

Consortium Meeting Minutes 11/9/17

In Attendance: Amanda Lesterhuis, Shelly Cogliandro, Joseph Davis, Mary Gratton, Angela Switzer, Andrea McGraw, Joseph Lopez, Michael Woloson, Melissa Stuart, Carol Kramer, John Vrabel, Jennifer Weaver, Mindy Laursen

I. **Call to Order:** Joseph Davis called the meeting to order at 9:00 a.m.

II. **Approval of Minutes:** John motion, Melissa 2nd. No discussion.

III. **Workforce Investment Board:**

Dashboard/Performance Numbers- Mike reported the UI rate at 4% down from 4.2% last year front door traffic is down much more significantly which has impacted our training numbers. Mike asked why we think the numbers are lower and Joe D. responded that "though the UI rate is only slightly down the UI and TANF numbers are significantly lower," Mindy supported this assumption. John also suggested that we try to evaluate web-traffic to see if more customers are using our online services. We will look at best practices to attract more walk-ins going forward.

OJT/ITA – ITA's took a big bump in October but we are still working to obtain OJT's and we are significantly behind in the first quarter. Joe asked that FLCC send out the training schedules for 2018 so staff can promote.

Annual Plan Update- a 3-5-year plan by the FLWIB has been developed and is on the FLworks website for public comment until the end of November, Karen needs signature pages from the county CEO's by 11/26.

Healthcare Alliance/FAME- Mike reported that the Healthcare Alliance is looking for sponsors, exhibitors, and presenters. Amanda reported that FAME is working to improve their social media marketing and planning their annual event.

Ag. Day- Will hold a meeting on 12/8/17 and will need volunteers, Amanda will send out a request after the meeting.

WorkKeys/Key Train/Metrix/Prove-It Numbers- September numbers were: 8/1/11/3 respectively, October numbers were 3/1/8/4. Wayne is playing catch up with the ITA training customers, Jenn is reviewing cases to make sure they are assigned and they are holding WorkKeys as needed in the office to accommodate customers. Mike will discuss with BSR's on promoting WorkKeys more to employers. Joe and Amanda will send out marketing materials to consortium to be distributed to front line staff. Joe is working to develop a new Metrix marketing plan and has asked Amanda Lapidus for assistance. Marketing materials will be sent out.

IV. **Career Center Operations:**

Access VR Training- Carol discussed training for early 2018 to address and assess barriers for front line staff. Access has also inventoried our assistive technology and is looking to see if we can set up staff trainings on how to use what we have and evaluate what we need switched out. Jennifer Geiger is also offering ADA training.

Referral Reports- We are starting to get some referral usage numbers, every partner submitted numbers for October and Joe will send out to the group.

Scheduling Career Center Visits – Mike, John, Joe, and Access-VR will schedule visits for January. Joe will also be sending out a Survey in December to inquire as to what needs/concerns/ideas Consortium members have going forward.

BSR Activities, Services, and Business Needs - John reported that we have 5 months of good data and we can see what progress has been made with the BSR's.

Training Team Update - John and Mike are working with Jon Wing to develop a training team report that will allow us to track and monitor services more closely. Mike reported that we do not need to collect the I-9 form for training customers. The training team is working to update all of their forms and process.

V. **Initiatives/Action Items**

Career Center- Marketing of Services (Best Practices) – John reviewed the list that he had compiled of best marketing practices that he will review with the Marketing Committee in December. John discussed collecting web traffic analytics once the Flworks website is updated, to track web-traffic.

WIB Committee Highlights:

Workshop – Updating Resume 101 Workshop will meet on 11/28/17 @ 1:30pm. The group is working to update forms and directions.

Marketing- Will meet in December and John will present the best practices we have developed to the committee.

Serving Individuals with Disabilities – Met November 8th. Meeting again in December and need dates between Jan-March to do Career Center Visits. More members are welcome.

Performance & Evaluation- Tuesday the 24th- Incumbent worker training

Finance & Audit- The individual Audit is due on Nov. 15th

Youth- Next meeting in January, will go over membership list.

Governance-There is currently a vacancy in Seneca County

Executive- Met on Nov. 1st

Veterans- Veterans Open House will be held in a different Career Centers every Tuesday in November.

EconDev & Workforce Dev- Met on July 28th

Next WIB Meeting- November 15th

Roundtable:

Mike stated that he will be sending out Usernames and Passwords to staff, for the staff log-in portion of the FLworks website.

Youth - Amanda will be doing 1 on 1 case reviews with each of the counselors.

WFL-BOCES is in desperate need of tutors and sub's. Melissa will send out info.

Shelly asked what we must offer professional level job seekers.

Career Centers will be recertified in the Spring.

VI. Next Consortium Meeting will be on 11/9/17