

FINGER LAKES WORKFORCE INVESTMENT BOARD PERFORMANCE & EVALUATION COMMITTEE MINUTES

Wednesday, June 18, 2014

8:30am – Finger Lakes Works – Geneva Center
70 Elizabeth Blackwell Street, Geneva, NY

Attendance: John Mueller, John Socha, Theodore Jordan, James Marquette, Martin Williams

Staff: Mike Woloson, Dinah Brennan

Absent: Kevin O'Hagan, Cheryl Hess,

- ❖ **Minutes from April 30, 2014:** Motion to approve by Mr. Mueller, seconded by Mr. Marquette. All in favor, motion carried.
- ❖ **Unemployment Explanation from Laurie Johnson, Supervisor at Finger Lakes Works:**
 - Ms. Johnson answered questions from the committee on how a customer would apply for unemployment insurance and how often the customer would need to come into the center.
- ❖ **Program Review**
 - **Traffic and Services Numbers**

Mr. Woloson reviewed the traffic, services and unemployment charts. Unemployment rates have been consistently decreasing. The Career Center traffic reports lower numbers in recent months, which is in correlation with the lower unemployment percentages. All training and services provided are lower than the previous program year (PY), except for On-the-Job Training (OJT). This may be due to the push from the FLWIB to increase OJT accounts over the past year. **Action: Compare unemployment rates from PY'12 to PY'13 (year-to-year comparison). Action: Mr. Woloson will provide the committee with a list of new jobs in the Finger Lakes region at the next meeting.**
- ❖ **Demand Occupation List**
 - The committee reviewed and discussed the proposed Demand Occupation List for PY'14 (July 1, 2014 – June 30, 2015). **Action: Mr. Woloson will send the finalized list to the committee prior to the release of the list on July 1, 2014.**
- ❖ **Performance**
 - **PY'13 Performance**

Mr. Woloson discussed the five Customer Service Indicators with the committee. These are goals set by the USDOL in order to track to work done by staff at the career centers and the needs of the customers. Mr. Woloson explained each measure and gave the report for PY'13 as of April 2014. Common Measures were also reviewed by the committee. The only area concern noted by the committee was the "Dislocated Worker Average Earnings". This area is at 80.5% of the goal and to avoid sanctions, the numbers must meet 80% of the goal. Mr. Woloson noted that this area has been discussed with officials at the state level and the staff is working to improve this measure.
- ❖ **Consortium Improvement Plan**
 - **Staff Development**

Staff development training continues. The team continues to work on data input and date management. After the end of PY'13, a report will be presented to this committee regarding the amount of staff training opportunities that were taken by the

Career Center staff. **Action: Mr. Woloson to provide a list of training programs completed by the staff of all five career centers at the next committee meeting.**

❖ **Cluster Update**

- ♦ **FAME**
 - FAME is currently working on a strategic plan. Meetings are held regularly to plan for various events and programs.
- ♦ **Finger Lakes Works...*with their hands!***
 - Pat Gopen is planning the 9th annual event for October 2nd at Lotts Farm in Seneca Falls. There are usually about 500-700 high school students in attendance.
- ♦ **Healthcare Alliance of the Finger Lakes**
 - The committee is working on a pilot program to provide a “Life Coach” to entry level healthcare employees.

❖ **Other Business**

- The committee discussed the purpose and objectives of the Performance and Evaluation Committee.
- Mr. Woloson will work with Ms. Johnson to possibly hold the next meeting at the Finger Lakes Works Career Center in Wayne County (Lyons).

❖ **Next meeting:** Wednesday, September 10, 2014 at 8:30am – **TBD**

Respectfully Submitted,
Dinah Brennan
Executive Assistant