

**Workforce Development Board of Oswego County
Executive Committee Meeting
Wednesday, June 8, 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, Sabine Ingerson, Stacy Alvord, Joseph Rotella, Chena Tucker, Daisy Ruiz

Ed Mervine called the meeting to order at 8:10 a.m.

1) Approval of Meeting Minutes from March 9, 2016

Stacy Alvord made a motion to approve the minutes. Brian Chetney seconded the motion. The motion was carried.

2) Financial Report – Joe Rotella

68.91% of the budget has been spent. The 3rd quarter invoice for state salaries has been paid. All the finances are in order. The budget is right on track and everything is in great shape.

3) Committee Issues – Stacy Alvord

9 out of 9 of the Common Measures are being met. 7 out of 7 of the Customer Service Indicators are being met. They are currently higher than the state average goal. Everything is good with the finances. By June 30, the obligation level has to be at 80%. For the expenditure level, it has to be at 70%. Both levels are currently at 75% and are on track to meet those measures. Some programs that the One-Stop is working on are Advanced Manufacturing, Asbestos removal programs, and driver's education. The transfer of money from Dislocated Workers to Adults Workers was brought up, but not discussed. The Cayuga Community College Advanced Manufacturing Certification Program has numerous partners to develop, concepts and ideas. The One-Stop has been doing a great job with this.

4) Youth RFP Contracts – Chena Tucker

\$208,000 in Youth Services contracts will be extended or re-awarded pending board approval. 3 of the 4 contracts for CiTi, Cayuga Community College, and the One-Stop have all seen positive development and outcomes. The 4th contract for Supportive Services- Drivers Education will be rebid due the fact that the RFP will be edited to include that all services must be provided within Oswego County. It has been a bit difficult because part of the program only takes place at the Clay location and people had difficulty getting there. The Supportive Services- driving contract is for \$5,500, which served 10 people. Chena will put together an overview of the 4 contracts in order to inform the board members.

5) Director's Report – Joseph Rotella

The PY 2015 Transfer Request was discussed. The One-Stop wishes to transfer \$40,000 from the Dislocated Workers to the Adult Workers. There is more activity in the latter. Services will still be continued in both categories and no services will be interrupted. Brian Chetney made a motion to bring this to the Full Board. Stacy Alvord seconded the motion. The motion was carried. One-Stop made a recommendation to purchase the Learning Management System Career Pathways Portal. WIOA funding would be used to purchase this. Currently, the One-Stop has a Metrix license to assess individuals entering or re-entering the workforce. The program could also be used to assist employers in their recruitment efforts. The goal of this pre-employment training is to better serve an individual to be more successful in the long run. Sabine Ingerson made a motion to bring this to the Full Board. Brian Chetney seconded the motion. The need for a board spending policy was also discussed. Currently we follow the Oswego County's expenditure plan which states that anything over \$5,000 would have to be approved by the Full Board. The MBA survey was also discussed. The document is all good now. There were some changes that need to be made with sentence structure and flow. The database was updated to add an additional 40 businesses, so now there are 140 businesses. Hopefully the survey will be out soon and results will begin to get collected.

6) Next Meeting: September 14, 2016, location T.B.D.