

EXECUTIVE COMMITTEE

APRIL 3, 2018

8:00 A.M.

HUMAN SERVICES BUILDING ANNEX

PRESENT: S. Pronti, J. Matteson, M. Stazi, A. Hendrix

EXCUSED: D. Burrows, Bishop, 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. Matteson, seconded by Ms. Stazi and unanimously adopted by voice vote of members present to approve the minutes of March 7, 2018 as written.

COMMITTEE UPDATES

YOUTH OVERSIGHT

Four responses were received to the 2018 Summer Youth Employment Program Request for Proposals. The Committee meets tomorrow to begin their review. The Youth Farm Project is a new respondent this year. They are proposing to serve 5 youth at a cost of approximately \$10,000. The group is encouraged to have a new applicant in addition to the three that have been contractors in prior years.

Requests to contract for both the WIOA Youth and Summer Youth programs will be brought to the full board in April for approval.

SERVICES TO INDIVIDUALS WITH DISABILITIES

The Committee will be meeting jointly with the Youth Oversight Committee at their next meeting on May 9, 2018. The two groups share similarities in the work they are doing in terms of providing services to individuals with disabilities.

ONE STOP OPERATIONS AND OVERSIGHT

The Committee has been working on the One Stop Certification process. There are both required and optional elements. To be approved, all of the required elements and 60% of the optional elements must have been met. The Committee is working on the required elements and improvement plans for the optional pieces. Most of the items are already being done, this is just pulling all of the pieces together.

An extension of the due date has been requested and granted by NYSDOL until after the next Board meeting, when the Board will be asked to approve the Committee's work.

GOVERNANCE AND MEMBERSHIP

The Committee met and discussed member terms, attendance, and who to approach for vacancies. The group would like feedback from the Executive Committee before proceeding with outreach.

DIRECTOR'S REPORT

Ms. Mattick's report was distributed and is attached. She noted the monitoring reports from NYSDOL have been received. There was one finding that has two parts relating to subrecipient monitoring and a change to the monitoring policy will need to be brought back to the Board for approval at a future meeting.

The closeout review of PY'15 expenditures has also been completed. We have overstated our expenditures by \$190 of which approximately \$32 were WIOA expenditures. It will require internal adjustments. The recommendation was made that reconciliation to the County books be conducted at least annually. The reports will be sent out to the Committee with the next agenda packet.

Ms. Mattick stated the WIOA allocations have been announced and overall funding has increased by \$45,000. She and Ms. Carlson are working on recommendations for the dislocated worker funding that has become available. The funds can be used to supplant this year's funding. However, our DW expenditure rate is low. The State has indicated that they will free up 80% obligation requirement on a case by case basis. She noted the state is squarely at fault by not getting the funding out to local boards in a timely manner and when they do release funds they create a process that is so onerous that no one applies for the funds.

She stated the State budget includes \$175 million for new initiatives, but noted that \$69 million is reprogrammed funds without onerous requirements. She also reported that planning is underway for this year's Health Career Expo which is held bi-annually in October at Ithaca College and hosts approximately 400 high school students. She stated that sponsorships are needed as costs have increased significantly and there is a budget deficit at this time. Ithaca College provides the space free of charge, but she will be speaking with Paula Younger at IC about the possibility of financial support for the event this year as well.

The Tourism A2D Program in conjunction with the Convention and Visitor's Bureau (CVB) is being planned. This is very exciting and we will be a grant recipient and contract with A2D to provide customized online curriculum for Tompkins County. The majority of work is being done by the CVB as in kind services.

ADJOURNMENT

The meeting adjourned at 9:10 a.m. The next meeting is scheduled for Tuesday, May 1, 2018 at 8 a.m. in the Human Services Building Annex.

Minutes prepared by Jennifer Luu.

Tompkins County Workforce Development Board
Director's Report
April 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: Mary McLaughlin began employment with the Office of Employment and Training on Monday, March 26th. We are quickly bringing her up to speed on the grant.

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. UPDATE: NYSDOL has released the reports. A summary will be provided at the Executive Committee meeting on 4/3/18.

PY18 WIOA Funding Estimates-Good News! NYSDOL has provided us with our July 1, 2018-June 30, 2019 WIOA funding estimates.

Adult	+\$39,837
DW	- \$ 8,809
Youth	+\$14,297

Overall the estimate increases funding by \$45,325

Health Career Expo 2018 – Planning continues 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. We will be looking for assistance with securing sponsors.

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. UPDATE: We received 4 proposals for the 2018 SYEP program. The Youth Oversight Committee meets on April 4 and 11 to review the proposals and move a recommendation for funding to the full board.

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. **UPDATE:** All indications are that we will be receiving these funds from the STPB. The next 5-6 months will be very busy getting this initiative up and running

My Brother's Keeper Initiative (City of Ithaca) – We will be participating in a strategic planning effort for the City of Ithaca's My Brother's Keeper Initiative. Our focus will be on the Employment Pillar.