

Minutes
Finger Lakes Career Center Consortium, dated December 13, 2018

Rev: 12/13/18 (pending 2/17/19 approval)

Attendance - Amy Carreno, Shelly Cogliandro, Joseph Davis, Amanda Lesterhuis, Mindy Laursen, Joseph Lopez, Andrea McGraw, Julia Murphy, Todd Sloane, Melissa Stuart, Jane Sullivan, John Vrael, Jennifer Weaver, Jeffrey Weise, Michael Woloson

Absent - Greg Maines, Karen Springmeier

- I. **Call to Order** – Joseph Davis; 9 a.m.
- II. **Approval of Minutes** – 1st Andrea McGraw; 2nd Jen Weaver
- III. **Workforce Investment Board**
 - **Dashboard/Traffic (Front Door and Website)/Performance Numbers** – Reviewed UI, Career Center Front Door Traffic, Career Center Website Traffic (formulas need adjustment). (The correct Career Center Website Traffic report will be **attached**).
 - **OSOS Employer Report/OSOS Customer Report – Reviewed**
 - **BSR Team Report** – The Business Services Group meets every other month; alternate month are the four county BSR meet separately to discuss strategies; BSR Job Description is in review. Discussed the Finger Lakes OSOS Employer Report – Emphasis was placed on the OSOS Suspended Employer Job Orders (60+ days). Suggestions included starting the *Open Job Order Review* with the 60 day suspended job order and going backward (newest to oldest); also keeping Job Orders open only 30 days (currently 60 days) prior to going into suspense. Center managers will address at their next meeting (new Action Item).
 - **Training Team Report** – Meeting on a regular basis
 - **Youth Services Report** – Committee membership - Agencies are well represented, need business representation; Center Managers presented with the WIOA Youth Program PY18 Report – New Enrollment Goal: 102, currently were at 27 enrollments.
 - **Strategic Plan** - met goals (interim) Disability Customer 20% Increase (33%) and Veteran Customer 20% Increase (24%); pending cluster development and partner leverage
 - **WIOA Primary Indicators** – Performance Report (PY 2017) – [Benchmark data] Center Managers will be looking at Participant Enrollments for CY 2019 (Resource Room Activities), etc. [This is a measure where staff have control to improve]; Center Managers will be reviewing OSOS Management Reports
 - **WIB Portal** – BSR material is posted; also NYSDOL’s (Barb Deike) FAQs/Policy Info is posted.
- IV. **Career Center Operator/Partnership**
 - **Career Center In-Service** – Pending 3rd Quarter (Jan-Mar) staff training with Pat Piles; Trainings will likely be at the NYSDOL offices.
 - **Action Items** - Members are requested to propose initiatives; documentation is critical; due dates will be asked of owners. Consortium Survey Monkey will be repeated in CY2019, a Staff Survey will be considered.
 - **Career Center Adaptive Equipment** – Simply pending at this time; no delivery date offered.
- V. **WIB Committee (highlights)**
 - **Performance and Evaluation** – meeting the week of Dec 17th; Discussion will include an OJT reimbursements review
 - **EconDev and Workforce Dev** – Meeting the week of Dec 17th; Discussion will include the recent business survey
 - **Next WIB Meeting** – Wednesday, January 16th 2019 (del Lago Resort and Casino)
- VI. **Roundtable (Highlights), includes additional dialogue**
 - Melissa Stuart’s retirement in Feb 1st 2019 (31 years)

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- NYSDOL is participating in the Dr. King Statewide Food Drive taking place from Dec 14 to Feb 14th ... contributions at the next Consortium meeting, additional information is pending (PS: No glass please; donations to will be distributed locally.
- FLHired – Recruiting Career Report (**attached**)
- WFL-BOCES – CNA Program (**attached**)
- Finger Lakes Community College –Professional Development and Continuing Education ; Upcoming Classes and Events (**attached**)
- del Lago Resort and Casino - Child Care Center will be run by the Jack & Jill Career Centers (Webster, NY); location will be in the Seneca County HHS facility (formerly BonaDent). No further information at this time.
- NYS Commission for the Blind – Business engagement focus; Partnership collaboration-need and importance
- WIB Healthcare Career Day – Tuesday, March 19th 2019
- WIB Ag Career Day – Wednesday, April 24th 2019

Next Meeting: Thursday, February 14th 2019

VII. **Adjournment** – Meeting adjourned at 11:00 a.m.

Respectfully submitted:

Joseph Davis