

Minutes
Finger Lakes Career Center Consortium, dated October 18, 2018

Attendance - Shelly Cogliandro, Laura Johnson, Joseph Lopez, Marcia Lynch, Andrea McGraw, Todd Sloane, Melissa Stuart, John Vrabel, Jennifer Weaver, Jeffrey Weise, Michael Woloson

Absent (regular attendees) - Joseph Davis, Mindy Laursen, Greg Maines; Julia Murphy, Karen Springmeier (attended the last 5 minutes)

- I. **Call to Order** – John Vrabel; 9 a.m.
- II. **Approval of Minutes** – (Duplicated and circulated prior via email); “There being no errors or omissions, the minutes of the 8/9/18 meeting approved as printed.”
- III. **Workforce Investment Board**
 - **Dashboard/Performance Numbers** – Reviewed UI, Front Door Traffic, Services; SYEP contributed to traffic increases at Wayne and Seneca
 - **BSR Report** - Jul-Sep 2018; Highlighted - OSOS Activities continued to be documented; positive trend; **New Employer spreadsheet Field (Businesses Served)** – exact number of businesses served as documented in OSOS; Note – **Supports Performance Measure focus – Businesses Served and Repeat Businesses.**
 - **Monitoring Schedule for PY 18** – Resolution approved at the Sep 2018, WIB Board Meeting; The Resolution attachment and schedule) will be posted on the WIB Employee portal.
 - **Upcoming Training Programs (FLCC/WFL BOCES)** – pending finalization
 - **Finger Lakes Work ... with their hands!** – Approximately 700 youth attended, great event, great partnership. The inclement weather did not hamper all the positives. Following the school schedule is critical. **HealthCare Career Days – March 2019**
 - **WIB Portal** – Policies, forms, etc.; work in progress. Please assist in keeping updated. Jen will assist with accessing the site if needed.
- IV. **Career Center Operator/Partnership**
 - Reviewed the following (ongoing communication):
 - **Finger Lakes Works Career Center Operator Responsibilities** (attached)
 - **Increasing Customer Traffic (3/23/18; w/ update 9/11/18)** (attached)
 - **Finger Lakes Career Center Consortium/Operator – draft (July-August), Input desired** (attached)
 - **UI Customer Report**- Jul-Sep 2018; Emphasized that this is our customer training pool; there will be a new field for our next report-The LSR will be included. The goal is to generate conversation between LSRs and E&T staff.
 - **Career Center In-Service** (Sep 26 & 27) – Positive as reflected in the evaluations.. Kudos to all parties that assisted in making this successful. On-going training opportunities being considered. Emphasis on documentation.
 - **Referral Reports** – NYATEP – Fulton, Montgomery & Schoharie referral-we may emulate a portion(s); The NYSDOL referral is pending; The Finger Lakes will continue to use our form if permitted.
 - **Action Items** – Update Action Item list dated 10/15/18 was distributed. Asked partners to include their initiatives as appropriate. Due dates will be requested in the future. Career Center Managers are meeting monthly, thirteen Action Items have been documented this PY.
 - There is an Action Item to identify alternatives of the FLWIB Spring Job Fair was discussed. Fewer people are showing up for the large Job Fairs. We had a great discussions included job orders, skills based job description, employer recruitments on-site or off site, reverse job fairs, better communication, low UI rate (impact), etc. We will solicit ideas via emails to document all ideas as we continue to learn, grow and progress

Minutes
Finger Lakes Career Center Consortium, dated October 18, 2018

- **Digital Traffic** – The four Counties are working on this initiative to ID their website traffic; three Counties are actively measuring, 4th County pending IT permissions. Website traffic is satisfactory – early stages of documentation. Next steps are being considered.
- **Soft Skills** – Soft skills (PSS) was discussed at the NYATEP conference. Also, are businesses willing to take on that responsibility via On-boarding or misc. related training using our educational partners (FLCC/WFL-BOCES)?

V. **WIB Committee (Highlights)**

Consortium relevant Committee information will be presented in the future.

- **WIB (in general)** – Discussed the Consortium/staff member attendance list at the WIB board meetings; rationalize those who attend – Meet Relevance and WIOA food costs mentioned.
- **Serving Individuals with Disabilities** – Career Center Adaptive Equipment pending issue; inventory/tagging prior to distribution; press release. Piloting Ticket-to-Work, Yates County
- **EconDev & WorkforceDev** – Business Survey Monkey recently distributed, closed Oct 21st; asset mapping for site selection (services, etc.)
- **Next WIB Meeting** – November 15th, Ramada Inn, Geneva

Note-WIB Committee(s) Minutes/Agendas – <https://fingerlakesworks.com/about/board/>. (Includes all Committees, BSR, Training Team, etc.). Stay informed. Please review.

VI. **Roundtable (Highlights), includes additional dialogue**

- *Cornerstones of Confidentiality* will be an annual NYSDOL mandatory requirement; Michael will send an email providing the exact timeline for this PY
- National Disability Employment Awareness Month (NDEAM) - 2018 NDEAM Winners **Statewide**-del Lago Resort & Casino; **Finger Lakes**-Waterloo Library & Historical Society, Sodexo, and Black Cat Bistro. Businesses were recognized on Oct 11th at the Kodak Center of Performing Arts, Rochester.
- Michelle Coomber, NYSDOL, Disabled Veterans Outreach Program Specialist (DVOP) has recently received an Award for Excellence
- **2018 Fall NYATEP Conference** - A New Dawn for Workforce in New York (Conference Takeaways) (Ref: Email sent on Wed, Oct 17, 2018) ... **Conference takeaway notes requested.** Takeaways will be shared and reviewed at future meetings; Consortium, P&E Committees, etc. Collaborative discussions will certainly follow. S: **Friday, October 26th?** Brevity/simple bullets are fine.
- **The 22nd Annual Wayne County Job Fair** will be held on **Thursday, November 8th, 2018**, Wayne-Finger Lakes BOCES Conference Center, Newark. The **Victor Chamber Job Fair** is the same day.
- Melissa Stuart is looking a retirement in Jan 2019. Nothing submitted at this time.

VII. **Next Meeting:** Thursday, December 13th 2018

VIII. **Adjournment** – Motion to adjourn – 2nd by Jen Weaver. Meeting adjourned at 10:35 a.m.

Respectfully submitted:

John Vrabel