Call to Order

Chairman Burrows called the meeting to order at 8:38 a.m.

Announcements

Ms. Mattick announced that Friday is Diane Bradac's last day with the Office of Employment and Training as she has accepted a position at Cornell University. It is a wonderful opportunity and the perfect position for Ms. Bradac. She noted that Ms. Bradac has been employed by Tompkins County for over 20 years and the Director of OET since 2004.

2017-2018 Officers

Mr. Stamm reported that the ballots have been received and the following individuals will serve as officers for 2017-2018:

Chairman – Derek Burrows
Vice-Chairman – Scott Pronti
Secretary – Michael Stamm
Treasurer – Joe Mareane

Appointment of Executive Committee

Mr. Burrows made the following appointments to the Executive Committee noting that if other members of the Board would like to join to please contact Ms. Mattick. The Committee meets the 1st Tuesday of each month and meetings are open to the public.

Appointment of 2017-2018 Executive Committee Members

Derek Burrows, Chair
Scott Pronti, Vice-Chair
Joe Mareane – Treasurer
Michael Stamm – Secretary
Mary Stazi
Amie Hendrix
Jeff Matteson
Allan Bishop

Board Action Items

Approval of Minutes

It was Moved by Mr. Sammons, seconded by Mr. Levesque and unanimously adopted by voice vote of members present to approve the minutes of May 23, 2017 as submitted.
Approval of WDB Budget for Program Year 2017-2018

Ms. Mattick reported that funding is down for the 2017-2018 fiscal year and this is reflected in the budget. Wage and fringe amounts are part of the County’s structure and noted that in the past year there has been some savings in the fringe line when the County adjusted the rate. The rent amount increases annually based on CPI and the professional services line includes the contract with the Finger Lakes Workforce Development Board for program monitoring. She stated subcontracts account for much of the budget and include funds for the Adult, Dislocated Worker and Youth Programs, the Summer Youth Employment Program, and the Disability Resource Coordinator contract.

In terms of revenue, WIOA funding is being decreased by approximately $25,000 across all WIOA programs. This is due to the formula used by the Federal and State governments such as the unemployment rate and the number of people in poverty. Census data impacts funding as it includes students in the three colleges. On a national level there is concern about decreases and advocacy efforts are being ramped up this summer.

Mr. Sammons asked if any of the funding is performance based. Ms. Mattick stated the Ticket to Work funding is performance based.

Ms. Mattick stated the federal funding estimates are always a concern because these are uncertain times. However, these programs are forward funded. She stated this funding could be impacted if there were to be a rescission but that has only occurred once in her tenure with the Board.

Over the last several years, the Ticket to Work funding has been conservatively budgeted as the revenue is generated when we are successful at placing people who receive Social Security Disability and Supplemental Security Income.

It was Moved by Mr. Dickens, seconded by Mr. Pronti and with Mr. Sammons abstaining, adopted by voice vote of members present to approve the 2017-2018 Budget for the Workforce Development Board.

Approval of OET WIOA Budget for Program Year 2017-2018

Ms. Mattick stated the OET budget only includes funding the Board has purview over. The Office of Employment and Training has other community collaborations that provide funding and this has been able to offer some flexibility for the organization. The biggest cut for the coming year is in the WIOA Youth Program. She stated that the funding has to be spent over two years and in the past, there has been substantial rollover. This is no longer the case and the office is experiencing a double hit in the coming year. There is less rollover and less WIOA funding available in the budget. She stated one staff person will have their hours reduced from 40 to 35.

She stated 32.5% of the funds are used for training and supportive services and the organization will continue looking to collaborate with additional community partnerships such as the Chamber OJT Program and Challenge Workforce Solutions. They are also looking at the A4TD to help with the greeter/receptionist position.

Ms. Mattick stated that with Ms. Bradac leaving, some of her salary will be used to cover staff who are absorbing additional tasks, but there will still be some savings. It is projected that the position will be filled within 90 days.

Mr. Sammons stated that the federal decrease is concerning. Ms. Mattick stated that she is hearing that local areas should project a 20% decrease and to not spend savings.

It was Moved by Mr. Levesque, seconded by Mr. Bishop and unanimously adopted by voice vote of members present to approve the 2017-2018 Budget for the Office of Employment and Training.

Approval for Board Chairman to Sign the Memorandum of Understanding on Behalf of the Board

Ms. Mattick stated the first part of the MOU process has been completed and has been submitted to the State for final review. Once they give their blessing it will go out for signatures. Mr. Burrows will be signing on behalf of the Board as well as for the Adult, Dislocated Worker and Youth Programs. She stated the second
portion of the process will be discussions on how to finance the system. This process is due by December 31, 2017.

It was Moved by Mr. Sammons, seconded by Mr. Bishop and unanimously adopted by voice vote of members present to authorize Mr. Burrows signing the Memorandum of Understanding on behalf of the Tompkins County Workforce Development Board and also on behalf of the Adult, Dislocated Worker and Youth Programs.

**Authorizing Use of the Tag Line “Proud Partner of American Job Center Network”**

Ms. Mattick reported that the use of a tag line on all printed and electronic materials is mandated under the legislation. Two options were available and she is recommending the use of “Proud Partner of American Job Center Network.” She noted that while she does not necessarily agree with the name Job Center or the taglines use of proud partner, it does have value by providing national recognition.

It was Moved by Mr. Bishop, seconded by Mr. Levesque and unanimously adopted by voice vote of members present to authorize the use of the tag line “Proud Partner of American Job Center Network” on written and electronic materials.

**Extension of WIOA Youth Contract through June 30, 2018**

Ms. Mattick stated the WIOA Youth Program was competitively procured in 2015 and the Office of Employment and Training was the successful bidder. The original one-year contract allowed for two one-year extensions and the Board approved the first extension last year. The Youth Oversight Committee has reviewed the current contractor performance and is recommending that the Board approve the second one-year extension. A Request for Proposals will be issued this fall for the program year beginning July 1, 2018.

It was Moved by Mr. Bishop, seconded by Mr. Levesque and unanimously adopted by voice vote of members present to approve the WIOA Youth Program Contract Extension through June 30, 2018.

**Committee Reports**

**Executive Committee**

Mr. Burrows did not have a report.

**One Stop Operations and Oversight Committee**

Mr. Bishop reported the Committee will be meeting next week.

**Services to Individuals with Disabilities Committee**

Mr. Matteson was not in attendance.

**Youth Oversight Committee**

Ms. Hendrix was not in attendance.

**Treasurer’s Report**

The financials were covered during the budget discussions.

**WDB Director/One Stop Manager Update**

Ms. Mattick reported on the process to fill the Director of Employment and Training position. The job description is posted on the county website and will also be shared with networks across the State. The posting will end on July 15th and discussions are underway with the County Human Resources Office around who will be on the interview team.
Ms. Bradac reported that the interim plan until her position is filled is outlined in her report. She asked if Board members are aware of anyone who would be appropriate to encourage them to apply.

**Other Business**

Mr. Burrows reported Board orientation will be held in September and information will be distributed as the date gets closer.

**Unfinished Business**

None

**Adjournment**

It was Moved by Mr. Pronti, seconded by Mr. Mareane and unanimously adopted by voice vote of members present to adjourn the meeting at 9:34 a.m. The next meeting is scheduled for Tuesday, October 24, 2017 at 8:30 a.m. in the Borg Warner Room at the Tompkins County Public Library.

Minutes prepared by Jennifer Luu.
Tompkins Workforce New York Workforce Development Board Report

It is with much appreciation and some sadness, that I submit my last Workforce Development Board report. It is both exciting and bittersweet, leaving the County after 20 years (13 years as the Director of Employment and Training and Manager of the WFNY Career Center). I have taken a new position at Cornell University as Work Life Consultant beginning July 17, 2017.

The Director of Employment and Training position has been posted and Michelle Rios-Dominguez from Tompkins County Human Resources is leading the recruitment efforts. If you are aware of potential candidates, please contact her at mrios@tompkins-co.org or call at 607-274-5557. Since there is not an immediate replacement, my responsibilities are divided among five people for the next appx 90 days;

**Julia Mattick:** <jmattick@tompkins-co.org> or 607-274-7526
WIOA Contracts; WDB policy and program oversight and administration, 2018 County budget submission, partial fiscal oversight, WFNY Career Center re-certification and local plan submission, partnership and committee coordination, hospitality and tourism grant implementation, EEOC and compliance, etc

**Jennifer Luu:** <JLuu@tompkins-co.org> or 607-274-7526
Partial fiscal administration and monthly expenditures, accruals preparation and reporting, 2018 County budget preparation and submission, etc

**Kip Cerasaro and Teresa Geisenhof:** <Kip.Cerasaro@labor.ny.gov> or 607-272-7570 ext 113 And <Teresa.Geisenhof@labor.ny.gov> or 607-733-7131 ext 2131
WFNY Career Center day to day activities and operations, business recruitment, partnership and committee involvement, convening of consortium meetings and activities focused on performance, data and procedures, coordination of Trade Act approved petitions and rapid response, liaison for A4TD and supervision of current placements, etc

**Jackie Mouillesseaux-Grube:** <jmouillesseaux@tompkins-co.org> or 607-272-7570 ext 108
Continued administration of Adult and Dislocated programs and day to day operations of BEAM (resources for college stop outs) and RFMH programs (resources for individuals with disabilities), supervision of four employees, County communication, safety and medical emergencies, etc

**Amy Brown:** <abrown@tompkins-co.org> or 607-272-7570 ext 141
Continued administration of WIOA Youth/Young Adult programs, direct administration of Summer Youth Employment Program (SYEP), supervision of five employees, etc

Thank you for all your help, support and assistance along this professional journey! I have enjoyed getting to know you and working beside you on critical Tompkins County employment and training issues. I do hope our paths will cross again! After Friday, 6/30, my contact information is DianeBradac@gmail.com or C 607-279-4465.

Sincerely,

Diane Bradac