

**Workforce Development Board of Oswego County
Executive Committee Meeting
Wednesday, December 7, 2016
Room 104 Rich Hall, SUNY Oswego**

'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, Sabine Ingerson, Mike Treadwell, Jack Alter, Stacy Alvord, Stathis Kefallonitis, Joseph Rotella, Chris Weaver, Garrette Weiss, Chad Whelsky, Amanda Saternow

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

1) Approval of Meeting Minutes from September 14, 2016

There were some revisions made to the minutes. Mike Treadwell made a motion to approve the minutes with the revisions. Stacy Alvord seconded the motion. The motion was carried.

2) Oswego County WDB Employer Survey Overview – Stathis Kefallonitis

There were 53 out of 127 valid responses. Many of the responses gave great insight into what the workforce community needs. Many issues seem to be related to communication. The report will be summarized by the MBA office to thoroughly review the information gathered by the survey.

3) 2015-16 Desktop Audit Review – Jack Alter

Jack Alter went over the Desktop Review conducted on June 30th, 2016. Jack discussed how there were no major changes or modifications in comparison to last year's review. The Workforce Development Board usage of a cash basis accounting and encouraged the board to continue with this system of accounting. Current Net Assets is at \$107,500. Jack also stated that a review is necessary when the net assets are more than \$100,000 and less than \$250,000 and an audit is only necessary when the net assets are more than \$250,000. Brian Chetney made a motion to approve the Desktop Review. Dave Lloyd seconded the motion. The motion was carried.

4) Committee Reports – Chris Weaver

With the change in legislation from WIA to WIOA there has been changes in the performance measures. The first measure, Entered Employment, has been moved to the second quarter. Employment Retention has been moved to the fourth quarter. For Post-secondary Credential, the One-Stop will ask for releases from the schools at the very beginning so they can track an individual's progress. During training, it should show that the individual's skills are improving. This information has to be tracked now and can be done through an instructor's evaluations, attendance, progress criteria, etc. The Customer Service Indicators will not be changing during this program year. All three programs are on track for the financials. The State Employment Network funding line reflects money generated when individuals under the Federal "Ticket to Work" program for Social Security beneficiaries who receive program services through the One-Stop system. The One-Stop is looking to add a Disability Resource Coordinator. This person would focus half their time helping individuals comprehend the Social Security application process (retirement and disability), as well as the rules if they decide to go back to work while receiving Social Security benefits. There are many programmatic changes going on. One of those changes is in regards to who counts as a family member. Some training components have also been added. There has also been some changes in percentages for programs. The One-Stop is continuing to work with NY Wired. For the third round of the Advanced Manufacturing Pre-Employment Certificate Program there are 9 people enrolled.

5) WIOA Policy Recommendations – Chris Weaver

Due to WIOA there are changes to policies in regards to Budget Modification, Individual Training Accounts, Demand Occupation List, On-the-Job Training, Customized Training, Supportive Services, Priority of Service, Veterans Priority of Service, Self-Sufficiency, Work Experience (Youth), Youth Definitions, Follow-Up Services, Personally Identifiable Information (PII), and Unsatisfactory Youth Providers. There are some policies mandated by WIOA, while the Full Board must decide on how to implement others. For the Full Board meeting, the required policy changes will be distinguished between what can be changed by Full Board member and what is a WIOA mandate.

6) Director's Report – Joe Rotella

The survey SUNY Oswego's MBA office developed is going to be shared with the other Workforce Development Board regions in Central New York and Cortland & Cayuga County Workforce Development Boards. This will most likely be with

MACNY to help get the survey out to employers. The Promise Grant was not awarded to the region. Monroe Community College received the Central New York Promise Grant Award. Carla DeShaw with Cayuga Community College, is working on an URI application to assist with the creation of an advanced manufacturing lab at the Fulton Campus.

7) Roundtable Discussion and Comments

There was nothing else to add. Brian Chetney made a motion to adjourn the meeting. Garrette Weiss seconded the motion. The motion was carried. Meeting adjourned at 9:32 a.m.

8) Next Meeting: Wednesday, March 8, 2017, 8:00 a.m., Location T.B.D.