



### Training Team Meeting Minutes: DEC 1, 2017

9:00am-Finger Lakes Works Geneva Career Center

Present: J. Davis, L. Haust, M. Laursen, J. Lopez L. Principio, D. Tam, , M. Woloson,  
Call-in., L. Johnson, J. Smith, S. Sigel

- 1.) **Minutes** –Motion to accept meeting minutes from 11/03/2017 made by J. Lopez, 2<sup>nd</sup> by L. Haus, motion carried.
- 2.) **Dashboard:** Unemployment rates for October were basically the same as last year and last month w/ the exception of Yates and Seneca Counties dipping under 4 % w/ Yates posting 3.8 % and Seneca -3.9%.
- 3.) **Metrix:** There are 28 licenses currently available –down from the beginning of November by 24. Yates County has been signing up TANF recipients, as a part of their work search program, focusing on soft-skills portion of Metrix learning. Yates provides instruction and support to participants by offering instruction at the career center’s computer lab throughout the week. Activity is recognized by TANF as a legitimate work search activity.
- 4.) **ITAs:** Reviewed county ITA goals and current numbers: Ontario 10 enrolled ITAs, Seneca 3 enrolled ITAs, Wayne, 23 enrolled ITAs, and Yates 4 enrolled ITAs. Numbers were as of the end of November. Group discussed the amount of time left in program year and the fact that Fall is typically the time when people register for training. Discussed current demand for Welding courses and more C.N.A training the difficulty in finding programs close enough for trainees to attend. Information will be discussed at next consortium meeting.
- 5.) **Trade Act-** Last statewide call focused on completing Request For Training Funds form. S. Sigel has sent out instructions to staff working w/ Trade Act customers. Also discussed recent certification of Southerland Global petition and how some of these workers may be workers that are working from home. S. Sigel will keep group informed of those affected in our area.
- 6.) **ITA Process, check list, workbook:** Smaller group will meet after this meeting to review process and workbook and report back to Training Team at next meeting. M. Woloson conferred w/ NYSDOL Field Rep and there is no need to collect completed I-9 forms from customers to document eligibility.
- 7.) **Career Navigator** –Next Career navigator program is at Yates County Career Center and will be held from 12/4-8. There are 7 people signed up to attend. Center staff recruited registrants from profiled list as well as social-service recipients. Group suggested that Career Navigator schedule for complete year be accessible to staff and public throughout the program year.
- 8.) **Next Meeting-Geneva Career Center-9:00am 1/05/2018**

