

EXECUTIVE COMMITTEE

MAY 11, 2018

8:00 A.M.

HUMAN SERVICES BUILDING ANNEX

PRESENT: D. Burrows, S. Pronti, M. Stamm, M. Stazi, A. Hendrix, A. Bishop

EXCUSED: J. Matteson

GUESTS: Jason Molino, Tompkins County Administrator

STAFF: J. Mattick, J. Luu

CALL TO ORDER

Chairman Burrows called the meeting to order at 8:00 a.m.

NYSDOL FISCAL AND PROGRAM MONITORING REPORTS

The fiscal and program monitoring reports were distributed with the agenda packet. Ms. Mattick reported the climate within NYSDOL is such that findings are nearly mandated. The fiscal reports dated April 2, 2018 relate to the closeout of Program Year 2015 Trade Adjustment Act (TAA) and WIOA formula funding. There were no findings for TAA and one finding for WIOA formula funding that is tied to the reconciliation with the County books at year-end which resulted in an overexpenditure of \$31.50 in WIOA funding. Adjustments to move those funds will occur internally and no action is required at the state level. The subrecipient report dated March 22, 2018 indicates the one finding that was previously reported and related to the subrecipient monitoring policy has been corrected.

The program monitoring report dated April 6, 2018, focuses on program year 2015 and relates to the One Stop Center and covered PY 2015 Adult, Dislocated Worker, and TAA programs. During that time there were approximately 1600 customers seen in the One-Stop Center and three of the four findings reported relate to incomplete or incorrect data entry into the One Stop Operating System (OSOS). She noted that there are nearly 60 "touch points" for each customer and oversights occurred. There was also one finding where two individuals received training funds but for one the training provider was not on the eligible training provider list and there was no record for the second customer there was no record that other financial aid options were explored. These items have since been corrected.

Mr. Burrows asked if there is anything that would be alarming in the reports. Ms. Mattick stated that there are none. She did state that the subrecipient monitoring policy will need to be brought back to the Board and we will do that at the October 2018 board meeting as we have a very full agenda for the June meeting. NYSDOL is stating revisions to the policy are needed despite the fact there are no subrecipients. The state would like us to identify the instrument we will use to conduct the monitoring should a subrecipient relationship occur in the future.

APPROVAL OF MINUTES

It was Moved by Mr. Stamm, seconded by Mr. Pronti and unanimously adopted by voice vote of members present to approve the minutes of April 3, 2018.

FISCAL REPORTS

Ms. Mattick reported that there is nothing unexpected in the budget statements. She did note that the summer youth employment funding does tend to skew things because the revenue is

received after the beginning of the new fiscal year but catches up in the next year. It was requested that she add a footnote to the report with those details.

Ms. Hendrix arrived at 8:13 a.m.

COMMITTEE UPDATES

GOVERNANCE AND MEMBERSHIP COMMITTEE

Mr. Stamm reported the group has met and will be reaching out to those members whose terms expire June 30th about their reappointments. The committee has also discussed the slate of officers for the coming year and Ms. Stazi has agreed to become Vice Chair and Amy Iles will be approached to see if she would like to take on the role as treasurer. This would be a wonderful fit if she agrees.

YOUTH OVERSIGHT

Ms. Hendrix reported the Board took action at their last meeting on the WIOA and Summer Youth Employment contracts. The next meeting of the committee May 9th will be held jointly with the Services to Individuals with Disabilities Committee. The two groups share similarities in the work they are doing in terms of providing services to individuals with disabilities.

SERVICES TO INDIVIDUALS WITH DISABILITIES

Mr. Matteson was not in attendance.

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.

DIRECTOR'S REPORT

Ms. Mattick's report was distributed and is attached. Ms. Mattick called attention to the difficulties in the lack of available training in both in depth machining and LPN training in the area. The committee discussed strategies for working with training providers to create programs.

ADJOURNMENT

The meeting adjourned at 8:52 a.m. The next meeting is scheduled for Tuesday, June 5, at 8 a.m. in the Human Services Building Annex.

Minutes prepared by Jennifer Luu.

Tompkins County Workforce Development Board
Director's Report
May 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.

UPDATE: We are meeting resistance from training providers in starting a LPN Program despite the quantification of demand from local employers. Providers are requesting that we quantify supply as well as demand.

NYSDOL Program Oversight – NYSDOL was in the office in October 2017 to review WIOA Adult/DW/TAA programs. The report was released in April 2018. The report identifies a few areas for improvement. All corrections have been made and we will be responding to NYSDOL the first week of May.

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. **UPDATE:** The board has approved moving forward with contract negotiation. As soon as we have allocations the Youth Oversight Committee will make final funding amount decisions.

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

UPDATE: Funding request is on the agenda for 5/1/18 Tompkins County Legislature Meeting. We are moving forward with planning in collaboration with the CVB.

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.

Southern Tier Regional Economic Development Council – Julia will be participating in a Workgroup Retreat for the REDC on May 15th as well as a joint meeting of the Workforce Development and Advanced Manufacturing Workgroup on May 23rd.