

FINGER LAKES WORKFORCE INVESTMENT BOARD
PERFORMANCE & EVALUATION COMMITTEE MINUTES

Wednesday, January 12, 2011
Finger Lakes Workforce Investment Board
41 Lewis Street, Suite 104, Geneva
Meeting Room B

ATTENDANCE: Co-Chair: Bob Leiby
Members: Dawn Edwards, Kevin O'Hagan, Angie Scanlon, John Socha, Jocelyn VanGelder and Martin Williams
Staff: Jaimie Martin, Michael Woloson and Brian Young (Consortium)

ABSENT: Bill Castiglione, Ron Golumbeck and James Marquette

Mr. Leiby called the meeting to order at 8:37am.

The October 27th, 2010 minutes were reviewed and approved.

CONSORTIUM RECERTIFICATION UPDATE: Mr. Young

Committee has focused on 3 areas;
Functional Alignment/Policy Manual
Staff Development
Workshops

1. Functional Alignment/Policy Manual – Consortium has started to review and update Functional alignment /Policy Manual to reflect staffing and team changes.
2. Staff Development – One Stop Centers offer many opportunities for staff to develop their skills. A survey was recently emailed to staff to inquire about their needs in Initial Assessment, ITA/OJT and Computer Skills. Results will be reviewed by consortium and staff development program will reflect survey results.
3. Workshops – The Geneva and Lyons One Stop Centers offer a handful of workshops on a regular basis for customers; Resume writing, interviewing skills, Computer skills and job searching to name a few. Currently, eight workshops are in the process of becoming standardized across the state. Consortium will incorporate standards into local workshop curriculum.

PROGRAM REVIEW:

- Monthly Outcome – Reviewed year to date outcomes including business and job seekers served along with traffic numbers at One-Stops. The amount of new businesses registered in the system has increased while the amount of people going to the one-stops has decreased.
- Performance Review –
ACTION ITEM: Have met 9, Federal and 5, New York State Performance Standards, will review at next meeting.

TRAINING REPORT FOR 7/1/10-9/30/2010 (1st Quarter of PY10)

- **ACTION ITEM: Committee to review 2nd Quarter Training Report at next meeting.**
- Demand Occupation List:
ACTION ITEM: Mr. Woloson to email list to NYSDOL for revisions and will review list with committee.
- Priority System: The guidelines have been lifted. Will be receiving more supplemental funds for eligible trainees.
- On-Line Providers: Private providers need to be registered, licensed and offer courses that align with the Demand Occupation List before being approved.

ON THE JOB TRAINING PROGRAMS

Discussed NEG and WIA funded OJT programs. The “push” in training is in OJT and the Business Services team has written 9 this year. Reviewed list of vetted companies and discussed process for OJTs.

CLUSTER UPDATE:

FAME –**ACTION ITEM: Update at next meeting.**

Healthcare – HCA (healthcare alliance) met on Tuesday, January 11th, 2011 at FLCC with Bonnie Ross, who is the Senior Vice President of Strategic Initiatives of Thompson Health. She has been working with the HCA since August facilitating strategic planning efforts.

OTHER BUSINESS:

Please see Consortium Recertification Update above.

NEXT MEETING

The next meeting is scheduled for **Wednesday, February 16th, 2011 – GoToMeeting @ 8:30am**

There being no further business, the meeting was adjourned at 9:44am

Respectfully submitted,
Jaimie Martin
Administrative Assistant