



Training Team Meeting Minutes: November 3, 2017

9:00am-Finger Lakes Works Geneva Career Center

Present: J. Davis, L. Haust, M. Laursen, A. Lapidus, A. Lesterhuis, J. Lopez L. Principio, D. Tam, J. Weise, M. Woloson, Call-in. J. Hale, L. Johnson, J. Smith

- 1.) **Minutes** were approved:1st- M. Laursen, 2nd -J. Weise, Motion carried
- 2.) **Dashboard:** Unemployment rates for October have yet to be released. No Dashboard report.
- 3.) **Work Keys:** Amanda Lesterhuis reviewed Work Keys program and reminded team that individuals receiving training services need to complete WorkKeys assessments.
- 4.) **Metrix:** 51 licenses left until end of month. M. Woloson will request extension until end of December. In the meantime, please promote the use of Metrix as a tool for on-line training. Joe D. presented a brief overview of the Career Pathways program through Metrix.
- 5.) **ITAs:** Reviewed ITA numbers for counties ITA progress toward goals: Ontario 9, Seneca 3, Wayne 22, Yates 3.
- 6.) **Trade Act**-Latest petitions certified: Southern Global, General Electric. J. Hale provided updates from last state wide call.
- 7.) **ITA Process, check list, workbook:** The need to standardize process throughout the system was discussed. Some staff use the same check list for "paper-trail" while others use their own. Also discussed was the need to review and update workbook. A smaller group of training team members will start the review process. Also the need to utilize I-9 form to document eligibility was discussed. M. Woloson will follow up w/ NYSDOL Field Rep.
- 8.) **Career Navigator** is scheduled for December 4th-8th at career center in Penn Yan. Flyer will be out shortly.
- 9.) **Next Meeting-Geneva Career Center-9:00am 12/01/2017**