

## Consortium Meeting Minutes 2/8/18

**In Attendance:** Shelly Cogliandro, Joseph Davis, Andrea McGraw, Joseph Lopez, Michael Woloson, Carol Kramer, John Vrabel, Jennifer Weaver, Mindy Laursen, Karen Springmeier, Amanda Lesterhuis, Greg Maine, Marcy Lynch,

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

Dashboards/Performance Numbers- Mike reviewed the Dashboard reports; foot traffic in the career centers has begun to pick up in November but we saw another slight drop in December. Mindy reported that this was due in part to a scheduling error in December. Mike reported that overall services are down though we have more ITA's and OJT's to this point over last year. We are continuing to develop strategies to improve OJT numbers/performance.

**Finger Lakes Regional Plan** – Karen reported that the regional plan has been approved and the local plan has been submitted. She recommended that staff and partners become familiar with the regional plan which aligns with the Regional Economic Development Council and puts the focus on implementing sector strategies focusing mainly on Advanced Manufacturing and HealthCare.

**Youth RFP-** Amanda reported that anyone can apply, but that traditionally only non-for-profits have applied. There will be a bidder's conference on March 1, and anyone can attend to ask questions.

**Career Center Certification-** Mike reported that Career Center Certifications are due by March 30<sup>th</sup>. He will send spreadsheets with all the requirements to the Career Center Manager's to review and will schedule a time to visit each center prior to the next consortium.

**IFA** – Karen reported that she needs all of the IFA co-location information back ASAP so that she can compile the numbers and send to the state by March 31<sup>st</sup>.
- IV. **Career Center Operations:**

**Managers Meeting** – The 5 Career Center Managers will schedule a meeting to discuss the Career Center Certification process, IFA, sign in process/sheets, and general Career Center operations. for the final quarter of 2017 prior to the January Consortium meeting.

**BSR Activities/OSOS Employer and Customer Reports** – Chris at the DOL has been working on clearing all the suspended job orders. DOL is currently understaffed and it is essential that BSR's are matching NY job orders. BSR's met last month to discuss strategies to improve OJT's, WorkKeys requirements, and recruitments via FLHired. They will receive training from Jason Kirschhoff on tax incentive this month.

**Training Team Update** – Submitted updated forms to Mike on January 5<sup>th</sup> for review, Mike sent to Angel for approval.

**Marketing of Services/Increase Traffic** - John has compiled feedback from all the Career Centers and will present at the Marketing meeting on March 14<sup>th</sup>.

**Consortium Surveys** - have been completed and compiled and we are working to address concerns and areas in need of improvement, including expanding our time for roundtable discussion and partner involvement.

**WIB Committee Highlights:**  
Workshop – Meets February 9, 2018, has completed resume, interviewing, and jumpstart workshops.  
Marketing- Will meet on March 14.  
Serving Individuals with Disabilities – Needs to reschedule.  
Performance & Evaluation- Meets February 27<sup>th</sup>.  
Finance & Audit- Meeting on February 28<sup>th</sup>  
Youth- Next meeting on March 14<sup>th</sup>.  
Governance-Will schedule a meeting for the Spring  
Executive- Meeting March 7<sup>th</sup>  
Veterans- Will meet March 8<sup>th</sup> at 3pm in Geneva  
EconDev & Workforce Dev- February 22<sup>nd</sup>  
Next WIB Meeting- Will meet March 21 at HWS Scandling Center, Mike will present Labor Market Info.

**Roundtable:**

**Marcy** – Discussed upcoming trainings including AMM at Gould’s and Mechatronics in Victor, as well as CAN classes in Clifton and Newark. Marcy also, discussed SUNY Workforce monies that are available for Incumbent Worker Training for any employer and that they usually have a waiting list for.

**Shelly** – Updated the list of referrals received by Acces-VR counselors and will send back to the Career Center staff so we can follow up with inactive clients. Acces-VR will have a college and career fair on March 14 at WFL BOCES in Newark.

**Joe** – gave updates on 4 upcoming Yates County Job Fairs in 2018 focused on specific industries and informed by business HR managers.

**Karen** – In March the board will review the One Stop Operator and Career Center Operators and will have the option to renew the contract for an additional 2 years. NYATEP is implementing Statewide Strategies to address skill gaps and is involved in the development of the Office of Workforce Development.

**John** – Discussed how Seneca is using personality assessments to help folks “do what they are.” John and Mindy will provide info on these assessments to the other career centers. John will have a new BSR in March.

**Greg** – Discussed the CDOS diploma replacing the IEP diploma and how it can also increase pathways for individuals. Greg discussed re-entry programs he is working on within the prison’s as well as programs and space available at WFL-BOCES in Newark.

**Carol** – Asked that we send her numbers for Barriers Training so that she can prepare materials. They are going to be filling their Senior Counselor Position.

**Mindy** – Reported that the referral form needs to be updated with Sherril Brown’s information, and that instructions and directions need to be resent to all staff.

**Julia** – Reported that Nurse Connections will have a recruitment on February 9 from 9 – Noon to recruit for CNA, LPN, and RN positions. Julia also reported that they will be filling vacant LSR positions in Geneva and Lyons and nominations have been sent to the state.

**Mike** – Health Care Career Day will be at FLCC in Canandaigua on March 20<sup>th</sup> and 10 school districts have RSVP’d. Mike is in need on 40 volunteers so please inform staff.

**Amanda** – Ag. Day will be April 19<sup>th</sup> and in need of volunteers as well.

- V. Lauren Gala from Rochester Regional Health** – Presented information on their current CNA program which they partner with FLCC. They offer potential training candidates 2-3 weeks of working as a unit assistant prior to the training starting as a work try out. Once they begin training full time 8am-4pm training customers will still be paid 20 hrs. a week. These trainings take place in Clifton Springs, Geneva, and Newark. Rochester Regional’s goal is to allow job seekers to see if they like the position prior to training, allow management to evaluate potential candidates before investing in their education, and to increase retention by requiring program participants to stay for 1 full calendar year. The next program starts April 9<sup>th</sup> in Clifton Springs.

- VI. Next Consortium Meeting will be on 4/12/18**