

## Consortium Meeting Minutes 7/21/17

**In Attendance:** Mike Woloson, Amanda Lesterhuis, Andrea McGraw, Mindy Laursen, Carol Kramer, John Vrabel, Shelly Cogliandro, Melissa Stuart, Melissa Stuart

- I. Call to Order:** Joseph Davis called the meeting to order at 9:00 a.m. and introductions were done – Carol introduced Shelly Cogliandro, ACCES-V, Senior Counselor/Geneva Office
- II. Approval of Minutes:** Carol Kramer motion, John Vrabel 2<sup>nd</sup>. No discussion.
- III. Primary Indicators of Performance:** Mike reviewed Primary Indicators for Performance via Technical Advisory 17-5 <https://labor.ny.gov/workforcenypartners/ta/ta-17-5-performance-indicators.pdf>. Karen discussed how there was a 0% goal for PY16 and that in PY17 we will be collecting a lot of baseline data and therefore we will be negotiating for another 0% goal for these indicators of performance.
- IV. Dashboard:** Mike presented the dashboard report. Local UI rates continued to drop with State and U.S. rates leveling off. Front door traffic is higher this year than last year this time. ITAs: are down collectively by 20 from PY15 to date and OJTs were up 7 collectively. Marcia stated FLCC would like to help promote OJT's, may add to newsletter sent out to employers.
- V. Youth Outcomes:** Amanda reported that across the 4 counties 62 new youth were enrolled in PY16 and a total of 147 youth were served. 27 of the youth received a credential gain and 44 have career zone portfolios.
- VI. Healthcare Alliance/Fame:** Mike reported that the Healthcare Alliance has an upcoming meeting to discuss shared training needs for providers. Karen reported that FAME was holding a "Vision Summit" to revisit their vision and mission statements.
- VII. FLWWTH:** Amanda stated that volunteer registrations have gone out for the event to be held on October 5<sup>th</sup>, 2017. The FLWIB is collecting donations. Please have staff sign up to volunteer.
- VIII. OSOS:** Mike has sent out unfixed errors to staff to be addressed from the May audit. Most of the errors were from the Supplemental Questionnaire and reflect an issue with training and staying up to date with current data entry requirements. Mindy created a guide for finding these updates for JobZone, OSOS, REOS as well as watching recorded webinars, finding Technical Advisories, and getting most up to date forms. Staff also now have an OSOS desk guide for IA's, activities and comments.
- IX. Workshops:** Melissa has developed a leadership training workshop and Teamwork trainings in partnership with the Yates County Community Center. Melissa will send out information on the workshops to see if we want to incorporate them in the other counties. Mike will schedule another workshop work group meeting this fall to discuss these and other workshops.
- X. Business Services:** Will meet this week and discuss services and activities in OSOS. John has secured us a monthly report from the NYSDOL that will allow us to track these services and he and Mike will discuss these with the business services team.
- XI. Professional Development:** There was mostly good feedback from the professional development and staff want guides to assist them perform their jobs properly. Access-VR and other partners brought a lot of good information to the table and staff developed a new understanding of partner services. Carol discussed how many partners do not know DOL lingo and how important it is to make sure we are communicating all aspects of what we do in ways everyone can understand and get folks trained in WIOA speak.
- XII. Referral Forms:** The referral form has been finalized and staff will begin to track referrals. We are working on the process of tracking the referrals and ensuring that we close the loop. Mindy and John are developing staff instructions for using the referral forms.
- XIII. Committee Updates:** P & E met and welcomed Tom Facer and Lynn Fried. Performance numbers were reviewed and Upskill was discussed briefly. Youth will meet August 16<sup>th</sup>. Veterans had their quarterly meeting in June and are finding ways to count veteran services and referrals. Karen discussed the possibility of having a new committee dealing with "Individuals with Disabilities."
- XIV. MOU & IFA:** Karen discussed the MOU briefly and we have not received approval from the state at this time. She has begun working on the IFA portion of the MOU and reviewing the shared costs we must report to the state. Guidance will be sent out along with the updated Greg Newton Webinar. We will know more after August 10<sup>th</sup>.