

## Consortium Meeting Minutes 8/10/17

**In Attendance:** Mike Woloson, Amanda Lesterhuis, Valerie England, Carol Kramer, John Vrabel, Shelly Cogliandro, Melissa Stuart, Karen Springmeier, Shelly Bentley

- I. **Call to Order:** Joseph Davis called the meeting to order at 9:00 a.m.
- II. **Approval of Minutes:** Carol Kramer motion, John Vrabel 2<sup>nd</sup>. No discussion.
- III. **Workforce Investment Board:**
- IV. **Dashboard/Performance Numbers –** Mike reported that the UI rate increased about a ½% across the board since last year. Mike stated that front door traffic was on par with last year though basic services and career services were down.  
OJT/ITA/Youth PY16 – Karen reported that we met our 80% budget expenditure requirement but barely, with 80.3% of training funds being spent. One Stop Operator will work with BSR's to promote OJT opportunities by matching job orders in OSOS to customers that qualify for training funds. The process will be discussed at the next BSR meeting. Amanda discussed the Youth PY17 requirements for skill gains and credentials. Amanda will develop a list of programs that qualify as measurable skill gains as well as a list of training that qualify as credentials.  
Annual Reports - Mike reviewed the Business report and Karen stated that the FLWIB is collecting data for the Annual Report for the Annual meeting in September.  
MOU Update – Karen reported that the Service Delivery MOU was copied out to the signatories on August 17. She is working on the IFA portion of the MOU and asked for assistance from the consortium on putting it together before the Nov. 15 deadline. She will consult with Joe Hamm to get more information on the requirements for the IFA.  
America's Promise Process – FLCC will use the Partner Referral Form to refer customers to Career Center that qualify for America's Promise. Once given an initial assessment, career center staff will complete the WorkKeys referral form to and send to Amanda.  
WorkKeys/KeyTrain/Metrix/Prove-It Numbers – Amanda reported that in July there were: 8 - WorkKeys Assessments/2-KeyTrain Enrollments/13-Metrix Enrollments/ and 27 Prove-It Assessments. She reported that the large number of Prove-It Assessments was due to the FLCC AMM and Mechatronics testing. Amanda stated that she will discuss assessing Youth with WorkKeys at the next Youth Committee meeting.
- V. **Career Center Operations –**  
OSOS Updates, Forms & Webinars – Mindy provided links to the Career Center Managers for program updates, OSOS requirements, updated forms, and access to archived webinars.  
Career Navigator Updated Schedule – Career centers will offer Career Navigator on a bimonthly basis, Mike will send out the updated schedule. Career Navigator will be 20 hours instead of 30, the afternoon session will be dropped and the program will run from 8:30am-12:30pm. This is due to engagement and enrollment trends.  
Workshops - Mike and Melissa will plan a date to convene the Workshop Committee. Melissa has developed workshops on Teamwork and a Managers Academy that can be promoted to business for a fee. She completed the Managers Academy with ARC of Yates Supervisors and received great feedback. This can be recorded in OSOS as a Business Service.  
Business Services/Job Matching – John V. discussed the lack of recorded business services in OSOS and strategies to improve our numbers. Mike and Joe will discuss strategies to identify job matching duties for state, county and FL Hired staff at the next Business Services Meeting.  
**Initiatives/Action Items-**  
Referral Form/Reporting Referrals – Mindy created instructions for her staff to complete, transmit, and archive the referrals. John V. will send these instructions out to staff and provide baseline data (August) at the September Consortium Meeting.  
Career Pathways/Upskill Finger Lakes - Karen will discuss the program with the Marketing Committee on 9/13, if approved it will provide both a service to Career Center Registrants and the general public.
- VI. **Marketing Services to DW's –** John V. is sending out monthly UI lists to the Career Center Managers. BSR's can then match jobs to DW job seekers.
- VII. **WIB Committee Highlights –**  
Marketing – will meet 9/13  
Performance & Evaluation – Will meet on 8/28 and discuss yearly reports and OJT strategies.

Finance & Audit – Has is preparing the Individual Audit.

Youth – Will meet on August 16.

Governance – Will discuss a resolution to fill the vacancy on the FLWIB Board in Seneca County.

Executive – Will meet on the 1<sup>st</sup> Wed. in September

Veterans – Will meet on 8/31 and will discuss programs and events for Veteran’s Month (November).

EconDev & Workforce Dev (Quarterly) – Met on 7/28 and RTS presented information on their efforts to improve the quality of public transportation in Wayne, Ontario and Seneca Counties. Customers in those counties can now take multiple buses across county lines and dial-a-ride for free for the purpose of attending interviews.

Next WIB meeting- Will be on 9/20 at Wayne Finger Lakes BOCES in Newark

**VIII. Round Table** – Val reported that interviews for the DOL Manger will be held in early September. She will also be working to assist with the IFA and beliees we can follow the template as we did with the Service Delivery MOU. Mike stated that he would be following up on his monitoring report in regards to Angel’s audit with Career Center Staff. Melissa stated that 12 Youth were signed up for Guest Service Gold in Yates. Amanda stated that she has sent the fourth quarter Monitoring report and is still looking for volunteers for FLWWTH. John V. presented a “final” Del Lago Business Service Report and stated that there were 1,800 jobs filled in a nine month period.

**IX. Next Consortium Meeting will be on 9/14.**