

EXECUTIVE COMMITTEE

SEPTEMBER 6, 2016

8:15 A.M.

HUMAN SERVICES BUILDING ANNEX

PRESENT: D. Burrows, L. Patz, A. Hendrix, M. Stazi, S. Pronti, M. Stamm

EXCUSED: A. Bishop, J. Matteson, J. Mareane

STAFF: J. Mattick, J. Luu

CALL TO ORDER

Chairman Burrows called the meeting to order at 8:18 a.m.

APPROVAL OF MINUTES

It was Moved by Ms. Patz, seconded by Ms. Stazi and adopted by voice vote of members present to approve the minutes of June 7, 2016.

YOUTH INCENTIVE AND STIPEND POLICY

The Committee reviewed the Youth Stipend Policy. Ms. Mattick noted stipends have been paid in the past; however, the State is recommending a formal policy. She stated funds are reserved within contractor budgets to cover the costs. She also noted the policy will also be brought to the Youth Oversight Committee for review, but due to meeting dates they meet after the Executive Committee this month. It was Moved by Mr. Stamm, seconded by Ms. Patz and adopted by voice vote members present to recommend the policy to the full Board for approval following review by the Youth Oversight Committee,

**Tompkins County Workforce Development Board
Stipend and Incentive Policy**

Purpose

The purpose of this policy is to establish guidelines for the use of Workforce Innovation and Opportunity Act (WIOA) funds for stipends and incentives for youth participating in WIOA activities.

Background

The Workforce Innovation and Opportunity Act 20 CFR 681.650 allow for the awarding of incentives and/or stipend payments for recognition and achievement in WIOA related activities. Incentives and stipends are allowable to youth enrolled into the WIOA Title I Youth program. They are intended to encourage and motivate WIOA youth to reach specific goals and obtain positive outcomes. This policy shall only apply to youth participants as the WIOA regulations do not specifically provide for incentives and/or stipends for adult and dislocated worker participants.

Reasonable incentives and stipends are allowable only if the local workforce board has written policies and procedures governing incentives and stipend payments, and the provision of an incentive or stipend is included in the participant's Individual Service Strategy (ISS). This document provides the policy of the Tompkins Workforce Development Board (TCWDB) for granting incentive awards and stipend payments to youth enrolled in the WIOA Title I youth program.

Policy

It is the policy of the TCWDB to offer reasonable incentives to youth participants to encourage the youth to participate in and complete WIOA Title I activities. Any incentive or stipend shall be limited to WIOA youth programs. WIOA adult and dislocated workers clients are not eligible for incentives or stipends. The justification and strategy for providing a stipend and/or awarding incentive must be clearly defined in the youth's ISS. Any incentive award and/or stipend payment shall be made in a uniform and consistent, and administered in a manner that ensures all participants receive equal rewards for equal achievement.

For the purposes of this policy, the term “incentive” shall mean an inducement or reward intended to motivate achievement. Goals and/or training outcomes eligible for an incentive must be linked to an achievement related to training, employment, work readiness skills, occupational skills, and/or basic skills attainment goals as stated in the participants’ ISS and documented in accordance with applicable WIOA regulations.

Achievements eligible for an incentive award include:

- Attain high school diploma;
- Graduate an alternative school;
- Complete a HSED test (incentive can be offered for each test completed);
- Career pathway exploration activities;
- Complete basic, work readiness, occupational skill attainment goals;
- Complete TABE post-test (attainment of literacy/numeracy level gain for WIOA performance)
- Create cover letter, resume, sample application, and follow-up letter (All 4 required);
- Obtain unsubsidized employment;
- Retention of employment for 90 consecutive days; and/or
- Attain an post-secondary credential (occupational certificate, diploma or degree)

A “stipend” is defined as a fixed regular payment made to encourage the youth to participate in and complete these activities. TCWDB will not normally provide a stipend.

All incentive awards are subject to the availability of WIOA funds and are not an entitlement. TCWDB may suspend or withdraw authorization for incentive payments at any time and at the sole discretion of TCWDB.

Youth incentive award payments are limited to a lifetime amount of \$1000 maximum per eligible youth. Participants cannot receive multiple incentives payments for the same activity. Youth incentive award payments may not include entertainment, such as movie or sporting events tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

The TCWDB shall require all WIOA service providers and grantees receiving funds from a grant or contract administered by TCWDB to comply with this policy and applicable procedures. At a minimum, service providers shall document the need for the incentive and justify issuance of the award in the participant’s ISS and in OSOS. Service providers will also maintain records verifying the client received the award through an original signature on a receipt form. It is the responsibility of each service provider to become aware of all applicable regulations and to monitor personnel and client activities to ensure compliance. TCWDB shall review grantee compliance with this policy during the annual monitoring process.

MAY AND JUNE FISCAL REPORTS – WDB AND OFFICE OF EMPLOYMENT AND TRAINING

Ms. Mattick reviewed the WDB’s and Office of Employment and Training fiscal reports for the May and June periods. Expenses and revenue are on track. Summer Youth Employment contractors are spending at the appropriate levels for the period. She noted she has been meeting with Challenge Workforce Solutions to get things correct on their vouchers; remembering how the process works from year to year has been a struggle for them, but otherwise corrective actions recommended from last year have been resolved.

Mr. Burrows asked why the wage and fringe lines in the OET budget are under spent. Ms. Mattick stated that this is due to staff turnover during the year.

Mr. Pronti arrived at 8:27 a.m.

COMMITTEE UPDATES

Youth Oversight Committee

Ms. Hendrix reported a grant proposal has been submitted to the Park Foundation for funding to obtain research assistance to gather data on what youth are being employed and who is not in the labor

force. Cornell University will also be approached for research assistance. Ms. Mattick reported that localized youth employment data is unobtainable and the national data will be taken and localized. She stated nationally the participation rate is the lowest since the 1960s.

It was also noted that the Summer Youth Employment Program has gone well this year, there were a few bumps along the way, but nothing noteworthy.

Governance and Membership Committee

Mr. Stamm stated the Committee met once, there were a couple of seats that needed review, but he expects there will be a full Board shortly. Mr. Pronti stated he is working with Borg Warner to get a person designated to fill a business seat that was previously filled by a representative from their company. That individual has since taken a position elsewhere. He hopes to have matter resolved by the October Board meeting. Ms. Mattick stated the Board certification process will be conducted in January 2017.

Services to Individuals with Disabilities Committee

The committee has not met over the summer. Their next meeting is scheduled for September 19, 2016.

One Stop Operations and Oversight Committee

The Committee has met and they reviewed training outcomes and have been discussing customer satisfaction data and providing a clear distinction between customer satisfaction surveys and workshop feedback forms. They have also been discussing various survey tools. A presentation will be given at the October meeting with updates being provided every six months. It is expected that the State will also be implementing requirements within the next six months.

DIRECTOR'S UPDATE

Ms. Mattick reported the formal letter was received last week related to the recent fiscal management review by the State. There were no findings. She reported that the County budget submitted in July contained a small over target request to fund youth staff to create youth pathways and develop youth employment expertise. She has been notified by the County Administrator that the request is not being recommended within his recommended budget to the County Legislature; however, the Legislature does have some discretionary funding they could use and she was encouraged to continue advocating for the OTR as they could decide to fund it.

Ms. Mattick reported that procuring the one stop operator is new under WIOA and she and her colleagues around the state are still doing research on how best to handle this. She stated that progress must be shown toward procurement within 90 days of final regulations being published in the Federal Register. It may result in the creation of an RFI to justify sole sourcing it with approval from the chief elected and the Governor. Another option could be to release an RFP for both services and operations of the Center and includes all of the Dislocated Worker and Adult funding. She stated the RFP makes it easier to hold contractors accountable. The Committee asked Ms. Mattick to provide the pros and cons of each process at the next meeting.

CHANGE IN MEETING TIME

There was consensus of the Committee that due to the length of the monthly agenda to move the meeting start times to 8 a.m. with the end time remaining at 9:15 a.m.

BOARD ENGAGEMENT/CHAIR UPDATES

Mr. Burrows stated the last year has gone very well and some of his thoughts for the coming year and engaging the board include having discussions about what the board's advocacy role should be in the community and completing position mapping on issues impacting the workforce and economic development in the community. He stated he needs to be more proactive with reaching out to members to get their engagement. He would like to have more meetings with some of the larger employers in the community to

find out what their challenges are to see if there are ways the WFDB can assist them with their key workforce issues. He noted that the board committees are functioning very well and he hopes they keep their momentum.

Looking ahead to upcoming board meetings, some of the ideas for Board meetings include:

- Update on the County housing survey
- Update on the Advanced Manufacturing Survey
- Updates from TCAD and Downtown Ithaca Alliance about current projects countywide, future plans for downtown, the supply and demand for downtown office space, what are obstacles to moving downtown, etc.
- Presentation of Committee Work plans
- TCAT struggles and transportation
- Workforce Development Ecosystem – a map of all entities in the WF/ED ecosystem and a brief description of focus

The group decided for the October Board meeting to have brief updates on the Advanced Manufacturing and housing surveys and invite TCAD and DIA to present on current/future projects, etc.

ADJOURNMENT

It was Moved by Mr. Pronti, seconded by Ms. Hendrix and adopted by voice vote adjourn the meeting at 9:27 a.m.