

EXECUTIVE COMMITTEE

MARCH 7, 2018

8:00 A.M.

HUMAN SERVICES BUILDING ANNEX

PRESENT: D. Burrows, S. Pronti, J. Matteson, A. Bishop, M. Stazi

EXCUSED: A. Hendrix, M. Stamm

STAFF: J. Mattick, J. Luu

CALL TO ORDER

Chairman Burrows called the meeting to order at 8:10 a.m.

APPROVAL OF MINUTES

It was Moved by Mr. Pronti, seconded by Mr. Matteson and unanimously adopted by voice vote of members present to approve the minutes of February 7, 2018 as written.

COMMITTEE UPDATES

YOUTH OVERSIGHT

The Office of Employment and Training was the only respondent to the WIOA request for proposals. Authorization to contract will be brought to the full Board on April 24th. The one-year contract begins July 1, 2018 and includes a one year extension.

The Summer Youth Employment Request for Proposals was released February 12th and responses are due March 26th. The Committee will be reviewing the responses at their next meeting and recommendations to contract will be brought to the full board on April 24th as well. Allocations have not been released yet and won't be known until the State Budget is finalized.

SERVICES TO INDIVIDUALS WITH DISABILITIES

Mr. Matteson reported the Committee has not met. A joint meeting with the Youth Oversight Committee is being planned as there are a lot of similarities in the work they are doing in terms of providing services to individuals with disabilities.

ONE STOP OPERATIONS AND OVERSIGHT

Mr. Bishop stated the Committee meets tomorrow and will be working through the One Stop Certification process. An extension has been made to NYSDOL until after the next Board meeting, but the response hasn't been received. Approval will be brought to April 24th Board meeting as will approval of Part II of the Memorandum of Understanding that covers infrastructure costs.

GOVERNANCE AND MEMBERSHIP

Mr. Stamm reported the Committee will be meeting on March 15th. They will be reviewing attendance and brainstorming replacements for the vacant seats on the Board. Ms. Mattick stated she has spoke with the new DSS Commissssioner Kit Kephart, whose seat represents TANF, and Ms. Kephart has expressed interest in participating on the Board.

DIRECTOR'S REPORT

Ms. Mattick's report was distributed and is attached.

OTHER

The Committee took a few minutes to discuss ways to better engage board members. Suggestions included having informal lunch meetings, having a mini retreat, or having a late day board meeting followed with a happy hour to allow board members to become better acquainted. If members have additional ideas, please pass them along to Ms. Mattick and Mr. Burrows.

ADJOURNMENT

The meeting adjourned at 8:49 a.m. The next meeting is scheduled for Tuesday, April 3, 2018 at 8 a.m. in the Human Services Building Annex.

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 in the event that 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.