

FINGER LAKES WORKFORCE INVESTMENT BOARD PERFORMANCE & EVALUATION COMMITTEE MINUTES

Wednesday, December 20, 2017
8:30am FLWIB, 41 Lewis St, Geneva, NY
Conference Room B

Attendance: Michael Rusinko, Cheryl Hess, Tom Facer, John Vrabel

Absent: John Mueller, Lynn Freid

Staff: Karen Springmeier, Mike Woloson, Jennifer May

I. Minutes from November 7, 2017 meeting were approved by Mr. Facer, seconded by Ms. Hess. All in favor, motion carried.

II. Dashboard

The unemployment rate from July 2017 through October 2017 has remained flat throughout the region. Front door traffic to the One Stop Centers is down about 1,000 people per month, which can be attributed to the decreased unemployment rate and plentiful jobs within the four counties.

III. Jobs EQ-Report: Mr. Woloson reviewed the Occupational Report and the Industry Cluster Report for the Finger Lakes, which consisted of:

- Top 10 occupations/industries with highest percentage of job increases in next 5 years
- Top 10 occupations/industries with highest number of separation demand in next 5 years
- Top occupations/industries with highest wage
- Current Occupational Cluster/Industry Cluster focus by employment

IV. Policy review: Mr. Woloson reviewed the draft Incumbent Worker Training (IWT) Policy with the Committee. As funds are limited, Mr. Woloson suggested that the policy dictate that the minimum amount of employer share in the Incumbent Worker Training be 50% of the cost, aligning with the On-the-Job Training program. Ms. Springmeier stated that she will adjust the policy as needed, ahead of the February 27th meeting of this Committee. Pilots may be attempted in May or June if funds are available.

ACTION ITEM: Ms. Springmeier to adjust IWT Policy before next Committee meeting.

V. Career Center Certification: Mr. Woloson discussed the term, requirements and deadline for the WIOA Career Center Certification. To assist in the on-site evaluation, Mr. Rusinko, Mr. Facer and Ms. Hess volunteered to walk through Career Centers with staff. More volunteers are needed for the on-site evaluations. Deadline March 30th New York State will be issuing a Technical Advisory (TA) that will include rating tools to be used in process. TA should be out early January.

VI. One Stop Operator Update: Mr. Vrabel reviewed the Consortium Action Items, Increasing Customer Traffic and the OSOS Employer Customer Report. Business Service Representatives will focus on keeping businesses active, document all work done and matching openings with job seekers. It was recommended that the OSOS Report be highlighted in the Committee update at the January 17th Board meeting.

VII. Cluster Update: The Healthcare Career Day will be held on March 20th and Mr. Woloson is currently soliciting donations. All funding needs to be committed or the event cannot be held. The Agricultural Career Day will be held on April 25th and the FAME event will be held on March 20th.

**Next Meeting: Tuesday, February 27, 2018 at the Finger Lakes Workforce Investment Board.
Adjournment**

Submitted By: Jennifer May