

## One Stop Operations and Oversight Committee

March 8, 2018

8:30 A.M.

Cornell University Human Resources

PRESENT: A. Bishop, B. Dickens, P. Levesque, K. Kersey, T. Carlson, K. Cerasaro  
EXCUSED: S. Pronti, L. Holmes, L. Dillon  
STAFF: J. Mattick, J. Luu

### Call to Order

Chairman Bishop called the meeting to order at 8:38 a.m.

### Approval of Minutes

It was Moved by Mr. Levesque, seconded by Mr. Dickens and unanimously adopted by voice vote of members present to approve the minutes of September 28, 2017 and January 11, 2018 as submitted.

### One Stop Certification

Ms. Mattick explained that a technical advisory has been received from New York State Department of Labor relating to the requirements for the certification of the Career Center. She has also been in contact with her colleagues and we will be using their materials as a template. She stated the certification is due by the end of March, but she has requested an extension until April 25<sup>th</sup> to allow the full board to approve the certification at their April 24<sup>th</sup> Board meeting. Due to the short timeline, it has been suggested that a small working group be formed to review the various certification materials and do the walk through of the Center. The process contains two components, the first being review of the required components that must be met and the second being the enhanced components, of which 60% must be met for successful certification. The enhanced components that are not met prior to the Board taking action must have an improvement plan. Those items can be reviewed after the April deadline and she suggested the review of any outstanding items occur six months out to allow for the Center to implement those components.

March 19<sup>th</sup> at 2:30 p.m. and April 10<sup>th</sup> at 8:30 a.m. were the dates established for the working group to meet for the review. Both meetings will be held at the Career Center.

### Work Plan

Goal #1 was reviewed – Short-term Performance Measures

Ms. Carlson and Mr. Cerasaro will review the quarterly and annual training outcomes report with the Committee. Ms. Mattick will provide information on what is required for the Eligible /training Provider Requirement. It was requested that the Plan have a column added that includes the meeting date the item will be reviewed.

### Director's Report

Ms. Mattick reported that the DRC grant that was applied for as part of the State's application to USDOL has been approved. The grant includes approximately \$200,000 in flexible funds which will help to stretch training dollars. The grant will be used to work with individuals 14-24 years old over a three-year period who have a self attested disability. She stated tuition parameters will need to be set for this program. The program will focus on system change that provides services that are seamless to individuals transitioning from high school to college and/or work. Emphasis will be placed on looking at the DSS population who could be working part time but needs to move up the career ladder to get off of assistance.

### Adjournment

The meeting adjourned at 9:15 a.m. The next meeting is scheduled for Thursday, March 8, 2018 at 8:30 a.m. at the Cornell Recruitment and Employment Center.

Minutes prepared by Jennifer Luu.