

EXECUTIVE COMMITTEE

JUNE 7, 2016

8:15 A.M.

HUMAN SERVICES BUILDING ANNEX

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

EXCUSED: A. Bishop, M. Stamm

STAFF: J. Mattick, J. Luu

CALL TO ORDER

Chairman Burrows called the meeting to order at 8:16 a.m.

APPROVAL OF MINUTES

It was Moved by Mr. Mareane, seconded by Mr. Pronti and adopted by voice vote of members present to approve the minutes of May 3, 2016 as submitted.

MARCH FISCAL REPORTS – WDB AND OFFICE OF EMPLOYMENT AND TRAINING

Ms. Mattick reviewed the WDB's fiscal reports with the group. Expenses and revenue are on track. Summer Youth Employment contracts are getting underway. She noted in the WDB budget travel and training is over expended as a result of the attending the Advocacy training in Albany, and she and Mr. Burrows attending the National Association of Workforce Boards conference in Washington, D.C. in March.

Mr. Mareane asked why there hasn't been any expensed against the professional services line and Ms. Mattick stated that line covers the contract with the Finger Lakes Workforce Development Board monitoring contract and she has requested they submit their invoice for payment.

Mr. Burrows asked what would be considered a substantial or materials overrun or shortage. Ms. Mattick stated that if there are overruns, it would be necessary for another line to be under spent to cover those expenses.

Ms. Mattick noted the Miscellaneous revenue line is transition money that was received to transition to WIOA. Those funds have been used to cover training costs for staff and to purchase the router for the WDB office.

She reported there is nothing outstanding in the OET budget at this point, but noted there may be overruns in the training category. If this occurs, she will look to have a transfer from wages to cover those costs. She stated OET currently has one staff person who is not working full-time, so there will be excess funds in that line. The current tuition/OJT line of \$130,000 includes roll-over funding from last year. In the coming year's budget there will not be that level of funding available.

Discussing the contractor expenses summary sheet, Ms. Mattick reported that the Summer Youth Employment program is underway and she is moving forward with provider contracts.

ADMINISTRATION

APPROVAL OF WDB BUDGET FOR PROGRAM YEAR 2016-2017

Ms. Mattick provided an overview of the WDB and OET budgets for 2016-2017. She stated that if there are surplus funds they get programmed into the next 6-month period. Staff salaries and the fringe rate cross the county's budget year so those items are adjusted for the second half of the year. She also noted that the funding in the subcontracts line of the Board budget reflects a decrease in WIOA Adult and Dislocated Worker (DW) dollars, but an increase for the Disability Resource Coordinator program. The decrease in Adult and DW funding is the result of the State retaining set aside funding. During the economic downturn they passed more of those funds on to locals and there has been a lot of advocacy to get those

funds returned to local areas. She stated she believes the State will retain the funds and then pass them on through the Regional Economic Development Council process. The amount being withheld is approximately 10 million, 60 percent of which would go to New York City.

In terms of the OET budget, the amount of training dollars has decreased to \$75,000 as previously noted. Adjustments have been made to salaries and fringe and the remaining lines are adjusted based on previous expenditures.

It was Moved by Mr. Matteson, seconded by Ms. Patz and unanimously adopted by voice vote of members present to approve the WDB budget for PY 2016-2017 and move the budget to the full Board for approval.

Prior to approval of the OET budget, the Committee reviewed the level of funding for training.

WIOA FUNDING – FUNDING LEVEL FOR TRAINING

The One Stop Operations and Oversight Committee met and reviewed funding for training. They are recommending that 32.5% of funds be used for training and associated expenses. This will affect the overall operating budget, but staffing will be retained due to a reduction in fringe costs. Ms. Mareane stated he prefers to have a set training percentage and challenge the Board to find ways to meet administrative costs.

APPROVAL OF OET BUDGET FOR PROGRAM YEAR 2016-2017

It was Moved by Ms. Stazi, seconded by Mr. Pronti and unanimously adopted by voice vote of members present to approve the Office of Employment and Training budget for PY 2016-2017 and move the budget to the full Board for approval.

APPROVAL TO TRANSFER PY15 FUNDS FROM DISLOCATED WORKER TO ADULT IF NEEDED

Ms. Mattick stated the One-Stop is seeing fewer dislocated workers than adult and transferring funds from the DW budget to Adult is allowed by the State. She noted it isn't known at this time what the actual amount will be because the June reports are not complete, but the deadline to request the transfer is June 30th, prior to the next Committee meeting. She stated she does not anticipate the need to transfer more than \$35,000. It was Moved by Mr. Mareane, seconded by Ms. Stazi and unanimously adopted by voice vote of members present to authorize the WDB Director to submit the transfer request to the State for an amount not to exceed \$35,000 with the Director reporting at the next Committee meeting the level of the request that was submitted.

PRIORITY OF SERVICE POLICY

The Committee reviewed the Priority of Service Policy:

Tompkins County Workforce Development Board Local Adult Program Priority of Service Policy and Procedures

Determining Customer Priority to Receive WIOA Individualized Career and WIOA Training Services

1. Priority of Service for Veterans and Eligible Spouses

- (a) Veterans and eligible spouses must be given priority for registration for WIOA Individualized Career Services and Training Services.
- (b) Priority means that veterans and eligible spouses are entitled to precedence over non-covered persons for services. This means that a veteran or an eligible spouse either receives

access to a service earlier in time than a non-covered person or, if the resource is limited, the veteran or eligible spouse receives access to the service instead of or before the non-covered person.

- (c) The WIOA Services Program will comply with the priority of service for Veterans and Eligible Spouses requirements in USDOL TEGL 10-09 and any updated requirements.

2. Priority of Service for the WIOA Adult Program

- (a) Priority for WIOA Individualized Career Services and Training Services is given to adults who are recipients of public assistance, other low-income individuals, and Individuals who are basic skills deficient.
- (b) When two or more individuals are requesting a service within the same time frame, this means an eligible, priority individual receives access to a service earlier than other individuals, or, if the resource is limited, the priority individual receives access to the services instead of or before other program eligible individuals.
- (c) All customers (who are 18 or older) who have appropriate documentation as public assistance recipients or low-income will meet this priority.
- (d) The WIOA Adult Program definition of “basic skills deficient” is: “the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society”

(1) Examples of adults who meet this priority for “basic skills deficient” are those who:

- Have no High School Diploma or High School Equivalency
- Are enrolled in a Title II Adult Education/Literacy Program
- Are determined by Assessment to Have English Reading, Writing, or Computing Skills at an 8.9 or Below Grade Level;
- Are determined by the Workforce Advisor and/or through customer self attestation that s/he is an English Language Learner;
- are determined by the Workforce Advisor to be “basic skills deficient” through observation and the initial assessment interview

- (e) Workforce Advisors will include the determination of this priority in the customer’s file with appropriate case notes.
- (f) Veterans and eligible spouses who are eligible for the WIOA Adult Program continue to receive priority for service among all eligible individuals and within the Adult Program priority of service
- (g) Priority of service will be applied in the following order when two or more individuals are requesting a service within the same time frame:

(1) First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.

(2) Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.

(3) Third, to veterans and eligible spouses who are not included in WIOA’s priority groups.

(4) Last, to non-covered persons outside the groups given priority under WIOA.

This is a new policy under WIOA and it is being recommended by both the One-Stop and the One Stop Operations and Oversight Committee. It is recommended that the policy be reviewed again in 6 months to a year to see how things are progressing.

It was Moved by Mr. Mareane, seconded by Mr. Mattison and unanimously adopted by voice vote of members present to move the policy to the full Board for approval.

COMMITTEE UPDATES

YOUTH OVERSIGHT COMMITTEE

Ms. Hendrix reported the group has met and the SYEP contracts are being put together. The Challenge contract will have spending milestones included in it that will allow the reallocation of unspent funds to other providers if they don't remain on target.

MEMBERSHIP AND GOVERNANCE COMMITTEE

Mr. Stamm stated he reached out to both Mr. Burrows and Mr. Pronti and both have agreed to continue as Chair and Vice Chair in the coming year. He stated there are a couple of seats on the board that are expiring and discussions are underway to fill those as well as conversations with board members who have had problems attending meetings.

INDIVIDUALS WITH DISABILITIES COMMITTEE

Mr. Matteson stated the Committee met with communities interested in creating a community for individuals with disabilities. The group will meet again in September and start connecting individuals to the One-Stop who are leaving school and entering the workforce so they become aware of services that are available to them.

ONE-STOP OPERATIONS COMMITTEE

Mr. Bishop reported the committee meets next on June 9th.

DIRECTOR UPDATES

Ms. Mattick reported that the WIOA regulations are due in the next couple weeks. She believes procuring the One-Stop will be one of the regulations and there is concern about whether the County can respond to their own bid.

The Advanced Manufacturing Survey was completed and the results shared with manufacturers at a meeting at Borg Warner on May 20th. The meeting was very well attended and another meeting will be scheduled to discuss next steps.

CHAIR UPDATES

Mr. Burrows stated the last year has gone very well and he asked Committee members to provide their thoughts to him and Ms. Mattick on moving into the new year. A survey will also be sent out to the Board following their next meeting asking them for thoughts on what they would like to see the Board undertake in the next year. Some of his ideas for Board meetings include:

- Presentation of Committee Work plans

- Update from the Downtown Ithaca Alliance (about the current Commons construction, future plans, the supply and demand for downtown office space, what are obstacles to moving downtown)
- TCAT struggles and transportation
- Workforce Development Ecosystem – graphical presentation of all organizations involved and their roles
- Survey/Demographics update

ADJOURNMENT

It was Moved by Mr. Matteson, seconded by Ms. Stazi and adopted by voice vote of members present to adjourn the meeting at 9:20 a.m.