

Workforce Development Board of Oswego County
Executive Committee Meeting
Wednesday November 1, 2017
Business Resource Center, 121 East 1st 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, Robin Dugar, Sabine Ingerson, Chad Whelsky, Jack Alter

Ed Mervine called the meeting to order at 8:01 a.m.

1. Approval of Meeting Minutes from August 9, 2017

Mike Treadwell made a motion to approve the minutes. Dave Lloyd seconded the motion. The motion was carried.

2. Desktop Audit Report – Jack Alter, CPA

Brian Chetney made a motion to approve the desktop audit report as presented. Sabine Ingerson seconded the motion. The motion was carried.

3. Committee Reports – Chris Weaver/Chena Tucker

Program Year (PY) 2017 Q1 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 2017.

Program Year (PY) 2017 Q1 Financial Report:

Chris Weaver reported that all required obligation levels were achieved in PY2016. As of September 30, 2017 (Program Year 2017, quarter 1) the Adult program has a 77% obligation rate; the Dislocated Worker program has a 64% obligation rate; and the youth program has a 73% obligation rate.

One Stop Update:

>USDOL issued Training and Employment Guidance Letter (TEGL) 27-16, Change 1 which rescinded PY17 WIOA Adult and Dislocated Worker funding by 0.6791%. Locally, this means a reduction of \$3,969 (approximately \$397 to Admin, \$1,975 to Adult and \$1,597 to DW). A budget modification will before next quarter will be prepared to reflect these changes once a final notice is issued.

>The budget in the Youth Services Agreement approved at the 8/9 Executive Committee meeting was updated to match the final budget approved at the 9/27 Workforce Development Board meeting.

>Computer classes in Word, Access, Excel, QuickBooks and PowerPoint were included in the Training and Supportive Services line included in the approved budget. These services are currently funded using Individual Training Accounts (ITA's) with a provider on the New York State Eligible Providers Listing. However, changes in WIOA performance measures now require training programs to result in a recognized post-secondary credential. The certificate awarded for computer classes does not meet this definition. Therefore, a competitive Request For Proposal (RFP) will need to be issued to continue to make the computer classes available. The RFP will be for up to \$20,000. **Mike Treadwell made a motion to approve the RFP. Dave Lloyd seconded the motion. The motion was carried.**

PY2017 WIOA Budget/Budget Modification:

Budget revisions reflect a transfer of \$25,000 from the Dislocated Worker Program to the Adult Program (approved at the 9/27/17 Full Board meeting) and \$5 in adjustments (\$1 in Adult, \$4 in Youth) due to rounding. Budget changes resulting from the rescission in funding are not yet included as we are waiting for an official NOA from NYS with the changes. **Stacy Alvord made a motion to approve the modified PY2017 WIOA Budget and Budget Modification. Dave Lloyd seconded the motion. The motion was carried.**

Skill-Up Initiative Summary Report:

Skill-Up Oswego had 634 registrations from March 1, 2017 to June 30, 2017. 32% of participants were referred from Facebook. Others heard by word-of-mouth from friends/family, the workforce center, or the newspaper. Most participants were self-motivated—they did not attend an orientation session nor meet with an advisor. Overall, the program had 479 completions, 706 training hours, and 26 digital badges earned. NY Wired is again offering to make the Metrix Skills Soft curriculum for a second round of the Skill Up Initiative. **Sabine Ingerson made a motion to reinstate the Skill-Up Initiative in June 2018. Stacy Alvord seconded the motion. The motion was carried.**

4. Director's Report – Chena Tucker

The Local Plan has been approved and is currently released for 30 day public comment. Presently working with outside counties to develop the Regional Plan, which is due in January of 2018. The WDB team recently attended the 2017 NYATEP Fall Conference, and Chena will be attending the NYATEP Advocacy & Policy Academy as well as the Centerstate CEO Forecast Group. Chena also gave an overview of the workforce team strategies and current tasks on hand, and informed the committee that she has reached out to Tim Peter from Exelon to present at the Full Board in March.

5. Roundtable Discussion and Comments

There was nothing else to add. Brian Chetney made a motion to adjourn. Mike Treadwell seconded the motion, the motion was carried. Meeting adjourned at 9:17 a.m. Next Meeting: Tuesday, February 6, 2018, 8:00 a.m., Business Resource Center, 121 East 1st Street, Oswego, NY.