

## EXECUTIVE COMMITTEE

March 5, 2019

8:00 A.M.

TRUST COMPANY HEADQUARTERS

**PRESENT:** S. Pronti, M. Stazi, D. Burrows, A. Bishop, A. Iles

**EXCUSED:** J. Matteson

**STAFF:** J. Mattick, D. Achilles

**CALL TO ORDER** Chairman Pronti called the meeting to order at 8:09 a.m.

### **APPROVAL OF MINUTES – DECEMBER 4, 2018 and FEBRUARY 5, 2019**

It was Moved by Ms. Stazi, seconded by Mr. Bishop and unanimously adopted by voice vote of members present to approve the minutes of December 4, 2018 and February 5, 2019 as written.

### **BOARD MEETING FOLLOWUP – LMI/DATA NEEDED FOR RETREAT**

Ms. Mattick provided information for the next board meeting to fine tune what the board needs to have for the retreat. Mr. Pronti discussed ensuring that the retreat is structured and wherever possible board members have answers to any questions regarding the LMI data ahead of time..

### **SKILLUP TOMPKINS COUNTY LAUNCH**

Ms. Mattick provided a demonstration of the Metrix Training portal of the SkillUp Tompkins Initiative. There are over 4,500 courses with unlimited access for up to 180 days. In addition, there are career paths that show people the courses needed to obtain the skills to be successful in that particular pathway. Prove It is an additional component of SkillUp Tompkins. There is also a work readiness module. Customers will be able to access assessments to prove to employers that they have the skills necessary for particular positions. We will be meeting with community agencies on April 1, 2019 and they will be provided a demonstration of the training portal and the courses.

Ms. Iles left the meeting at 9:03 a.m.

Mr. Burrows left the meeting at 9:13 a.m.

### **A2D LAUNCH**

Ms. Mattick explained that the Arrival to Departure (A2D) Tourism Training Program will also be officially launching. The customized training program is designed to create “Visitor Champions” and provide customer service training. Ms. Mattick showed the website and one of the videos about Tompkins County. In addition to the online training there is a live class once people complete the training module.

### **COMMITTEE UPDATES**

#### **YOUTH OVERSIGHT**

No report

**INDIVIDUALS WITH DISABILITIES**

No report

**ONE STOP OPERATIONS AND OVERSIGHT**

No report

**GOVERNANCE AND MEMBERSHIP**

No report

**DIRECTOR'S REPORT**

Ms. Mattick's report was included at the end of the meeting material packet.

**ADJOURNMENT**

The meeting adjourned at 9:23 a.m. The next meeting is scheduled for Tuesday, April 2, 2019 at 8:15 a.m. at the Trust Company Headquarters.

Minutes prepared by Diane Achilles.

Tompkins County Workforce Development Board  
Director's Report  
March 2019

**WDB Part Time Administrative Coordinator Role Vacancy** – With the hiring of Diane Achilles in the Full Time Coordinator position we are now moving on to hiring for the Part Time role.

**Health Career Expo 2019** – Planning has begun for the rescheduled 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 November 25, 2019. We will be looking for assistance with securing sponsors.

**Summer Youth Employment Program RFP** – We received two proposals for the 2019 Summer Youth Employment Program. The Youth Oversight Committee is currently reviewing the proposals. We expect to place approval to contract on the agenda for the board meeting on March 26<sup>th</sup>.

**Workforce Consolidated Funding Application** – It is anticipated that in the next week Governor Cuomo will be announcing the hiring of a new Director of Workforce Development for New York State as well as the launch of a new Consolidated Funding Application for Workforce Development. The new Consolidated Funding Application will be the method by which the state invests the \$175M in workforce development funding identified in the 2018 New York State budget.