

**TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD**

**April 24, 2018**

**8:30 A.M.**

**Borg Warner Room  
Tompkins County Public Library**

**PRESENT:** M. Abdelrehim, D. Burrows, L. Dillon, A. Hendrix, K.. Kersey, K. Kephart, P. Levesque, J. Matteson, O. Montague, J. Sammons, M. Stamm, M. Stazi, J. Tavares

**EXCUSED:** A. Bishop, I. Burbank, B. Dickens, B. Forrest, J. Lance, S. Pronti, M. Williamee

**EX-OFFICIO:** L. Holmes, T. Carlson

**GUESTS:** J. Molino, Tompkins County Administrator; K. Cerasaro, C. Harris, NYSDOL; D. Hesler, TST BOCES; T. Fiacco, ACCES-VR;

**STAFF:** J. Mattick, J. Luu

**CALL TO ORDER**

Chairman Burrows called the meeting to order at 8:32 a.m. and introductions followed.

**ACTION ITEMS**

**APPROVAL OF MINUTES**

It was Moved by Mr. Levesque, seconded by Ms. Stazi and unanimously adopted by voice vote of members present to approve the minutes of December 12, 2017 and February 27, 2018 at submitted

**ADOPTION OF DEMAND OCCUPATIONS LIST**

The adoption was reviewed at the February meeting, but could not be adopted due to the lack of quorum.

It was Moved by Mr. Levesque, seconded by Mr. Matteson and unanimously adopted by voice vote of members present to approve the adoption of the Demand Occupations List as presented.

**APPROVAL OF THE ONE STOP CERTIFICATION**

Mr. Levesque, on behalf of Mr. Bishop who was unable to attend today's meeting, reported out on the activities of the One Stop Operations Committee. The Committee has met to review the certification requirements for the Center. Those requirements contain both mandatory elements which must be 100% in compliance as well as in compliance at a minimum of 60% of the enhanced components. The certification also requires that a timeline be implemented to meet the remaining enhanced components. The Committee has deemed that the Center is 100% compliant with the required components and at nearly 100% of the enhanced components and they have reviewed the timeline for any outstanding items to be implemented. The certification is for a three-year period as required by the WIOA legislation.

It was Moved by Ms. Iles, seconded by Ms. Stazi and unanimously adopted by voice vote of members present to approve the One Stop Certification.

WHEREAS, as a requirement of the Workforce Innovation and Opportunities Act all career centers must go through a prescribed certification process that consists of required and enhancement components, and

WHEREAS, the One Stop Operations Committee has met and thoroughly reviewed the Career Center Certification Readiness Survey with the One Stop Operator, and

WHEREAS, the Committee has determined that the Center meets or exceeds all the required components and has met at least 60% of the enhancement components, and

WHEREAS, the Committee has reviewed the timeline for the remaining enhancement components to be completed and will require that the One Stop Operator provide regular reports to the One Stop Operations Committee, now therefore be it

RESOLVED, that the Tompkins Workforce New York Career Center is now certified by the Tompkins County Workforce Development Board.

#### **APPROVAL TO CONTRACT – WIOA YOUTH PROGRAM**

Ms. Hendrix stated that the Request for Proposals was released for the WIOA Youth Program and the Office of Employment and Training was the sole respondent. The Youth Oversight Committee reviewed the proposal and any questions have been satisfactorily addressed. The Committee recommends that the contract with the Tompkins County Office of Employment and Training.

It was Moved by Mr. Stamm, seconded by Mr. Levesque and unanimously adopted by voice vote of members present to authorize the Executive Director to negotiate a contract with the Tompkins County Office of Employment and Training to operate the 2018-2019 WIOA Youth Program.

#### **RATIFICATION OF EXECUTIVE COMMITTEE ACTIONS - APPROVAL TO RELEASE THE 2018 SUMMER YOUTH EMPLOYMENT PROGRAM REQUEST FOR PROPOSALS**

Ms. Hendrix reported that due to the timing of the Summer Youth Employment Program it was necessary for the Executive Committee to act on behalf of the Board at their February 6, 2018 meeting and approve the release of the Request for Proposals. It is anticipated that the State Legislature will authorize an allocation of approximately \$365,000 in TANF funds to the Tompkins County Workforce Development Board for a Summer Youth Employment Program. On recommendation of the Youth Oversight Committee, the Committee recommended the release of a Request for Proposals to operate the program contingent upon funding being made available in the New York State budget.

It was Moved by Ms. Tavares, seconded by Ms. Iles and unanimously adopted by voice vote of members present to ratify the Executive Committee action approving the release of the Request for Proposals for the 2018 Summer Youth Employment Program.

#### **APPROVAL TO CONTRACT – 2018 SUMMER YOUTH EMPLOYMENT PROGRAM**

Ms. Hendrix reported the Request for Proposals was released for the operation of the Summer Youth Employment Program and four proposals were received. The Youth Oversight Committee has reviewed the proposals and is recommending that each be funded once the funding is made available from New York State

It was Moved by Ms. Stazi, seconded by Mr. Matteson and with Mr. Sammons abstaining adopted by voice vote of members present to authorize the Executive Director to negotiate contracts with the Tompkins County Office of Employment and Training, Challenge Workforce Solutions, City of Ithaca Youth Bureau, and the Center for Transformative Action/Youth Farm Project to operate the 2018 Summer Youth Employment Program when the funding amounts from New York State are made available.

#### **COMMITTEE REPORTS**

##### **SERVICES TO INDIVIDUALS WITH DISABILITIES**

Mr. Matteson reported the Committee will be meeting jointly with the Youth Oversight Committee next week to discuss similar goals.

##### **EXECUTIVE COMMITTEE**

Mr. Burrows deferred the Committee report to June as he was not in attendance at the last meeting and Mr. Pronti was not present at today's meeting to give a report.

##### **GOVERNANCE AND MEMBERSHIP COMMITTEE**

The Committee met March 15<sup>th</sup> and reviewed member terms that are expiring June 30<sup>th</sup>, looked at meeting attendance and discussed possible prospects for a couple of the vacancies that will be discussed further at the next Executive Committee meeting.

## **DIRECTOR'S REPORT**

Ms. Mattick's March and April reports were included in the agenda packet. She also noted that work is underway with healthcare providers looking at a LPN program for the area. She has been working closely with Ms. Carlson as the new OET Director and they are working to get the new Disability Resource Coordinator on board and getting that grant started.

Ms. Mattick reported that the County Legislature's PDEQ Committee met yesterday and approved an ambassador training program using one-time funding from the Strategic Tourism Planning Board. There will be a very busy six month start up period.

## **BOARD MEMBER LABOR MARKET FEEDBACK**

The remainder of the meeting was focused on discussing what Board Members are seeing as primary workforce challenges for their businesses and whether that has changed in the last five years.

Mr. Levesque stated his business has historically tried to get students right out of school, but the challenge they face is those students often require visas and there is no guarantee that they will be able to retain the individual. Holt pays for the visas and typically can retain an individual for approximately three years.

Ms. Montague reported TC3 has difficulty filling senior level positions and they have had to revisit their job descriptions for entry level positions. They also struggle with attracting a diverse applicant pool and they are further hampered by the civil service process. She noted that once people are hired they tend to remain at the college for most of their working careers.

Ms. Tavares asked if the college has daycare and transportation issues. Ms. Montague stated that the college has onsite daycare, but there can be some challenge with transportation for those employees who work non-traditional hours. She stated that the college is growing their own faculty which is both an opportunity and a challenge that continues to be reviewed.

Ms. Carlson stated her office is getting applicants to fill their vacancies. They have also had to adjust one staff members position following their retirement to provider more business services. She noted OET is tied to the civil service system as well.

Ms. Holmes stated the Office for the Aging has had ½ of its staff retire in the past two years, but they are having no issue refilling the positions. She noted that industrywide there is a lack of direct care professionals and the number of open positions has increased significantly for home health aides and certified nursing assistants. There is also a skilled nursing shortage. The increase in minimum wage and the lag in Medicaid isn't keeping pace with wage increases.

Mr. Kersey stated that Rheonix has approximately 80 employees and manufactures medical devices. He also provides services to Incodema and Mesmerize and the candidates they attract have visa issues like Holt. All the companies he works with have had success with production jobs, they use the "local hook" where people have had ties to the area.

Ms. Mattick reported that the Chamber will be doing a presentation at the June board meeting on "Recruit to Ithaca" to let people know about Ithaca who aren't connected to the area and getting them to return as well as recruiting.

Ms. Stazi reported she has a difficult time hiring engineers because most of them come from the surrounding areas and don't want to commute. She has also seen other local companies luring her employees away. There are some very good candidates available, but they can't afford to live in the community. She fears that if she can't grow her business, her competitors will.

Mr. Kersey left the meeting at 9:20 a.m.

Ms. Kephart reported the Department of Social Services expects several retirements. She stated it is difficult to find organizations to contract with for home care aides. Her children services caseworker staff has significant turnover and there are more entry level applicants for these positions when she would like to see more high-level individuals. The training is an intensive 12-week course in Albany and individuals can't make that type of commitment with other competing priorities i.e., family at home.

Ms. Hendrix stated non-profits are having a difficult time recruiting at a time when they are also experiencing high numbers of retirements as well.

Mr. Molino stated that there has been a shift in the type of employees being hired. The new workforce wants time off up front, etc. Some fields yield more flexibility than others. There is a need to change how businesses recruit to attract these new employees. He noted that the individuals in the County who aren't civil service are lower skilled and don't want to commute great distances. He noted that there is also wage compression between union and management positions and there is a general negativity around working in government.

Ms. Mattick stated individuals entering the workforce are looking for work life balance not just money. Ms. Stazi stated she cannot project her work ethic on the younger generation. Mr. Molino stated he would rather be an employer rather than being an employer where people are stuck. Housing costs are also prohibitive. He asked if there were county initiatives around housing, would there be employer buy-in. Ms. Tavares suggested creating a way where a company would help offset housing costs or invest in a fund to be used to assist people.

Mr. Burrows stated that there is a general resistance from the community and every time there are opportunities that can help address the housing issue, there are members in the community and municipal leaders that put up resistance. Mr. Molino stated land use has always been an issue in New York, but noted housing is a hot issue with the County Legislature right now.

Mr. Sammons left the meeting at 9:43 a.m.

Mr. Stamm stated there is a well-organized, vocal minority that is putting up objections and this is crushing natural supply and demand. Obstruction has become more entrenched in the county.

Mr. Levesque noted the City is implementing an energy code and this will impact housing development. Developers will deploy their resources elsewhere.

Ms. Tavares stated housing is impacting everyone and there isn't anything that meets the middle ground. There needs to be a way to subsidize and incentivize development.

Mr. Burrows asked if there is truly a middle ground. Affordable housing discussions revolve around one area, downtown.

## **ADJOURNMENT**

The meeting adjourned at 10:00 a.m. The next meeting is scheduled for Tuesday, June 26, 2018 at 8:30 a.m. in the Borg Warner Room at the Tompkins County Public Library.

Minutes prepared by Jennifer Luu.

**Tompkins County Workforce Development Board  
Director's Report  
March 2018**

**Licensed Practical Nurse Training** – We are partnering with Cayuga Medical Center to apply for funding to assist with the LPN Training Program Startup. Our plan is to apply for assistance with tuition, supportive services and possibly classroom set up costs. We have had initial conversations with a potential funder and we are cautiously optimistic. The goal is to open a class locally in Fall 2018.

**Disability Resource Coordinator (DRC) Grant** – We have been awarded a little over \$500K in grant funding which will allow us to add an additional full time DRC at the Tompkins Workforce New York Career Center. This DRC will focus on youth w/disabilities between 14-24 and assisting them with entering existing career pathways. UPDATE: Interviews were conducted on Wednesday, Feb. 28 and Thursday, March 1. There were a couple of outstanding candidates. OET is checking references and anticipation of making an offer.

**NYSDOL Fiscal Oversight** – NYSDOL was in the office in February to review fiscal year closeouts and subrecipient monitoring. We expect that there will be findings related to our policies for subrecipient monitoring. We currently have no subrecipients, but we are required to maintain a policy if we do. Our current policy does not state what instrument we will utilize to conduct the review in the event we have a subrecipient. We have an exit conference with NYSDOL scheduled for March 13th.

**Health Career Expo 2018** – Planning has started for the 2018 Health Career Expo. The Expo is for high school students from a broad region and is a hands-on opportunity to explore careers in health care. We expect 350-400 students and chaperones. The event will be October 19, 2018.

**WIOA Youth RFP** – We have notified the Office of Employment and Training that we intend to contract with them for the 2018-2019 program year. Due to the lack of quorum at the last board meeting approval to contract will be placed back on the board agenda for the April 24th WDB meeting.

**Summer Youth Employment Program RFP** – The RFP for the Summer Youth Employment Program was released on February 12. Responses are due by March 26th. We expect to place approval to contract on the agenda for the board meeting on April 24th.

**A2D (Arrival 2 Departure) Tourism Training Program** – We have submitted a proposal to the Strategic Tourism Planning Board for \$11,175 in one-time funding to implement the A2D program in collaboration with the Convention and Visitors Bureau. A2D is a highly customized tourism, customer service and ambassadorship training program. The grant will be utilized for the initial costs to customize the program. We anticipate covering the ongoing costs with our existing grant resources from the Strategic Tourism Planning Board. We anticipate a decision being made by the STPB by late March/early April with the Tompkins County Legislature voting shortly after that. We expect the first trainings to occur in the August/September 2018 timeframe

**Tompkins County Workforce Development Board  
Director's Report  
April 2018**

**Licensed Practical Nurse Training** – We are partnering with Cayuga Medical Center to apply for funding to assist with the LPN Training Program Startup. Our plan is to apply for assistance with tuition, supportive services and possibly classroom set up costs. We have had initial conversations with a potential funder and we are cautiously optimistic. The goal is to open a class locally in Fall 2018.

**Disability Resource Coordinator (DRC) Grant** – We have been awarded a little over \$500K in grant funding which will allow us to add an additional full time DRC at the Tompkins Workforce New York Career Center. This DRC will focus on youth w/disabilities between 14-24 and assisting them with entering existing career pathways. UPDATE: Mary McLaughlin began employment with the Office of Employment and Training on Monday, March 26th. We are quickly bringing her up to speed on the grant.

**NYSDOL Fiscal Oversight** – NYSDOL was in the office in February to review fiscal year closeouts and subrecipient monitoring. We expect that there will be findings related to our policies for subrecipient monitoring. We currently have no subrecipients, but we are required to maintain a policy if we do. Our current policy does not state what instrument we will utilize to conduct the review in the event we have a subrecipient. We have an exit conference with NYSDOL scheduled for March 13th.

**UPDATE:** NYSDOL has released the reports. A summary will be provided at the Executive Committee meeting on 4/3/18.

**PY18 WIOA Funding Estimates**-Good News! NYSDOL has provided us with our July 1, 2018-June 30, 2019 WIOA funding estimates.

Adult +\$39,837

DW - \$ 8,809

Youth +\$14,297

Overall the estimate increases funding by \$45,325

**Health Career Expo 2018** – Planning continues for the 2018 Health Career Expo. The Expo is for high school students from a broad region and is a hands-on opportunity to explore careers in health care. We expect 350-400 students and chaperones. The event will be October 19, 2018. We will be looking for assistance with securing sponsors.

**Summer Youth Employment Program RFP** – The RFP for the Summer Youth Employment Program was released on February 12. Responses are due by March 26th. We expect to place approval to contract on the agenda for the board meeting on April 24th. **UPDATE:** We received 4 proposals for the 2018 SYEP program. The Youth Oversight Committee meets on April 4 and 11 to review the proposals and move a recommendation for funding to the full board.

**A2D (Arrival 2 Departure) Tourism Training Program** – We have submitted a proposal to the Strategic Tourism Planning Board for \$11,175 in one-time funding to implement the A2D program in collaboration with the Convention and Visitors Bureau. A2D is a highly customized tourism, customer service and ambassadorship training program. The grant will be utilized for the initial costs to customize the program. We anticipate covering the ongoing costs with our existing grant resources from the Strategic Tourism Planning Board. We anticipate a decision being made by the STPB by late March/early April with the Tompkins County Legislature voting shortly after that. We expect the first trainings to occur in the August/September 2018 timeframe. **UPDATE:** All indications are that we will be receiving these funds from the STPB. The next 5-6 months will be very busy getting this initiative up and running

**My Brother's Keeper Initiative (City of Ithaca)** – We will be participating in a strategic planning effort for the City of Ithaca's My Brother's Keeper Initiative. Our focus will be on the Employment Pillar.