

DECEMBER 2, 2014

EXECUTIVE COMMITTEE

8:15 A.M.

COMPUTING CENTER CONFERENCE ROOM

**PRESENT:** L. Patz, A. Hendrix, M. Stazi, S. Pronti, J. Mareane, A. Bishop, M. Stamm, D. Burrows, J. Matteson  
**EXCUSED:** M. Coldren  
**STAFF:** J. Mattick, J. Luu

**CALL TO ORDER/APPROVAL OF MINUTES**

The meeting began at 8:17 a.m.

**APPROVAL OF MINUTES**

It was Moved by Mr. Stamm, seconded by Ms. Stazi and unanimously adopted by voice vote of members present to approve the minutes of October 7, 2013 and November 4, 2014 as written.

**BOARD MEMBERSHIP, STRUCTURE AND WIOA REQUIREMENTS**

Ms. Mattick reviewed the current board membership and the structure that will be required under the new WIOA legislation. The new membership will require at least ten business representatives and 20 percent union representation. She noted this was inaccurately reported at the last WIB meeting when Melinda Mack reported a minimum of 4 labor representatives would be required. Categories that are mandated for non-business included a representative from each of the following:

- TST BOCES
- ACCESS-VR
- Tompkins Cortland Community College
- New York State Department of Labor
- 1 Rep from Economic Development

An analysis of the current vs. new structure will be completed and recommendations made at the January Committee meeting. Ms. Mattick reported the abolishment of the current board and creation of the new board will need to be completed by the Tompkins County Legislature.

**SUMMER YOUTH EMPLOYMENT PROGRAM – BENCHMARKING AND REQUEST FOR PROPOSALS**

Ms. Mattick reported that in the next seven months, both the WIA Youth and 2015 Summer Youth Employment Program Request for Proposals will need to be released, with the Summer Program RFP going out in the next couple weeks. She distributed the 2014 Benchmarking of other WIAs in the State, noting that this year's providers expressed concern over the cost per participant requirement and the requirement that they expend 65% of the budget on youth wage and fringe. Looking at other areas, Tompkins costs were very much in line with what other WIAs were doing. Compared to the 2013 program, it was noted that a higher quality program wasn't provided with those stipulations in place.

The group discussed the program at length with note being made to wage staff and fringe costs being high. They also discussed their concerns around offsetting at 100 percent existing staff wage and fringe costs that are operating multiple programs during the summer. Ms. Hendrix stated she would like to see the total budgets of the organizations to know what percentage is being used of summer funds to offset staffing. Mr. Pronti also expressed concern about the program bearing the total cost of existing staff.

It was Moved by Ms. Stazi, seconded by Mr. Burrows and unanimously adopted by voice vote of members present to remove the cost per participant requirement, and keep the requirement that 65% of the program budget must be used for youth wage and fringe.

**BOARD MEETING SURVEY RESULTS**

The survey results from the November Board meeting were distributed. Ms. Mattick and Ms. Patz will discuss these and any recommendations/suggestions that were made.

**DIRECTOR'S REPORT**

Ms. Mattick reported that the Office of Temporary and Disability Assistant (OTDA) will be auditing the 2013 Summer Youth Employment Program. She has been in contact with the auditor and date will be established. She will provide reports as they become available.

**ADJOURNMENT**

The meeting adjourned at 9:18 a.m. The next meeting is scheduled for **Tuesday, January 6, 2015 at 8 a.m. at the Tompkins Trust Company**