

**Workforce Development Board of Oswego County
Executive Committee Meeting
Wednesday, September 14, 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, Chris Weaver, Stacy Alvord, Joseph Rotella, Daisy Ruiz

Ed Mervine called the meeting to order at 8:00 a.m.

1) Approval of Meeting Minutes from June 8, 2016

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

2) Committee Reports – Chris Weaver

All of the Common Measures as well as the Customer Service Indicators (CSI). Training in Priority Occupations and Business Customer Job Referral Follow Up under CSI now shows the percentage achieved in Oswego County. Due to the new WIOA Regulations, the common measures will be changing. The categories will stay the same, but Literacy/Numeracy gain will be omitted. The changes are also bringing back the regression model. The State will take into consideration the characteristics of individuals which will change the standards. Demographics such as low income and public assistance will be considered.

There are no concerns for spending. The State has reviewed all of the spending. It was the only area in the region that captured the spending correctly without needing to make revisions. One-Stop is good through 2017, but in 2018 there will be a shortfall. Meetings will begin in the beginning of 2017 to address this issue and see what can be done.

A little under 3400 people have been served. 1403 entered employment. The 2016 Summer Youth Employment Program has wrapped up. 193 youths participated. Over 700 youths were screened. The One-Stop reached out to schools and looked at youth who participated the year before. Getting applications was not the issue, but

it was difficult to get youth to show up. Overall it went very well. The Advanced Manufacturing certificate Program is about to begin recruitment for their third session. A Press Release should be coming out the following week.

The Youth Incentive Policy was approved by the Youth Council to be brought to the Full Board as long as a checks and balance process was added. It was added and it describes where the gift cards will be maintained and locked and the signing in and out process. Dave Lloyd made a motion to accept the revision and bring to Full Board, Stacy Alvord seconded. The motion was carried. Mike Treadwell made a motion to put this on the consent agenda, Sabine Ingerson seconded. The motion was carried.

3) Youth RFP Contract Update – Joe Rotella

The Supportive Services – Drivers Education contract has been awarded to CiTi. A written resolution needs to be created and presented to the NYS Department of Labor, as long as that is done the motion to approve the contract can be brought to the Full Board for approval. Brian Chetney made a motion to bring the contract to the Full Board, Sabine Ingerson seconded the motion. The motion was carried.

4) WDB 2016/17 Budge Update – Joe Rotella

There were changes made to the budget. The format has been revised for accounting flexibility purposes. \$5,000 will always be in the budget as a “cash on hand” account to pay bills while waiting for late or overdue funding (payments). Mike Treadwell made a motion to approve the concept of the budget to be worked out by Joe Rotella and Bill Martin as long as it is done by the Full Board meeting, Stacy Alvord seconded the motion. The motion was carried. Chris Weaver went over the WIOA 2016/17 Budget. The PY16 Allocation is how the money is broken down and it is also awarded by the State. Wage and fringe benefits make about 65%. Other operating costs has to do with lease agreements, printers, computers, repairs, office supplies, staff travel, mileage, and other. The One-Stop is looking for the Full Boards approval of total budget so they can buy things, i.e. office supplies, without having to ask the Board for approval. Anything within 10% can be transferred within categories without approval of Full Board. Dave Lloyd made a motion to approve the WIOA budget, Brian Chetney seconded the motion. The motion was carried.

5) 2016/17 WDB Meeting Schedule – Joe Rotella

The meeting schedule will be running from July 2016 to June 2017. The Skills & Training committee meetings will be moved to Tuesdays, with the exception of the next one which will be October 20, 2016.

6) Director's Report – Joe Rotella

127 businesses received the WDB Employer Survey. Emails were sent out and phone calls were made to all business that received the email/survey request. There were 41 surveys received. Efstathios (SUNY Oswego, MBA Professor) would like to bring that number up to 50 so he is working on rewriting the email/phone script to see who else we can reach out to.

The Workforce Development Board of Oswego County, Cortland/Cayuga/Madison, WDB CNY Works, and Onondaga Community College applied for the Promise Grant. They are asking for \$6 million which would focus on resources for people at middle level jobs for health care and advanced manufacturing. The next step would be to get federal representatives involved. The three Workforce Development Boards worked as a region in an effort to enhance the chances of receiving the grant. Grant awards are scheduled to be made at some point in October 2016. Chris and Joe presented the WDB Annual Report to be approved at this level and be brought to the Full Board. A written resolution needs to be done, as long as that is done it can be brought to the Full Board. Ed Mervine mad a motion to bring the Annual Report to the Full Board. Brian Chetney seconded the motion. The motion was carried.

7) Roundtable Discussion and Comments

There was nothing else to add. Meeting adjourned at 9:18 a.m.

8) Next Meeting: December 7, 2016, 8:00 a.m., Location T.B.D.