigate the Career Zone web site, where they will document the skills and knowledge they are gaining because of their summer work experience. There will be group activities that will include resume writing, discussions about workplace etiquette, a chance to talk about how to handle situations that come up at work, and an opportunity to share what it's like working at their site. At the end of the summer each of them will have written a resume they can submit for future employment and with the use of Career Zone will have begun an education and employment portfolio that can be used throughout their school career.

The Youth Employment Council recommends that the Board authorize the Executive Director to negotiate a contract pursuant to the proposal in an amount not to exceed \$30,387.

## **RESOLUTION APPROVING CONTRACT WITH TOMPKINS COUNTY OFFICE OF EMPLOYMENT AND TRAINING FOR WIA YOUTH PROGRAM**

It was Moved by Ms. Opperman on behalf of the Youth Employment Council and unanimously seconded to approve the contract with the Office of Employment and Training for the WIA Youth Program for an amount not to exceed \$128,253.

Description - WIA Youth Contract Renewal (\$128,253):

The Tompkins County WIA Youth Employment Program has been successfully implemented in the past 12 months pursuant to the contract with the Tompkins County Workforce Development Board upon recommendation of the Tompkins County Youth Employment Council. The contract included a provision for renewal upon satisfactory implementation and performance.

The Youth Employment Council recommends that the contract currently funded at \$128,253 be renewed at the approximate same level of funding. The new contract will utilize unobligated prior year funds, and a portion of the new allocation for 2002. This amount is comprised of \$80,398.90 unobligated 2001 funding and \$47,854.10, representing the total allocation for 2002. The contract will be renewed for the period covering July 1, 2002 through June 30, 2003. The remaining 2002 funds may be separately allocated by the Youth Employment Council or may be reserved for spending in 2003.

## **WORKFORCE SERVICES COMMITTEE**

### **RESOLUTION APPROVING CONTRACT WITH TOMPKINS COUNTY OFFICE OF EMPLOYMENT AND TRAINING FOR WIA ADULT PROGRAMS**

It was Moved by Mr. Pedersen on behalf of the Workforce Services Committee and unanimously seconded to approve the contract with the Office of Employment and Training for the WIA Adult and Dislocated Worker Programs for an amount not to exceed \$430,582.

Description – WIA Adult Programs (\$430,582):

The Tompkins County Office of Employment and Training has operated the WIA adult and dislocated worker programs for 2001-2002. In 2001, the Workforce Development Board authorized a 2-year commitment for program operations provided satisfactory performance as determined by a monitoring review of the Executive Director. Due to the fact that funds are only allocated on an annual basis, only 1-year contracts may be executed, requiring the board to authorize a new contract annually.

The Executive Director has determined that performance exceeds expectations and recommended that the Workforce Services Committee approve

contract renewal in the amount of any unobligated prior year program funds and the full amount of 2002 program dollars allocated. The exact amount of the contract cannot be determined until the year-end fiscal data is available.

Therefore, the Workforce Services Committee recommends that the Board authorize the Executive Director to negotiate a one-year contract with the Tompkins County Office of Employment & Training for the full amount of program funds available at year-end.

## **STRATEGIC PLANNING RECOMMENDATIONS**

Mr. Mastro reported the strategic planning outline has been distributed to the Board and will be presented to the Executive Committee at its next meeting. The Board will be asked to approve the Plan at the September Board meeting.

## **ADJOURNMENT**

The meeting adjourned at 10:03 a.m. The next meeting is scheduled for September 24, 2002, at 8:30 a.m. in the Borg Warner Room at the Tompkins County Public Library.

Minutes prepared by [Jennifer Luu](#).

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