CALL TO ORDER

Chairman Burrows called the meeting to order at 8:34 a.m. and welcomed Marcus Williamee from Local 267 Plumbers and Steamfitters to the Board. Mr. Williamee is replacing Bryan Allen who served previously. He also welcomed Theresa Carlson, Director of Employment and Training as an ex-officio member. Ms. Carlson started in the position December 4 and replaces Diane Bradac who held the position previously.

APPROVAL OF MINUTES

It was Moved by Mr. Stamm, seconded Ms. Stazi and unanimously adopted by voice vote of members present to approve the minutes of June 27, 2017 as written.

It was Moved by Mr. Sammons seconded Ms. Hendrix and unanimously adopted by voice vote of members present to approve the minutes of October 24, 2017 as written.

AMENDMENT TO PROCUREMENT POLICY

It was Moved by Ms. Stazi, seconded by Mr. Matteson and unanimously adopted by voice vote of members present to approve the modified procurement policy. The policy is required by the State and the current policy does not have a section related to micro purchases. This revised version corrects that oversight.

Tompkins County Workforce Development Board
Procurement Policy

I. 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.

II. Micro-purchases – Micro-purchase is the acquisition of supplies of services, the aggregated dollar amount of which does not exceed $3,000 (or $2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the Tompkins Workforce Development Board will distribute micro-purchases among qualified suppliers. Micro-purchase may be awarded without soliciting competitive quotations if the board considers the price reasonable.

APPROVAL TO SUBMIT 2017-2021 LOCAL PLAN TO NYSDOL

Ms. Mattick provided an overview of the local plan that will be submitted to the New York State Department of Labor. The Plan covers the period of 2017-2021 and is largely a compliance document. There was a session held last Tuesday to provide Board members to meet with Ms. Mattick and ask questions. It was Moved by Ms. Stazi, seconded by Ms. Iles and unanimously adopted by voice vote of members present to approve the submittal of the 2017-2021 Local Plan to the New York State Department of Labor and authorize Mr. Burrows, Chair of the Board to sign the document on the Board’s behalf.
**APPROVAL TO RELEASE WIOA YOUTH RFP**

Ms. Hendrix stated the Youth Oversight Committee has worked extensively on revamping the Request for Proposals around internal operations, external operations and how youth are recruited, how proposer will work with the Committee and also how they provide fiscal oversight to the program. The RFP will cover a one-year period but allow for an additional one-year extension.

It was **Moved** by Mr. Pronti, seconded by Mr. Levesque and with Mr. Sammons abstaining, approved by voice vote of members present to approve the release of the WIOA Youth Request for Proposals.

**COMMITTEE REPORTS**

**EXECUTIVE COMMITTEE**

Mr. Burrows stated the Committee continues to receive program updates and discuss workforce challenges, with two systemic problems, housing and transportation, being discussed at length. Presentations will be given on these topics at future Board meetings.

**ONE STOP OPERATIONS AND OVERSIGHT COMMITTEE**

Mr. Bishop reported the Committee continues to review training outcomes and the demand occupation list. The list will be brought to the February Board meeting for approval.

**SERVICES TO INDIVIDUALS WITH DISABILITIES COMMITTEE**

Mr. Matteson reported the Committee meets tomorrow and will have a presentation from Project Search as well as continue to review the work plan for the coming year.

**YOUTH OVERSIGHT COMMITTEE**

Ms. Hendrix reported that with the release of the WIOA Youth RFP, the Committee will turn their attention to preparing the Request for Proposals for the 2018 Summer Youth Employment Program.

**GOVERNANCE AND MEMBERSHIP COMMITTEE**

Mr. Stamm reported there are currently two vacancies on the board, one representing labor and the second business.

**WDB DIRECTOR/ONE STOP UPDATE**

Ms. Mattick stated that Ms. Carlson started as the OET Director on December 4th. She has also been working with Cayuga Medical Center on the Care Compass Grant which will help fund an LPN training program in the County. TST and GST BOCES will collaborate around the training program.

She also reported that the Disability Resource Coordinator grant that was applied for by NYSDOL through USDOL has been funded and work is underway to get it up and running. The program will provide services to individuals 14-24 years old who have a disability. She noted there is also $200,000 available in flexible funding that will help stretch training and supportive services dollars at the Career Center as well.

The County budget request to fund a .5 FTE in the Board office was approved and she will be working on getting the position filled. Lastly, the second round of the MOU process will be getting underway once guidance is received from NYSDOL.

**IMPLEMENTING THE NEW YORK STATE PAID LEAVE ACT - ROBERT WHITAKER, PARTNER, HANCOCK ESTABROOK**

Mr. Whitaker gave a presentation on implementing the NYS Paid Leave Act. His presentation is provided at the end of the minutes. Board members having questions were encouraged to reach out to him directly.

**ADJOURNMENT**

It was **Moved** by Mr. Stamm, seconded by Mr. Pronti and unanimously adopted by voice vote to adjourn the meeting at 9:57 a.m. The next meeting is scheduled for Tuesday, February 27, 2018 at 8:30 a.m. in the Borg Warner Room at the Tompkins County Public Library.

Minutes prepared by Jennifer Luu.