



## Business Service Representative Meeting Minutes

April 26, 2019

9:00am

### Finger Lakes Works Geneva Career Center

Present: K. Bailey, C. Caughey, J. Celso, J. Gieger, M. Laursen, L. Principio, M. Slater, M. Sykes, J. Weise  
M. Woloson

1. Rowan Watson presented on Van Pooling program available to businesses and job-seekers/employees.

- Functions Like a Large Carpool
- 4-12 participants
- Central Meeting Point
- Vehicle Used to Commute To and From Worksite
- Participants Share Driving Responsibilities

For more info people can contact Rowan at [Rowan.J.Watson@ehi.com](mailto:Rowan.J.Watson@ehi.com) or 585-298-3257.

2. **Review and approval of minutes from Feb. 22, 2019.** Approved C. Caughey, J. Wiese 2nd-, all in Favor- motion carried w/ one correction-M.Slater called in on phone line.
3. **Dashboard report for February** Unemployment rates for Ontario and Wayne were both the same as the previous month while Seneca was doane.2% and Yates up .1% from previous month. 4- County average for February was down by 1.5% compared to same month as last program year. Traffic for February saw 200 fewer people than February of PY 17. Self- Serve, Basic Career Services were down from same time as last year while Individualized services and classroom training were both higher than last year. OJTs were down 8 this year compared to February last year.
4. **OJTs Employer Feedback**-Reviewed outcomes from April 1<sup>st</sup> survey of employers that have used OJT program that ended between 07/01/2018-12/31/2018. The nine employers that used ojts during this time were survey. Of the nine, four employers (44%) responded to the Survey Monkey. HIGHLIGHTS:
  - The Finger Lakes Works On-the-Job Training program has met my expectations- 4 agree/strongly agree
  - Paperwork involved was minimalized by the Business Service Representative.-4 agree/strongly agree
5. **BSR Job Description**- Briefly discussed updated job description. Managers met w/ FLWIB staff and discussed specifics agreeing on the final update. OJTs remain a priority for Business Services Reps while still providing job posting, matching and other services as a way to introduce OJTs to employers. Also discussed follow up on policy changes regarding OJT and Eligibility. Recommendations will be reviewed at next Performance and Evaluation committee meeting scheduled for April 30<sup>th</sup>.
6. **Job Fairs/ Open Recruitments**- May 7<sup>th</sup> Yates County Job Fair at yates Community Center-4pm-6pm.
7. **Next Meeting**-June 21, 2019 9:00am Macri's Deli & Café- 699 S Main St, Canandaigua, NY 14424