

WORKFORCE DEVELOPMENT BOARD

NOVEMBER 17, 2015

8:30 A.M.

TOMPKINS COUNTY PUBLIC LIBRARY

PRESENT: B. Allen, A. Bishop, I. Burbank, D. Burrows, M. Gold, C. Haynes, A. Hendrix, K. Kersey, J. Mareane, J. Matteson, L. Patz, S. Peake, C. Reckdenwald, K. Smith, M. Talarski, J. Tavares

EXCUSED: M. Abdelrehim, L. Dillon, C. Haynes, J. Lance (T. Fiacco sitting in), P. Levesque, S. Pronti, M. Stamm, M. Stazi

ABSENT: D. Zimmerman

EX-OFFICIO: L. Holmes

GUESTS: D. Hessler, TST BOCES; David Goodness, Workforce Development Institute; Theresa Fiacco, ACCESS-VR

STAFF: J. Mattick, J. Luu

CALL TO ORDER

Chairman Burrows called the meeting to order at 8:30.a.m.

APPROVAL OF MINUTES

It was Moved by Ms. Gold, seconded by Ms. Patz and unanimously adopted by voice vote of members present to approve the minutes of September 22, 2015 as submitted.

YOUTH SERVICES COMMITTEE REPORT

The Youth Services Committee was moved up on the agenda. Ms. Hendrix reported on an initiative that is being planned by members of the Youth Employment Council. It is called "What's Next", and will be held in spring 2016 for high school and older youth ages 17-24 years old. All 11th and 12th grade students will be invited and 150-300 youth are expected to attend. A number of businesses will be on hand along with a panel of speakers and workshops for the attendees. The purpose of the event is to highlight opportunities that exist within the community for youth who choose not to go on to college to meet hiring employers and network, learn about entrepreneurship, etc. The keynote speakers for the event will be Mayor Myrick, Chuck Dong, owner of Shortstop Deli, and Travis Brooks, administrator at GIAC and owner of Push, Pull, Grind.

CONFIRMATION OF EXECUTIVE COMMITTEE ACTIONS

APPROVAL OF BYLAWS

It was Moved by Ms. Gold, seconded by Mr. Allen an unanimously adopted by voice vote of members present to approve the by-laws for the Workforce Development Board as written and forward the bylaws on to the Tompkins County Legislature for adoption. The bylaws capture the new membership and committee structure as outlined in the Workforce Innovation and Opportunities Act.

CONTRACTOR BUDGET MODIFICATION POLICY

Ms. Mattick reported the policy formalizes existing practice. It was Moved by Mr. Mareane, seconded by Mr. Matteson and unanimously adopted by voice vote of members present to approve the policy as written.

AMENDED BOARD MEETING SCHEDULE

The amended schedule was distributed. The new meeting dates will better align with necessary requirements the Board must meeting throughout the year. The 2016 meeting dates are as follows:

- February 23, 2016
- April 26, 2016
- June 28, 2016
- October 25, 2016
- December 13, 2016

COMMITTEE REPORTS

GOVERNANCE COMMITTEE

The Committee has been meeting to get the Board committee chairs finalized and the committees populated. The Governance Committee is chaired by Michael Stamm. Allan Bishop will be chairing the One Stop Operations and Oversight Committee, Youth Services will be chaired by Amie Hendrix, and Jeff Matteson is chairing the Services to Individuals with Disabilities Committee.

FINANCIAL REPORT

Budgets are a quarter of the way through the fiscal year. Board expenditures and revenue are on target. Subcontracted expenses are higher this time of year due to the summer youth employment program expenditures.

Expenditures are on track for the Office of Employment and Training as well. It is not unusual to see an increase in tuition and OJT expenses to reach 75 percent by the end of October as those costs are highest in August and September. There is some concern that adult funding will be fully expended and a transfer between dislocated worker to adult funding will be requested. A budget adjustment will be brought to the Executive Committee for approve that will includes \$20,000 for training.

The Contractor Expense Summary was reviewed. Ms. Mattick stated many contracts do not coincide with the budgets fiscal year. She stated there are no concerns with the current contracts.

TOMPKINS COUNTY WORKFORCE DEMOGRAPHICS SUMMARY

Mr. Burrows provided a presentation on demographic information for Tompkins County. His presentation is included at the end of the minutes. The information looked at gender and age in the employed workforce along with the number of job openings that are unfilled in an effort to help identify where the mismatch is between available openings and training needed.

It was noted that among the unemployed is the public assistance population; that population needs a much different approach because employment can be seen as a disincentive. This is often the case with individuals receiving SSI or SSD as well; however, the Ticket to Work program is underway in the County to help get those individuals back to work when possible.

Moving ahead, the Board will need to keep in mind who the stakeholders and drivers are and where the focus is needed along with where resources exist. Flexible working options within employers also need to be taken into consideration when hiring.

DIRECTOR'S UPDATE

Ms. Mattick reported that the manufacturing skilled needs assessment is underway and the survey will go live December 1, 2015. Employer surveys and meetings will be conducted with the end goal being to get a handle on what training and skill sets employers need.

She reported a regional training was held in October for One-Stop staff. The training was conducted by Greg Newton, a nationwide expert in WIOA. Twelve staff from Tompkins County attended. In October she also attended the NYATEP conference with Mr. Burrows and Ms. Bradac. The local takeaway would be that the Board needs to increase advocacy at the state level for additional state investment. She noted that it would be likely that any additional funding would be through the Regional Economic Development Councils.

Ms. Mattick also reported that the PTECH application filed by TST BOCES was not funded this round, but it is expected that additional funding will be awarded. Mr. Matteson stated that there were 19 applications filed for 7 slots with one being awarded to GST BOCES who had partnered with Corning, Inc. He stated he anticipates another round of funding in the spring.

ADJOURNMENT

It was Moved by Mr. Talarski, seconded by Mr. Bishop and unanimously adopted by voice vote to adjourn the meeting at 9:55 a.m. The next meeting will be held February 23, 2016 at 8:30 a.m. at the Tompkins County Public Library.