

## **EXECUTIVE COMMITTEE**

**APRIL 5, 2016**

**8:15 A.M.**

**HUMAN SERVICES BUILDING ANNEX**

**PRESENT:** D. Burrows, A. Bishop, M. Stamm, A. Hendrix, J. Mareane, J. Matteson, L. Patz

**EXCUSED:** M. Stazi, S. Pronti

**STAFF:** J. Mattick, J. Luu

### **CALL TO ORDER**

Chairman Burrows called the meeting to order at 8:19 a.m.

### **APPROVAL OF MINUTES**

The minutes from February 2, 2016 were deferred to the May meeting.

### **JANUARY AND FEBRUARY FISCAL REPORTS – WDB AND OFFICE OF EMPLOYMENT AND TRAINING**

Ms. Mattick reviewed the fiscal reports with the group. Expenses and revenue are on track. She stated that the issues with Challenge Workforce Solutions getting their invoices in on time have been resolved as this point. She noted that the issues identified during her review of their summer youth employment expenditures have also been resolved.

The router will be installed this week and this will separate Board staff from TCAD's network. The cost of the installation is \$1080. The County's IT department paid for the cost of the router.

### **COMMITTEE UPDATES**

#### **YOUTH OVERSIGHT COMMITTEE**

Ms. Hendrix reported three proposals were received for the summer youth funding and the committee has been meeting to review the proposals. One contractor that had previously under spent their funding has requested an increase this year. The Committee decided to keep their funding flat rather than provide an increase. The Committee also requested that there be additional steps built into that contractor's contract to increase accountability.

#### **MEMBERSHIP AND GOVERNANCE**

Mr. Stamm reported the group has met and went over those membership seats that are set to expire June 30<sup>th</sup>. Members were tasked with reaching out to various institutions to get recommendations as there are a couple of seats that are being filled on an interim basis. There are also a couple of seats where individuals have failed to attend meetings that are being reviewed.

#### **SERVICES TO INDIVIDUALS WITH DISABILITIES**

Mr. Matteson reported the Committee continues to meet. They have put together a work plan and will be focusing on one goal this program year, to connect every Tompkins County student transitioning from high school to the 1-Stop Center.

#### **ONE STOP OPERATIONS AND OVERSIGHT COMMITTEE**

Mr. Bishop reported the Committee expects to finish formalizing their work plan and looking at outcomes at their next meeting.

## **DIRECTOR'S UPDATE**

Ms. Mattick reported that the WIOA allocations for July 1<sup>st</sup> have not been received, but once they are she will begin putting together the budgets for the coming year. She reported the State has issued their final monitoring reports. There were no findings with the sub recipient monitoring or final close out review, but there were findings with the adult and dislocated worker program monitoring around data validation. All of the issues that were identified had been corrected prior to the final reports being issued and this is noted within the reports. Ms. Mattick stated the financial management review will occur in June and she does not expect any issues. She did state that the climate within the State has shifted from one of technical assistance to compliance and monitors are expected to have findings with each review. Mr. Mareane stated the shift at the State is across all areas, not just workforce development.

Ms. Mattick and Mr. Burrows attended the National Association of Workforce Boards conference in Washington, DC. It was a great opportunity to see workforce development boards in action nationally and it provided a lot of technical assistance.

Mr. Stamm reported he was also in Washington during that time. Visits were made to Congressman Reed and Senators Gillibrand and Schumer's offices seeking their support to a letter requesting that WIOA be funded at the level within the law.

Mr. Burrows stated that Tompkins County was shut out of the State broadband grants. Mr. Stamm stated that if your community is served by Time Warner, they agreed as part of their merger to upgrade their infrastructure.

The committee discussed the situation with TCAT needing to drop several bus lines this summer. Ms. Mattick stated that she met with TCAT officials last week and they are doing everything to recruit bus drivers that they should. She stated the process to become a bus driver is very long often taking up to six months with all of the requirements that must be met.

## **EXECUTIVE SESSION – WFDB DIRECTOR'S PERFORMANCE REVIEW**

It was Moved by Mr. Mareane, seconded by Ms. Patz and unanimously adopted by voice vote of members present to enter into executive session at 8:47 a.m. for the purpose of discussing the Executive Director's performance evaluation. It was Moved by Ms. Hendrix, seconded by Ms. Patz, and unanimously adopted by voice vote of members present to return to open session at 9:17 a.m.

## **OTHER BUSINESS**

Mr. Burrows discussed the upcoming Board meeting and the possibility of having Ron Golumbeck present the preliminary findings from the advanced manufacturing training study. If that is not possible, another agenda item will be needed to engage the board. Mr. Matteson suggested having a conversation about childcare or housing as both impact businesses and employees. Ms. Hendrix suggested bringing in subject matter experts to present, like Sue Dale-Hall. Ms. Patz asked whether these presentations would be for information purposes or a call to action. Mr. Mareane said it would be helpful if the Board took a position as it would help influence appropriate public policy.

## **ADJOURNMENT**

It was Moved by Mr. Matteson, seconded by Mr. Mareane, and unanimously adopted by voice vote of members present to adjourn the meeting at 9:30 a.m. The next meeting is scheduled for February 2, 2015 at the Human Services Annex.