

Minutes
Finger Lakes Career Center Consortium, dated February 14,2019

Rev: 4/8/19 (pending 4/11/19 approval)

Attendance - Shelly Cogliandro, Joseph Davis, Amanda Lesterhuis, Mindy Laursen, Joseph Lopez, Andrea McGraw, Julia Murphy, Todd Sloane, Greg Maine, Jane Sullivan, John Vrabel, Jennifer Weaver, Jeffrey Weise, Michael Woloson

Absent - Karen Springmeier

I. **Call to Order** – Joseph Davis; 9 a.m.

II. **Approval of Minutes** – 1st Jennifer Weaver; 2nd Jeffrey Weise

III. **Workforce Investment Board**

- **BSR Report/UI Customer Report/Dashboard/Traffic/Performance Numbers** – Mike Reviewed UI, BSR, Career Center Front Door Traffic. Mike indicated that we must meet 80% of the WIOA performance indicators goals. BSR Job Description is in review.
- **Career Center Website Traffic**-We are averaging over 2,000 hits a month on our county sites we should utilize this to promote WIOA programs and partner services.
- **WIB Website Portal** – All staff should log in and ensure that they are able to navigate. Documents and info have been updated including BSR material is posted; also, NYSDOL's (Barb Deike) FAQs/Policy Info is posted BSR material is posted; also, NYSDOL's (Barb Deike) FAQs/Policy Info is posted. Any issues should be reported to Jennifer May.
- **WIOA – BSR/Training Team/Youth Committee**-BSR's and Training team are meeting bi-monthly respectively, it is essential that meeting minutes are posted on the website and reviewed. Finger Lakes Works for Youth – the next youth committee meeting will be March 13. The Health Care Alliance Event will be on March 19th and will include 250-350 students. “Where your Food Comes From” will be April 24th both Mike and Amanda are still looking for volunteers for this.
- **Committee Highlights** – P & E will meet at the end of February. Marketing will be looking at ways to increase communication via social media.

IV. **Career Center Operator/Partnership**

- **Career Center Staff Training** – Plans are being made with Pat Piles to provide a series of staff trainings in the Geneva and Lyons offices with the remainder of the ne Stop Finds for PY18. Looking at dates that work for all of the Career Centers.
- **Action Items** - Members are asked to assist in completing Action Items. Consortium Survey Monkey will be repeated in CY2019, a Staff Survey will be considered.
- **Referral Reports** – Have been sent out. Is there a better way to capture this information? The State is coming out with their own release form we will evaluate our process and referral going forward. Todd suggested we work together to collaborate to assist each other with outcomes. Jane volunteered to bring back information from RochesterWorks! On how they are capturing referral data and closing the loop.
- **Survey Monkey** – John will be sending out a Survey Monkey Fri 2/15 and partners will have until March 1
- **Assistive Technology Update** – Geneva and Lyons have received all their equipment the other centers will be receiving going forward.
- **Digital Programs** – Virtual Job Fairs are available. Mike stated that this was a struggle when the state tried to do it before. Mindy suggested looking at Social media (Facebook) for putting programs and services out.

V. **Roundtable (Highlights), includes additional dialogue**

- Advanced Manufacturing Reverse Career Fair 8 employers. 120 Job seekers were contacted 15 job seekers attended. 62% of job seekers interviews 37% were offered positions. Staff need to follow up with Businesses and job seekers.

Minutes
Finger Lakes Career Center Consortium, dated February 14,2019

Rev: 4/8/19 (pending 4/11/19 approval)

- FLCC has updated their website and are adding HHA training at Quail Summit.
- HSE TABE Testing changing after July 1 more info to come.
- WFL-BOCES – will be testing for the LPN program now through June check out the main website
- Acces VR is putting out RFP's for new vendors looking to serve over 250 youth, all 14-21 with post-secondary counseling and work experience
- NYSDOL is taking applications for their Employment Counselor Position

Next Meeting: Thursday, April 11th, 2019

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

Respectfully submitted:

Joseph Davis