

EXECUTIVE COMMITTEE

8:15 A.M.

Tompkins County Human Services
Building Annex

May 5, 2015

PRESENT: J. Matteson, D. Burrows, J. Mareane, S. Pronti, M. Stamm, L. Patz, A. Hendrix, A. Bishop
EXCUSED: M. Stazi

STAFF: J. Mattick, J. Luu

CALL TO ORDER/APPROVAL OF MINUTES

The meeting began at 8:16 a.m.

APPROVAL OF MINUTES

It was Moved by Mr. Mareane, seconded by Mr. Pronti, and unanimously adopted by voice vote of members present to approve the minutes of March 4 and April 7, 2015 as submitted.

REQUEST FOR QUALIFICATIONS – ONE-STOP OPERATOR

Ms. Mattick reported that as WIOA Regulations are being issued by the federal government it is becoming clear that we will not need to procure a One-Stop Operator until July 1, 2017. We will need to be making progress toward procurement of operator by July 1, 2016. A RFQ does not need to be issued at this time.

BOARD/COMMITTEE MEMBERSHIP UPDATE

Ms. Mattick reported that ten board appointments are going through the County Legislature tonight. Fifteen more will be appointed in the next three legislature meetings.

MONTHLY FISCAL REPORT FORMAT

Ms. Mattick distributed a draft monthly fiscal report format. Committee members requested that a column for total expenditures by budget category for the previous year be added, that each subcontract be shown separately and a section for revenue be added. Ms. Mattick will bring a revised report to the committee at the June meeting.

WIA DISLOCATED WORKER TO ADULT FUNDING TRANSFER REQUEST

Ms. Mattick reported that WIA allows up to 50% of Adult and Dislocated Worker funding to be transferred between funding sources. The Career Center has seen a decrease in dislocated workers in the last 8 months. To date we have obligated approximately 70% of the Adult funds and 45% of the Dislocated Worker funds. Ms. Mattick is recommending that we transfer \$20,000 of the DW funding to Adult funding to allow us to fully utilize the funding available and to serve the customers that are currently coming in to the Career Center.

It was Moved by Mr. Mareane, seconded by Mr. Pronti, and unanimously adopted by voice vote of members present to approve the transfer of \$20,000 of PY14 WIA Adult funding to PY14 WIA DW funding.

MAY 12, 2015 WORKFORCE DEVELOPMENT BOARD MEETING

Mr. Matteson reported that he will be doing a presentation on the P-Tech Project. He will provide background and share information on what the partnership will need to look like. It is expected that there will be three applications from the Southern Tier region. Superintendents in the area are committed to this concept and will consider moving forward with a P-Tech like program even if the TST application is not funded.

In addition to P-Tech the committee discussed the Hot Topics subject for the board meeting. It was decided that collaborative recruitment would be the subject of the Hot Topics.

DIRECTOR'S UPDATE

Ms. Mattick reported that the WIB and TCAD are moving forward with hiring a consultant to conduct a manufacturing skills needs assessment for Tompkins, Cortland and Tioga counties. The consultant will be funded by the IDA. Lack of a skilled workforce in the region is a consistent theme when visiting manufacturers.

In addition, Ms. Mattick updated the committee on the Workforce Innovation Fund Grant. A full time staff person will be hired through the HMO WIB with a goal of reengaging college dropouts in education. It is expected that the staff person will be on board by September 2015.

Ms. Mattick stated that WIA Youth Proposals to operate the program effective July 1, 2015 will be due by May 15. Ms. Hendrix will be bringing a recommendation to the Executive Committee at the June 2, 2015 meeting.

ADJOURNMENT

The meeting adjourned at 9:13 a.m. The next meeting is scheduled for **Tuesday, June 2, 2015.**

**** Please mark your calendars – the June 2, 2015 meeting will be held at
GammaTech – 531 Esty Street**

Minutes prepared by Julia Mattick.