

EXECUTIVE COMMITTEE

JANUARY 7, 2014

8:00 A.M.

ROYAL COURT RESTAURANT

PRESENT: A. Hendrix, D. Burrows, M. Stamm, J. McPheeters, P. McKee
EXCUSED: C. Haynes, , L. Patz, M. Coldren, A. Pedersen, M. Stazi
STAFF: J. Mattick, J. Luu

CALL TO ORDER/APPROVAL OF MINUTES

The meeting began at 8:04 a.m.

APPROVAL OF MINUTES

The minutes from November 2013 were deferred until the next meeting.

COUNTY CHIEF ELECTED OFFICIAL CHANGE AND CEO AGREEMENT

Ms. Mattick reported it is State policy that the WIB must notify NYSDOL when there is a change in the chief local elected official (CLEO) for the county and the Chief Elected Official agreement must be revised and signed by the new CLEO. Mike Lane was appointed Chairman at the most recent Legislature meeting and she will be filing the appropriate paperwork. The Committee directed Ms. Mattick to meet with Mr. Lane to provide an overview of workforce development and to get his signature and answer any questions he might have.

Mr. Burrows and Ms. Hendrix asked that the CLEO agreement be sent to them.

FEBRUARY 11, 2014 WIB MEETING PLANNING

Planning is underway for the February 11th joint meeting of the WIB and school superintendents/administrators. It will provide an opportunity to discuss the outcomes from the last meeting in April 2012. It will also spotlight Connecting Educators to the 21st Century Workplace initiative as well as highlight activities of the subcommittees of the Youth Employment Council.

ONE STOP OPERATOR AGREEMENT & RECERTIFICATION PROCESS

Ms. Mattick reported she will be discussing the goals and measures for the year with the One-Stop Operator and will bring the agreement back for approval once complete. This is the same process that was used in previous years.

DIRECTOR'S UPDATE – SUMMER YOUTH EMPLOYMENT PROGRAM REQUEST FOR PROPOSALS, ONE STOP CENTER CONNECTION/SPEED UPGRADE, NYSDOL CORRESPONDENCE

Ms. Mattick stated the Board approved the RFP standards for the summer youth employment program. The Performance and Evaluation Committee will be meeting to discuss the RFP. Approval to release the RFP will be brought to the Executive Committee in February. The Committee indicated they would like a provision for letters of intent along with questions or concerns from providers included in the RFP process.

Ms. Mattick reported the One-Stop Center internet connection speed is in the process of being upgraded. The current system is very slow and the upgrade will greatly increase staff productivity.

Ms. Mattick reported the state has monitored the DEI and NEG OJT programs. There were no findings for the DEI program, but there were some issues identified with the NEG OJT program. She stated there had been some confusion among staff about extending contracts beyond the maximum six month period. This was related to confusing language around the number of allowable training hours. As a result, approximately \$5,000 in disallowed costs were identified, with those costs being moved to the Dislocated Worker funding stream. A new rule has been implemented with staff at the One-Stop around NEG OJT contracts that states contracts beyond five-months are not allowed.

ADJOURNMENT

The meeting adjourned at 9:05 a.m. The next meeting is scheduled for Tuesday, February 4, 2014, at the Royal Court Restaurant.

Minutes prepared by Jennifer Luu.