

YOUTH OVERSIGHT COMMITTEE

FEBRUARY 18, 2016

8:15 A.M.

WFDB OFFICE CONFERENCE ROOM

PRESENT: A. Hendrix, R. Pollack, S. Peake, I. Burbank, V. Zeppelin, S. Kittel

STAFF: J. Mattick, J. Luu

CALL TO ORDER

Ms. Hendrix called the meeting to order at 8:21 a.m.

APPROVAL OF MINUTES

It was Moved by Ms. Zeppelin, seconded by Ms. Peake and adopted by voice vote of members present to approve the minutes of January 26, 2016 with the change that Ms. Burbank left the meeting at 9:40 a.m. not 8:40 as reported.

WIOA YOUTH UPDATE AND 2016 TIMELINE

The group needs to establish a timeline and make decisions about continuing the contract with the Office of Employment and Training for an additional year by July 1, 2016. If the decision is to release and RFP for the program, those decisions will need to be made much sooner.

Ms. Pollack arrived at 8:25 a.m.

Ms. Mattick stated she has reviewed OET's expenditures through December 31, 2015; a total of 54 percent of the budget was expended by that date. She noted that there are over-expenditures in participant wage and fringe, but under-expenditures in staffing, this due to staff changes throughout the year.

The program has enrolled 23 new participants into the program thus far, 6 on public assistance, 7 have disabilities (disclosed), 13 are female, 10 male, and 4 are in the 22-24 age range. She noted there had been no enrollments in that age range when the group last reviewed OET's performance.

Ms. Kittel asked when the last fiscal monitoring occurred. Ms. Mattick reported that a formal fiscal review isn't performed by her because it is conducted by the State. She indicated that she reviews OET's fiscal status monthly when she is doing the monthly fiscal reports for the State. She stated that OET's track record has been very good. She stated program monitoring is completed through a contract with the Fingerlakes Workforce Development Board, and the State conducts a program review as well.

There was discussion about adding a customer survey to the contract if it is renewed. Currently, customer satisfaction data is not captured on a regular basis. There was also discussion about the grievance procedure that is in the WIOA law. Ms. Mattick stated no grievances have been received.

Moving forward it was decided that Ms. Mattick will send out to the group OET's proposal, the notes from the meeting with OET, along with the most recent monitoring report so the group can see what progress has been made. At the next meeting the group will form questions for a meeting with OET in April. A formal recommendation to either continue the contract or release an RFP will be made to the Workforce Development Board at their April meeting.

2016 SYEP RFP-UPDATE

The SYEP Request for Proposals was released and three letters of intent have been received. Looking at the calendar for the program, it was decided if deadlines within the proposal were extended there would be adequate time for the proposals to be received, reviewed and have contracts awarded by the WFDB at their meeting in April with program start date of May 1st.

It was Moved by Ms. Burbank, seconded by Ms. Peake and adopted by voice vote of members present to approve the following extension to the 2016 Summer Youth Employment Program Request for Proposals with the remaining dates staying the same:

Letters of Intent – **Due February 24, 2016**

Proposals – **Due March 10, 2016**

2015 FISCAL MONITORING UPDATE

Ms. Mattick reported she has spoke to Joe Sammons, Executive Director at Challenge Workforce Solutions about the recent fiscal review she conducted. She had indicated to him that she would be returning to sample an additional payroll to ensure the errors found were contained to the payrolls previously reviewed. Mr. Sammons indicated he would be speaking to their auditors about looking at all of the payrolls or possibly hiring an outside firm to conduct a forensic audit. She has not heard back from him on how they will be proceeding. She will plan to schedule an onsite visit the first part of March if he doesn't get back to her soon.

OTHER

Ms. Hendrix reported this committee replaces the former Youth Employment Council and that group be having a retreat next week to discuss future direction.

UPCOMING MEETING SCHEDULE

1. Wednesday, March 9, 2016 @ 8:15 a.m. – Formulate Questions for Office of Employment and Training
2. Friday, March 18, 2016 @ 8:15 a.m. – Review of 2016 Summer Youth Employment Program proposals
3. Wednesday, April 13, 2016 @ 8:15 a.m. – Meet with Office of Employment and Training to discuss progress of current contract

ADJOURNMENT

The meeting adjourned at 9:37 a.m. The next meeting is scheduled for Wednesday, March 9, 2016 at 8:15 a.m. in the Workforce Development Board conference room.