

## EXECUTIVE COMMITTEE

December 4, 2018

8:00 A.M.

HUMAN SERVICES BUILDING ANNEX

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

**STAFF:** J. Mattick, J. Luu

### CALL TO ORDER

Chairman Pronti called the meeting to order at 8:12 a.m.

### APPROVAL OF MINUTES – NOVEMBER 6, 2018

It was Moved by Ms. Iles, seconded by Mr. Matteson and unanimously adopted by voice vote of members present to approve the minutes of November 6, 2018 as written.

### TRANSITIONAL JOBS POLICY

Ms. Mattick reported the policy will allow additional programs to be operated that can place adults in short-term employment to gain work experience. The 2018-2019 budget includes funding for this purpose, but there has not been a formal policy. The funds are intended for individuals who have been chronically unemployed or those individuals who have not been attached to the workforce. The intent is to pilot a program this year by funding four individuals and if successful, additional funding will be placed in the budget next year.

Mr. Matteson asked that the usage of IEP throughout the document be changed, noting this creates a stigma for some individuals who went through their school years with an Individual Education Plan and view it as something that they cannot get beyond even as adults. Ms. Mattick will look at the legislation and propose different language.

It was Moved by Ms. Stazi, seconded by Mr. Bishop and unanimously adopted by voice vote of members present to approve the Transitional Jobs Policy.

### SUCCESSION PLANNING

The Workforce Development Board currently has no succession plan in place to ensure continuity of operations in instances of staff incapacitation, retirement, etc. The Committee discussed the value of having a plan in the event of retirements, etc. Ms. Mattick stated that TCAD has a very thoughtful plan in place and this is something that can be used as a model. Mr. Pronti stated that the plan should first be put together and then have additional individuals brought into discussions. Ms. Mattick will send out her job description, salary scale and TCAD's succession plan for review prior to the next meeting.

### JANUARY EXECUTIVE COMMITTEE MEETING DATE

Due to the regularly scheduled January meeting being on a holiday, the January Committee meeting was moved to January 8, 2018 at 8 a.m. at the Trust Company Headquarters.

### DECEMBER BOARD MEETING UPDATE

Melinda Mack, Executive Director of the New York Association of Training and Employment Professionals will be at the December meeting to provide context on activities at the state and federal levels and kick off the discussion on strategic planning.

## **COMMITTEE UPDATES**

### **YOUTH OVERSIGHT**

Ms. Mattick reported the committee will meet next week to discuss the release of the summer youth employment program request for proposals as well as discuss whether to extend the WIOA Youth contract for a one-year period.

### **INDIVIDUALS WITH DISABILITIES**

Ms. Mattick and Mr. Matteson will be meeting later today to discuss the direction for future committee meetings.

### **ONE STOP OPERATIONS AND OVERSIGHT**

Mr. Bishop reported the last Committee meeting was cancelled due to lack of quorum. He and Ms. Mattick have been discussing additional board members to invite to the committee.

### **GOVERNANCE AND MEMBERSHIP**

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.

Mr. Burrows asked when the Committee will be meeting and suggested it meet on a more regular basis.

### **DIRECTOR'S REPORT**

Ms. Mattick's report was distributed and is included at the end of the minutes.

### **ADJOURNMENT**

The meeting adjourned at 9:17 a.m. The next meeting is scheduled for Tuesday, January 8, 2018 at 8 a.m. at the Tompkins Trust Company Headquarters.

# Transitional Jobs Policy

## I. Overview of Transitional Jobs

Transitional Jobs is one strategy for individuals to receive workforce preparation funded through the Workforce Innovation and Opportunity Act (WIOA). A Transitional Job is one that provides a limited work experience that is subsidized in the public, private, or non-profit sectors for those individuals who are chronically unemployed and/or have an inconsistent work history.

Transitional Jobs are designed to enable an individual to establish a work history, demonstrate work success, and develop the skills that lead to unsubsidized employment.

Transitional Jobs is a practical workforce strategy that uses time-limited, wage-paying jobs that combine real work, skill development, and supportive services, to transition participants to the labor market and to reinforce skills learned in a classroom setting.

## II. Identification of Potential Businesses

Businesses eligible as Transitional Job Sites must meet the following criteria:

1. The business must provide information, including their Federal Employer Identification Number, to demonstrate they are a legitimate employer with full-time employees and are conducting their business at an appropriate worksite.
2. The business must comply and agree to follow all local, state and/or federal labor laws to participate in the program.
3. The business must provide a working environment, which conforms to federal and state health and safety standards.
4. They may not have relocated, either in whole or in part, if such relocation resulted in the loss of employment for any employee of the company at the original location, until the company has operated at the location for 120 days.
5. An on-site review will be conducted with the business that will function as the worksite. This review will allow staff to see where the participant will be working, meet the trainee's supervisor, and gain a better understanding of the business' facility and operations. The site visit may also determine whether the employment opportunity will afford a viable on-the-job training opportunity.
6. Presently employed workers cannot be fully or partially displaced by a Transitional Job participant, including a partial displacement such as a reduction in hours, wages, or employment benefits.
7. Previous employees and immediate family members of the business may not be placed in a Transitional Job at that site.

## III. Identification of Training Candidates

Transitional Jobs participants must meet the current eligibility criteria as defined by the Workforce Innovation and Opportunity Act under its current definitions. The individual must receive an Employment Plan. The potential trainee should also express an interest in the area of work and the ability and willingness to learn and/or perform the skills outlined in the job description. They must be "chronically unemployed" or have an "inconsistent work history." An individual is considered to be "chronically unemployed" or to "have inconsistent work history" if the individual has sporadic, problematic and inconsistent work histories within the last two or more years prior to engaging in the program, based on factors such as the date of last employment, types of skill and wage levels for past jobs, the number of jobs the individual has held within the past two years, the types of prior employment history (contract, temporary, permanent, etc.).

#### **IV. Occupational Requirements**

The following guidelines will determine whether a position may be considered a suitable employment opportunity for Transitional Jobs:

1. A detailed job description must be provided by the business outlining the required skills and education for the position. If necessary, Tompkins Workforce New York staff will assist with the development of the job description using resources such as O\*Net ([www.onetonline.org](http://www.onetonline.org)).
2. Transitional Jobs funding cannot be used to fund commission-based positions.
3. The position must not include political or religious activity.

#### **V. Composition of the Transitional Jobs Agreement**

The Transitional Jobs agreements will include, among other information, the following components:

1. Business Name, Address, Telephone number and FEIN
2. Contact name and title
3. Supervisor name and title (if different)
4. Job description
5. Start and end dates, hours, and pay
6. Responsibilities of all parties

#### **VI. Duration and Wages**

Participants will be paid minimum wage and will be employees of Tompkins County for the duration of the agreement.

The length of Transitional Jobs agreement will be 8 weeks or 200 hours (whichever is shorter) and the maximum hours per week is 35.

A business may hire the participant upon completion of the transitional job assignment, or before. An On-the-Job Training may be considered for participants offered on-going employment and lacking the necessary skills to perform the job.

#### **VII. Monitoring**

1. Monitoring visits will be made to the work site to assess the participant's progress and insure that the terms and conditions of the agreement are being met. The participant's progress will then be noted in the Comments section of OSOS.
2. Phone and email monitoring may also be conducted throughout the agreement period. This monitoring will preferably occur with both the business representative and the participant. Progress will then be noted in the Comments section of OSOS.
3. A formal Progress Report that evaluates both the Job Specific and Work Maturity skill is required upon completion of the Transitional Job experience if the participant is not hired for on-going employment. It is preferable this report be reviewed by supervisor with participant prior to the experience ending.

#### **VIII. Exceptions**

1. Transitional Jobs are being offered when funds are available and will be suspended once funds are exhausted. This policy may be changed at any time with little or no notice.

**Tompkins County Workforce Development  
Board Director's Report  
December 2018**

**Arrival to Departure (A2D) Tourism Training Program** – Field testing for the online and in person component of the A2D Training Program is occurring in the first week of December. Once we have worked out any kinks in the program, we are encouraging all board members to become “Visitor Champions!” This initiative is a collaboration of the Convention and Visitors Bureau, the Downtown Ithaca Alliance, the Workforce Development Board and the Career Center. Our goal is to create an entire community of “Visitor Champions” and result in a welcoming and customer service-oriented community.

**County Budget Process** – On November 8, 2018 the Tompkins County Legislature approved the 2019 Tompkins County Budget. The budget included over \$130K in funding for the Workforce Development and over \$115K in funding for the Tompkins Workforce New York Career Center. The counties support of both entities 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.

**Accessibility Equipment Upgrades-** Tompkins Workforce New York Career Center – With resources provided by the New York State Department of Labor we are approximately 90% of the way through a project to upgrade software programs and hardware we have available at the Career Center for customers with disabilities. We will notify our partners and issue a press release when the project is completed.

**TET-NWDG Grant** - We have been formally notified that we will receive \$147,125 in funding 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. We will be contracting with the Office of Employment and Training to provide services at the Tompkins Workforce New York Career Center. With layoffs expected at MACOM in January 2019 these resources will be critical.

**Business Engagement Activities November 2018**

- Cayuga Medical Center

**Workforce Development/Agency Partner Meetings**

- Statewide Workforce Development Board Director Meeting