

EXECUTIVE COMMITTEE

November 6, 2018

8:00 A.M.

TOMPKINS TRUST COMPANY

PRESENT: A. Bishop, A. Iles, D. Burrows, J. Matteson, M. Stazi

EXCUSED: S. Pronti

STAFF: J. Mattick, J. Luu

CALL TO ORDER

Vice Chair Stazi called the meeting to order at 8:04 a.m.

APPROVAL OF MINUTES – SEPTEMBER 4, 2018 AND OCTOBER 2, 2018

It was Moved by Ms. Iles, seconded by Mr. Bishop and unanimously adopted by voice vote of members present to approve the minutes of September 4 and October 2, 2018 as written.

BOARD RETREAT

Ms. Mattick reported that one of the additional board meetings that has been planned for 2019 will be used for the Board retreat. She and Mr. Pronti have been discussing holding it during the March 19th meeting and expect it to be a half-day session. The group suggested asking Amie Hendrix to attend the session as well. The objective will need to be refined by the committee to determine if the focus will be on the organization or the community. The last strategy was completed in 2008. Ms. Mattick noted the importance of aligning with economic development.

The group brainstormed board members to ask to help plan the session. Paul Levesque, Scott Pronti Brian Forrest, Jennifer Tavares, and Mohammed Abdelrehim were suggested. Mr. Burrows stated he would be interested in helping as his schedule permits noting his company is heading into a very busy time of year.

DECEMBER BOARD MEETING PLANNING

Ms. Mattick reported Melinda Mack, Executive Director at the New York Association of Training and Employment Professionals (NYATEP) will be attending the December board meeting. She will be speaking about the workforce advocacy role boards can play. She will also speak about the workforce climate at the state and national levels with focus on the Governor's budget of \$175 million.

WORKFORCE DASHBOARD

The JobsEq RTI Dashboard was demonstrated at the last board meeting. It is part of the JobsEQ platform and provides real-time intelligence that drills down to help wanted ads. It is very intuitive and easy to use. At the board meeting there was feedback to have the dashboard available at each meeting. Mr. Matteson stated that displaying the information and providing handouts is a good way to start each meeting. The group suggested displaying workforce demographics such as industry sectors and also shows comparative data. The information can be fine tuned over the next several months. It is also beneficial to provide updates on what is occurring with economic development at the city and county levels.

COMMITTEE UPDATES

YOUTH OVERSIGHT

Ms. Mattick reported that since Amie Hendrix has left her position on the Board there has been a vacancy for the chair position of the Committee. Sue Kittel from the Park Foundation has agreed to temporarily act as chair during committee meetings, but since she is not a board member she cannot act as Chair permanently. Illa Burbank or Bridgette Nugent will be asked to report out at Board meetings until a new chair is appointed.

The Committee met last month to discuss the WIOA contract and whether to extend the current contract for one year or send out a request for proposals. She noted there have been under expenditures and the committee is meeting with OET quarterly to provide updates.

Ms. Mattick reported the Committee has also been analyzing this summer's Summer Youth Employment Program as well as planning for next year.

INDIVIDUALS WITH DISABILITIES

Mr. Matteson reported the Committee has not met; however, behind the scenes TST staff have connected with a new individual at Cornell's ILR school who wants to partner with BOCES to work on youth transition. They would like to partner on a grant that focuses on youth with disabilities and they are able to get them on the Cornell campus for an entire year working on their education and workforce development preparation that can turn into some form of employment. Once it is known what BOCES role will be, the Committee will need to be convened to get a broad look at what is proposed and identify other partners. The hope is to start the program in the fall of 2020. Ms. Mattick suggested she meet with Mr. Matteson to discuss the flexible funding that is available with the DRC grant and possibly using some of those funds for a pilot program.

ONE STOP OPERATIONS AND OVERSIGHT

Mr. Bishop reported the Committee is scheduled to meet this Thursday. At the last meeting the group reviewed customer satisfaction data.

GOVERNANCE AND MEMBERSHIP

The committee has not met. Mr. Burrows offered to chair the Committee since the role became vacant when Michael Stamm retired. Ms. Mattick stated membership will need to be looked at closely and vacancies filled. The State is scheduled to do a governance review in January.

DIRECTOR'S REPORT

Ms. Mattick's report was distributed. She noted that she has begun adding key meetings with companies/partners that she has met with during the last month. The Committee requested that she continue this practice but also add the context for each meeting.

ADJOURNMENT

The meeting adjourned at 9:17 a.m. The next meeting is scheduled for Tuesday, December 4, 2018 at 8 a.m. at the in the Human Services Building Annex.

Tompkins County Workforce Development Board
Director's Report
November 2018

Arrival to Departure (A2D) Tourism Training Program – In August 2018 we held a General Information Session as well as a Focus Group to gather input needed to design the combination online and in person A2D Tourism Training Program. Both sessions were very well attended with over 40 people attending either one or both sessions. The online content is currently being developed and we anticipate field testing will occur in the next two weeks with a program launch by the end of October. This initiative is a collaboration of the Convention and Visitors Bureau, the Downtown Ithaca Alliance, the Workforce Development Board and the Career Center. **UPDATE:** We have experienced delays with the creation of the modules that make up the training program. We are currently conducting our initial review and field testing will begin next week.

NYSDOL Financial Management Review – NYSDOL Fiscal Oversight Staff will be conducting our yearly financial management review for the time period June 2017-August 2018 over six days during the month of October. **UPDATE:** Our exit interview with NYSDOL Auditor was positive. The final report will be available in the next few weeks.

County Budget Process – On September 17, 2018 we presented our 2019 budget request to the Tompkins County Legislature. Our budget request was for a little over \$130K and is critical to our ability to continue functioning as a single county workforce development board. Both the Tompkins County Workforce Development Board and the Tompkins County Legislature have maintained a strong commitment to being a single county board with regional strategic partnerships when and where there is value. **UPDATE:** It appears that we will be awarded the full amount requested.

MACOM Technology Solutions WARN Notice: On October 9, 2018 we received a WARN Notice for MACOM Technology Solutions. Per the WARN Notice there will be a permanent layoff of 47 people at MACOM. It is anticipated that four employees will be offered a transfer to their Lowell, MA location. We will be working in coordination with the NYSDOL Regional Rapid Response Team to provide rapid re-employment services to the affected employees. **These individuals will be Trade Act eligible with up to \$20,000 available for tuition.**

Trade and Economic Transition Grant – During the latter half of August 2018 we submitted a proposal to be part of a collaborative statewide USDOL Grant application. Our proposal was for an additional .50 FTE Career Center staff person to provide intensive case management to individuals laid off or downsized from employment as well as for additional resources for training accounts, supportive services and On-The-Job Training. New York State was recently notified that they were awarded funding and it is anticipated that we will receive \$147,125 over a two year period beginning in the next month. These resources will be critical to providing services to the people laid off due to the recent closure of Vanguard Printing. **UPDATE: We have been notified by NYSDOL that we will receive the full funding requested. With additional layoffs expected at MACOM in January 2019 these resources will be critical.**

Business Engagement Activities October 2018
Q2 Solutions
Therm, Inc.

Workforce Development/Agency Partner Meetings
TST BOCES – Advisory Council
TST BOCES High School Equivalency/Adult Education
Chamber of Commerce Board of Directors
Challenge Workforce Solutions
NYATEP Board of Directors