

FINGER LAKES WORKFORCE INVESTMENT BOARD PERFORMANCE & EVALUATION COMMITTEE MINUTES

Thursday, February 22, 2017

11a.m. – GoTo Meeting

Attendance: John Mueller, Cheryl Hess,

Staff: Karen Springmeier, Mike Woloson

- I. **Minutes from December 29th, 2016 meeting were approved by Ms. Hess, seconded by Mr. Mueller. All in favor, motion carried.**

II. **One Stop Operator Procurement**

Ms. Springmeier reviewed proposal from a consortium Chaired by Joseph Davis and highlighted the following:

- Only one proposal was received. It was from the Consortium.
- The Request for Proposal required applicants to complete 5 sections in proposal. Each section is awarded a certain amount of points. Proposal which received the most points would be awarded one -year contract.
- Proposal received has Joseph C. Davis (Yates County Workforce Development Program Supervisor) as Consortium Chairperson with John Vrabel (Seneca County Workforce Development) as Co-Chair.
- WIB staff will work with consortium but cannot take leadership role.
- Budget proposal covers Chairperson's time along w/ clerical staff time.
- Motion to approve proposal was made by Ms. Hess and seconded by Mr. Muller.
- Criteria rating sheet will be sent out to committee members. Based on proposal presented, those present recommended accepting this proposal.

III. **Dashboard**

Mr. Woloson reviewed unemployment rates for December along with front door traffic and services utilization with the following discussion points:

- Four county average unemployment rate for December 2016 was the same as it was for December 2015 at 4.8 %.
- December's four county average rose .4% from November compared to .3% raise from same time last year.
- Front door traffic had about 600 fewer people in December 2016 than the same time last year.
 - **Action Item:** Mr. Woloson will compare individual center traffic for December this year with last year's December to see if a decrease in system traffic was across all centers or if there was just one center that contributed to the overall decrease in traffic.
- Discussed contract goals for On the Job Training (OJT) and Individual Training Accounts (ITA). Mr. Woloson stated that Wayne County had reached ITA Goal and that Ontario was close while Seneca and Yates were behind. Mr. Woloson also stated that none of the counties were close to OJT goals. Discussed possible reasons; low unemployment rate has employers less interested in training new workers using OJT and more interested in hiring. Paper work also a factor even though business service reps try to minimize the administrative end.
 - **Committee recommends** Finance and Audit Committee re-allocate training funds in next year's budget toward placing individuals in jobs and less on training in an effort to reflect current business demands.

IV. **Workshop Review**

Mr. Woloson reported that Career Center staff subcommittee has completed a review while updating curriculum for the soft skills training known as Personal Skills for Success. The workshop is now only one day long and has been updated to include a section on social media and general communication skills. "Train the Trainer" session for staff has been completed.

- **Committee recommends** that all Career Center customers attend this training to assist in ensuring that the pipeline of job applicants in the area has completed soft-skill training as reflected by employer's needs.
- **Action Item:** Mr. Woloson will work with Consortium to implement recommendation.

V. Cluster Update

- **Healthcare Alliance of the Finger Lakes**

Mr. Woloson noted that the annual healthcare job fair will be March 2nd at FLCC Canandaigua Campus. Healthcare Career Day will be held on March 21st at FLCC. Sponsor and presenter spots are available.

- **Agricultural Career Day**

The Career Day will be held on April 26th.

- **FAME**

Ms. Springmeier noted the annual event on February 16th at MCC was a success with 198 educators and employers in attendance. Mr. Mandina has officially stepped down from Chairperson position, after 10 years and Dave Philips (GW Lisk) is the new Chairperson.

VI. Other Business

- Jobs-EQ.- It was suggested that labor market info be available for staff and board members using Job-EQ. Mr. Woloson noted he recently developed a report for healthcare committee focusing on Community Health Workers.
 - **Action Item:** Mr. Woloson will prepare Jobs EQ report focused on Tourism Cluster for March WIB Meeting.

VII. Next committee meeting: Wednesday, April 19th, 2017 at 9a.m.

The meeting was adjourned at 11:50a.m.

Respectfully Submitted,
Michael Woloson
Program Coordinator.