

EXECUTIVE COMMITTEE

DECEMBER 6, 2016

8:00 A.M. HUMAN SERVICES BUILDING ANNEX

PRESENT: D. Burrows, A. Hendrix, M. Stazi, S. Pronti, A. Bishop, J. Matteson, J. Mareane, L. Patz
EXCUSED: M. Stamm
STAFF: J. Mattick, J. Luu

CALL TO ORDER

Chairman Burrows called the meeting to order at 8:03 a.m.

APPROVAL OF MINUTES

It was Moved by Ms. Patz, seconded by Ms. Hendrix and adopted by voice vote to approve the minutes of November 1, 2016.

Mr. Bishop arrived at 8:08 a.m.

OCTOBER FISCAL REPORTS – WDB AND OFFICE OF EMPLOYMENT AND TRAINING

Ms. Mattick reviewed the WDB's and Office of Employment and Training fiscal reports for October. Spending is on track four months into the year. She noted the WFDB's budget expenditures are typically higher in October due to the Summer Youth Program being closed out. She stated that there are still claims that need to be filed with the State for the Program, and this skews the revenue lines some. Three of the four funding installments have been received from the State, but the final installment won't be sent until the final claim is submitted.

The office of Employment and Training's expenditures are on target and they are typically higher in October due to a number of training programs beginning in September. Expenditures and accruals indicate that 85% of the tuition funding is obligated. She stated that in past years there has been carryover available for training; those funds are no longer available. Ms. Mattick reported that more individuals are receiving intensive training and this results in higher costs, but those trainings are producing better outcomes.

Mr. Mareane asked what happens when training funds are depleted. Ms. Mattick stated OET staff is looking at providing more in-house computer based training utilizing Metrix licenses. Those trainings will be facilitated by the workforce specialist at the Center.

Mr. Bishop arrived at 8:15 a.m.

Mr. Mareane stated that it is a good thing if individuals are being pulled in who have been out of the workforce and training is being provided to them that they otherwise wouldn't receive.

Mr. Pronti arrived at 8:19 a.m.

Ms. Mattick reviewed the contractor expense summary, stating that expenditures are in line for each program.

APPROVAL TO TRANSFER UP TO \$35,000 PY16 DISLOCATED WORKER FUNDING TO ADULT FUNDING

It was Moved by Mr. Matteson, seconded by Mr. Pronti and unanimously adopted by voice vote of members present to approve Ms. Mattick submitting the request to New York State Department of Labor to move up to \$35,000 of PY16 Dislocated Worker funding to the Adult funding line. Ms. Mattick stated the transfer reflects the population that is being seen in the Center.

DECEMBER 13, 2016 BOARD MEETING AGENDA UPDATE

Previously, there was discussion about inviting the airport manager to come to the Board meeting to speak about airport activities. Mr. Hall is not available to meet that day and the airport update will be moved to a future meeting.

A request has been made to Fernando DeAragon of the Ithaca-Tompkins County Transportation Council to have him attend a meeting to discuss transportation needs in the community. Mr. DeAragon has agreed to attend and provide a presentation. At a future meeting, representatives from TCAT will be invited to attend so the Board has an opportunity to gain their perspective as well. Mr. Mareane stated that TCAT is close to hiring their new general manager and having them attend a future meeting will allow that person to attend.

COMMITTEE UPDATES

YOUTH OVERSIGHT

Ms. Hendrix reported the Committee met with the summer youth program providers at their last meeting. She reported the Park Foundation is pulling together youth employment providers to discuss the population being served and if changes are needed. Youth must meet the 200% poverty eligibility level to participate in the program, but there are still youth in the community that have a greater need.

INDIVIDUALS WITH DISABILITIES

Mr. Matteson reported the Committee meets next on December 21, 2016.

ONE STOP OPERATIONS AND OVERSIGHT

Mr. Bishop reported the Committee is reviewing customer satisfaction results as well as the tools that are being used to gain input. They reviewed a survey tool that was used years ago and modifications are currently underway. The Committee reviewed the 1st quarter training report. The completion rate for participants is high but there is high utilization of out of county training providers which increases travel costs. The Center continues to look for additional training providers. There is concern that all of the training dollars will be expended by the end of December. The allocation is formula driven, and in past years there was carryover available that could be utilized. Those funds have been expended. The Committee will be continuing their discussion about Individual Training Accounts in January. Mr. Burrows suggested the Committee give a presentation to the full board at their April meeting.

GOVERNANCE AND MEMBERSHIP

The Committee has not met. There is currently one vacancy on the Board and it is hoped an individual from Borg Warner will agree to participate.

ONE STOP PROCUREMENT

Ms. Mattick stated federal guidance has not yet been received, but she recommends that the Board move forward with the procurement of the one-stop operator for operation of the system, not the Center. She stated that her recommendation is to release a request for qualifications to see if there is interest and if multiple entities respond, proceed at that time with a Request for Proposals. She noted that if no one responds to the request, the Board becomes the system operator and this will require approval from the Chief Elected and the Governor. Ms. Mattick stated that from a practical standpoint the process would be handled by the One Stop Operations Committee, but due to potential conflicts of interest within that group, she is recommending the Executive Committee oversee the process.

Ms. Mattick reported an email will go out to members of the Board who could potentially respond to the RFQ and/or RFP asking them to immediately recuse themselves from the process. Qualifications will be spelled out clearly in the RFQ. She stated there needs to be enough time built into the process to allow for the issuance of an RFP if necessary and to get the operator on board by July 1, 2017.

The Committee reviewed the proposed timeline and process for the procurement (attached).

CHAIR'S UPDATE

None

DIRECTOR'S UPDATE

None

ADJOURNMENT

It was Moved by Mr. Bishop and unanimously adopted by voice vote to adjourn the meeting at 9:27 a.m.

Minutes prepared by Jennifer Luu.