

EXECUTIVE COMMITTEE

SEPTEMBER 1, 2015

8:00 A.M.

Human Services Building Annex

PRESENT: L. Patz, D. Burrows, J. Mareane, A. Hendrix, M. Stamm, M. Stazi, J. Matteson

EXCUSED: S. Pronti, A. Bishop

STAFF: J. Mattick, J. Luu

CALL TO ORDER

Chair Patz called the meeting to order at 8:16 a.m.

APPROVAL OF MINUTES

It was Moved by Mr. Burrows, seconded by Ms. Hendrix and unanimously adopted by voice vote of members present to approve the minutes of July 21, 2015 as submitted.

JUNE 2015 FISCAL REPORTS-WIB AND OFFICE OF EMPLOYMENT AND TRAINING

The June fiscal and closeout reports for the Board and Office and Employment and Training were reviewed.

Ms. Mattick noted the OET budget only includes funds that the Board has purview over. Staff wages for FY2014-2015 was under spent due to staffing changes as were training and OJT expenses for the same reason. She stated that Ms. Bradac is working with County personnel regarding the staffing challenges and she is also working with TST BOCES and TC3 regarding eligible training courses. She reported WIA funding runs on a two-year cycle and if funds are not spent this year they can carry forward into the next fiscal year. As such, a budget adjustment will be needed for 2015-2016 due to rollover of training funds..

Mr. Stamm asked if funds can be set aside for new initiatives. Ms. Mattick stated that they can, but customers need to be identified to use those funds.

POLICY APPROVALS – PROCUREMENT POLICY, PROPERTY MANAGEMENT POLICY

Ms. Mattick reported that the New York State Department of Labor recently conducted a procurement and property management audit. She noted that new federal guidelines have changed some of the requirements and the adoption of procurement and property management policies are required. She stated that the policy as submitted has the necessary language to come into compliance with the new regulations.

Procurement Policy

It was Moved by Mr. Stamm, seconded by Mr. Matteson and unanimously adopted by voice vote of members present to approve on behalf of the Tompkins County Workforce Development Board, the Procurement Policy as submitted.

It is the policy of the Tompkins County Workforce Development Board to follow the Procurement rules and guidelines established by Tompkins County.

Purchases over the amount of \$5,000 will only occur following approval of such purchase from the New York State Department of Labor.

Effective: September 1, 2015

Property Management Policy

It was Moved by Mr. Mareane, seconded by Ms. Stazi and unanimously adopted by voice vote of members present to approve on behalf of the Tompkins County Workforce Development Board the Procurement Policy as submitted.

It is the policy of the Tompkins County Workforce Development Board to follow the fixed asset rules and guidelines established by Tompkins County.

The Workforce Development Board will maintain the integrity of all items in working order with a value below the fixed asset amounts established by Tompkins County and will secure all property in its possession.

The Workforce Development Board will seek permission from the New York State Department of Labor prior to the disposal of any item with a current value of \$5,000 or above.

The Workforce Development Board will follow the rules and guidelines established by Tompkins County as they relate to the security of personally identifiable information.

Effective: September 1, 2015

SEPTEMBER BOARD MEETING AGENDA

Items for the September Board agenda include:

- Budget Information
- WIOA Implementation Update
- New Committee Structure
- Hot Topics – Loss of Jobs in Tompkins County – Martha Armstrong Present?

Ms. Mattick stated she would like to see the Board meeting schedule changed to move the May meeting to June to coincide with budgets. She will bring a proposed schedule to the next committee meeting.

DIRECTOR'S UPDATE

Ms. Mattick reported that the State was in to do the annual financial management review in June. There were no findings. She stated that the federal government and state government are placing additional emphasis on how personally identifiable information is protected. She stated that the County's firewalls protect the Office of Employment and Training; however, the Board office does not have those same protections because the office is not on the County network. She will be working with ITS staff and FLTG to see what measures are needed to increase security and will provide an update at the next meeting.

Ms. Mattick also reported that the WIA Performance Reports have been released and all measures were passed.

ADJOURNMENT

It was Moved by Mr. Stamm, seconded by Mr. Matteson and unanimously adopted by voice vote of members present to adjourn the meeting at 9:26 a.m. The next meeting is scheduled for October 6, 2015 at 8:15 a.m. in the Human Services Building Annex Conference Room.