

**Workforce Development Board of Oswego County  
Executive Committee Meeting  
Wednesday August 9, 2017  
Business Resource Center, 121 East 1<sup>st</sup> St.**

*'The Executive Committee shall review, approve and take action as appropriate with regard to the WIA program; review, approve and take action as appropriate with regards to its finances, recommend designation of One Stop System Operator, foster communication and coordination between committees, revise the by-laws, as required, evaluate committee and CEO performance, oversee public relations for the Board, and other responsibilities as designated by the Board.'*

**Minutes**

Present: Ed Mervine, Brian Chetney, Dave Lloyd, Mike Treadwell, Stacy Alvord, Chena Tucker, Chris Weaver

Ed Mervine called the meeting to order at 7:59 a.m.

**1) Approval of Meeting Minutes from March 21, 2017**

Mike Treadwell made a motion to approve the minutes. Brian Chetney seconded the motion. The motion was carried.

**2) Committee Reports – Chris Weaver/Chena Tucker**

Program Year (PY) 2016 Q4 Performance Report:

Chris Weaver reported that Program year 2016 concluded on 6/30/17. All PY 2016 performance measures (federal common measures and NY State Customer Service Indicators) were achieved as NYS negotiated the standards to zero for Program Year 2016. NYS has not released any actual performance data for PY 2016.

Program Year (PY) 2016 Financial Report:

Chris Weaver reported that all required obligation levels were achieved in PY2016. WIOA requires that 80% of funding received in the program year is obligated by 6/30/17. The Adult program has an 87% obligation rate; the Dislocated Worker program has a 90% obligation rate; and the youth program has an 83% obligation rate. Funding remaining will carry-in to the 2017 program year.

One Stop Update:

Chris Weaver provided a summary of One Stop initiatives and current status. WDB members had previously requested that an evaluation of the impact of the Skill-Up Initiative was completed. Chris indicated that an evaluation was drafted and would begin going out in September, and monthly thereafter, to participants who have

completed their six months of access to the system. Results will be brought back to WDB committees and full board.

#### PY2017 Revised Budget:

Chena Tucker and Chris Weaver submitted an updated Program Year 2017 budget for approval. The revised budget was updated with the new allocation amounts and reflected changes to the operating and administrative lines, as the previous budget showed a shortfall in administrative funding. The shortfall was absorbed through a combination of factors including tapping into other grant funding; a reduction in the WDB contract for PY2017 and carry-over from PY2016; staffing changes and legislative changes in the definition of administrative costs. The revised budget, coupled with funding provided through county/local employer contributions now shows a balanced budget for PY 2017. The budget makes a total of \$470,845 available for training across the three funding streams. The budget proposal also includes \$16,752 for the renewal of the Metrix On-Line Learning System. Ed Mervine requested a budget line was added to show the county/local employer contributions. A motion was made by Mike Treadwell and seconded by Dave Lloyd to approve the budget, including renewal of the Metrix license, with the change suggested by Ed Mervine. The motion passed.

#### PY2017 Youth Services Agreement:

Chena Tucker presented for approval a draft Youth Services Agreement outlining how youth program services will be delivered in Oswego County under the Workforce Innovation and Opportunity Act. The agreement also defines and delineates the roles and responsibilities of the Workforce Development Board and Oswego County Employment and Training as the grant recipient/designated fiscal agent. A motion was made by Dave Lloyd and seconded by Stacy Alvord to approve the agreement. The motion passed.

#### WIOA Youth Incentive Policy:

Chena Tucker/Chris Weaver presented for approval a revised youth incentive policy. The policy was revised to comply with recently issued WIOA regulations and feedback from our NYS Program Representative. Changes to the agreement included clarification on incentives provided under the WIOA and FFFS programs; a change in policy format so policy is written in a manner that would apply to all youth providers (not just E&T); and an explanation of the modules in Career Zone/Job Zone that must be completed to earn the incentive. A motion was made by Ed Mervine and seconded by Mike Treadwell to approve the policy. The motion passed.

#### PY 2017 Career and Training Services Agreement:

Chena Tucker presented for approval a draft Career and Training Services Agreement outlining how career and training services will be delivered in Oswego County under the Workforce Innovation and Opportunity Act. The purpose of this document is to define and delineate the roles and responsibilities of the WDB and the Oswego County Division of Employment and Training (DET) in the provision of Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker career and training services for the Oswego County Local Workforce Development Area (LWDA). Mike Treadwell requested that the budget needed to be updated to include count/local employer contributions. A motion was made by Mike Treadwell and seconded by Brian Chetney to approve the agreement with the change suggested by Mike. The motion passed.

WIOA Transfer Request:

Chena Tucker/Chris Weaver presented for approval a request to transfer \$25,000 from the Dislocated Worker program to the Adult program to provide a more equitable distribution of funding between the grants, and to ensure that the needs of both populations would be met through the end of the first quarter. In addition, a request was made for the WDB to approve a blanket transfer of up to 100% of the funding between the Dislocated Worker and Adult programs for the remainder of the program year. Chena reminded the Board that in approving, the WDB is certifying that all participants eligible for the Dislocated Worker program will be enrolled in the Dislocated Worker program, and no individual will be denied services, including training services due to this transfer of funds. A motion was made by Dave Lloyd and seconded by Stacy Alvord to approve both the \$25,000 transfer, and the blanket transfer request. The motion passed.

### **3) Director's Report – Chena Tucker**

The MBA study was concluded and presented at the June 21st Full Board Meeting. The Workforce Development Board staff has been working to ensure board policies and procedures remain up to date and in compliance. Currently working on the local (due in November) and regional (due in September) plans. Chena discussed reviewing the Workforce Development Board by-laws for any necessary updates, including the number of board members needed to meet quorum. The OBCR's website has been recently updated, and the open house has been scheduled for September 13<sup>th</sup>; invitation to follow.

### **4) Roundtable Discussion and Comments**

There was nothing else to add. Mike Treadwell made a motion to adjourn. Ed Mervine seconded the motion, the motion was carried. Meeting adjourned at 9:33 a.m. **Next Meeting:** Wednesday, November 1, 2017, 8:00 a.m., Business Resource Center, 121 East 1<sup>st</sup> Street, Oswego, NY.