

EXECUTIVE COMMITTEE

JULY 10, 2018

8:00 A.M.

TOMPKINS TRUST COMPANY

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

EXCUSED: M. Stazi, J. Matteson

STAFF: J. Mattick, J. Luu

CALL TO ORDER

Following the tour of the new Tompkins Trust Company Headquarters, Chairman Pronti called the meeting to order at 8:36 a.m.

APPROVAL OF MINUTES – June 5, 2018

It was Moved by Mr. Stamm, seconded by Ms. Hendrix and unanimously adopted by voice vote of members present to approve the minutes of Jun 5, 2018 as submitted.

APPOINTMENT OF GRIEVANCE AND HEARING OFFICER

Ms. Mattick reported that the federal law for WIOA requires that there be a grievance and a hearing officer for the workforce development system. She recommended that Ms. Carlson be appointed as the grievance officer and she be appointed as the hearing officer. Ms. Mattick noted there is a very specific process that is followed should a grievance be filed. The types of complaints that are predominately filed relate to customers, but a partner could also file one if they so choose. It is very unusual for a complaint or concern to elevate to the level of filing a formal grievance and they are generally handled more informally. Each customer who enters the Center is provided with the grievance procedure policy. She stated that the Department of Labor has their own grievance officer. It was Moved by Mr. Burrows, seconded by Mr. Bishop and unanimously adopted by voice vote of members present to approve on behalf of the Board the appointment of Ms. Carlson as the grievance officer and Ms. Mattick as the Hearing Officer.

UPDATED CHIEF ELECTED OFFICIAL AGREEMENT

Ms. Mattick stated that when the chief elected official changes it requires that an updated agreement be filed with the State. She will be bringing the agreement to the committee in August and to the full board for approval in October.

COMMITTEE UPDATES

YOUTH OVERSIGHT

Ms. Hendrix reported the Youth Oversight Committee will meet tomorrow to review the WIOA Youth contract and outcomes.

INDIVIDUALS WITH DISABILITIES

Mr. Matteson was unable to attend today's meeting. Ms. Hendrix reported the Youth Oversight Committee met jointly with the Services to Individuals with Disabilities Committee and received an overview of the services that are being provided by the new Disability Resource Coordinator, Mary McLaughlin. Ms. McLaughlin will be bringing a group of individuals together to do resource mapping so there is a better understanding of the services available within the community.

ONE STOP OPERATIONS AND OVERSIGHT

Mr. Bishop reported the Committee will next meet this Thursday

GOVERNANCE AND MEMBERSHIP

Ms. Stamm reported the slate of officers was finalized and voted on at the Board's last meeting.

There are a couple of business seats and a labor seat that need to be filled.

DIRECTOR'S REPORT

Ms. Mattick's report was distributed. She reported on the closure of Vanguard Printing and the displacement of 140 employees. There wasn't advance notice of the closure prior to the announcement to employees. The shutdown is expected at the end of September and a job fair will be held at the end of July for the employees. Vanguard has been very receptive to any services we can provide.

OTHER

Mr. Pronti thanked Mr. Burrows for his leadership as Chairman of the Board the last several years bringing a fresh perspective and direction to the Board.

ADJOURNMENT

The meeting adjourned at 9:28 a.m. The next meeting is scheduled for Tuesday, August 7 at 8 a.m. at the **Trust Company Headquarters at 118 East Seneca Street (next door to the Hilton).**

Minutes prepared by Jennifer Luu.