

Consortium Meeting Minutes 12/14/17

In Attendance: Shelly Cogliandro, Joseph Davis, Andrea McGraw, Joseph Lopez, Michael Woloson, Carol Kramer, John Vrabel, Jennifer Weaver, Mindy Laursen, Karen Springmeier

- I. **Call to Order:** Joseph Davis called the meeting to order at 9:00 a.m.
- II. **Approval of Minutes:** Shelly motion, Andrea 2nd. Karen pointed out that the Next meeting date was incorrect and the change was made.
- III. **Workforce Investment Board:**

Dashboard/Performance Numbers- Mike reviewed the Dashboard reports; foot traffic in the career centers remain down by about 30% and we are down in our career services and trainings. Marketing will meet on January 10th and John will present his marketing plans.

OJT/ITA – ITA numbers saw a significant jump in October and November. We are still significantly behind in OJT numbers and are discussing strategies to increase OJT's and BSR outreach (see BSR Activities, Services, Business Needs below).

Healthcare Alliance/FAME- Mike reported that the Healthcare Alliance continues to look for sponsors, exhibitors, and presenters and will have a conference call on 12/15/17 to discuss their plans, potentially to include a dial-for-dollars fund raising approach. Karen reported that the FAME pipeline meeting will be later today with the Hiring and Training Meeting planned for January at Berry Plastics. Karen also reported that FAME would host their 5% pledge annual event in March at MCC.

Ag. Day- Mike reported that the event will be on April 25th and the FLWIB will be looking for volunteers. Farm Credit East is providing a major sponsorship again and the event will include the Experiment Station, Viticulture Visit and a Farm to be named.

WorkKeys/Key Train/Metrix/Prove-It Numbers- We did not have a November report however there were 26 Metrix Enrollments in November.
- IV. **Career Center Operations:**

Metrix - Joe is working to develop instructions for enrolling TANF and Youth clients in entry level career clusters which assigns various soft skill courses. Karen is evaluating the usage of Metrix and will determine if we will continue to purchase the program in the future.

Referral Reports- Joe will send out a Metrix referral report for the final quarter of 2017 prior to the January Consortium meeting.

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

BSR Activities, Services, and Business Needs – BSR's are reviewing their documents, flyers and forms to ensure they are up to date and consistent. Karen asked Mike to review the procedure for Developing OJT's. Karen would also like us to identify profiled candidates and develop OJT's with them after identifying opportunities they are interested in. John recommended BSR contact all inactive businesses and reintroduce our services and programs. Mike will reiterate the importance of Job Matching at the next BSR meeting.

Training Team Update – Met on December 1st to review goals and best practices. Mike and John have had John Wing develop a preliminary Training report that will be presented in January.
- V. **Marketing of Services/Best Practices -**

John reviewed the list that he had compiled of best marketing practices again and will present to the Marketing Committee in January.

WIB Committee Highlights:

Workshop – Updating Resume 101 Workshop met on 11/28/17. The group finalized Resume 101 plans and are beginning to discuss the Interviewing Workshop.

Marketing- Will meet on January 10 and John will present the best practices we have developed to the committee.

Serving Individuals with Disabilities – Met December 5th and are preparing plans to do Career Center Visits. Carol had a staff member assess the assistive technology and is preparing presentations on how it should be used. This includes updates such as the video relay that is now being used for deaf customers and video

interpretation for those who sign. Ontario ARC will be referring individuals to the career centers for job search assistance. Still looking for more members.

Performance & Evaluation- Meets Wed. December 20th

Finance & Audit- Meeting on 12/27 and will have our first half numbers in January

Youth- Next meeting on January 10, will go over membership list/review monitory report and RFP.

Governance-There is currently a vacancy in Seneca County and Del Lago has a new HR Director

Executive- Meeting the first week in January

Veterans- Will meet January 17th

EconDev & Workforce Dev- TBD

Next WIB Meeting- Will meet January 17th at Champs at the Eastview Mall

Roundtable:

John encouraged us to develop a press release about our 2016 Program award for serving veterans and to ask the NYSDOL if we can include a presentation for service award received by LSR Jamie Hale.

Karen recommended we return to a two-hour meeting due to all of the items we have been discussing and the Consortium meeting will be updated in January and will be from 9-11am.

Mike stated that Career Center Certifications will be done in March.

John V. asked that we evaluate our reports to ensure we are capturing the data we want and that we are acting upon the information. He also asked how we can get exhaustees back into Career Center?

VI. Next Consortium Meeting will be on 1/11/18