



Training Team Meeting Minutes (DRAFT)

07/19/2019

9:00am-Finger Lakes Works Geneva Career Center

Present: J. Lopez, J. Murphy, L. Principio, D. Tam, M. Woloson

Phone: L.. Johnson, S. Sigel, J. Smith

1. **6/07//2019 Minutes** –Motion to approve- S. Sigel, Motion, 2nd by L. Principio -Approved unanimously.
2. **Dashboard**-May's unemployment rate was down from April's by .1% in all counties except in Yates where it was down by .2%. Rochester MSA was the same as the previous month, while NY State's was higher by .2% and the U.S. was up by .1%. Four county average at 3.3% was .2% lower than the same time last year. Front door traffic for May was not available at the time for this report. Self Service (221) and Individualized service (31) saw more customers in May this year compared to same time last year while class room training was up by was up by 17 this May compared to last May. OJTs had fewer 9 customers compared to same time last year.
3. **Trade Act Update:** S. Sigel
 - **Petition Certifications:**
 - Thompson Reuters
 - Associated Spring
 - Citizens Telecom
 - Care Stream
 - **Trade Act conference call June 12.**-Trade Act Tracker Server Migration
 - Email was sent on 6/7 with new links to access the TAA Tracker. To assist in the migration, TAA Central Office asked all TAA staff to provide:
 - RACF or NY.gov Username
 - Email
 - Work address
 - As of 6/21/2019, previous links to the TAA Tracker were disabled.
 - New sign-on process will land all staff on the my.NY.gov page
 - Contact TAA Central Office if:
 - A staff member has issues with their NY.gov ID, or
 - My.NY.gov does not have the TAA Tracker application
 - TAA-OSOS Data Entry
 - To date, TAA Central Office, in collaboration with the OSOS Systems Unit, has held 3 training webinars:
 - Upcoming Webinar:
 - Benchmarks, Follow Up and Closing: Friday, 7/26/19 at 10:00 am
 - If you missed any of these webinars, or want to view them again, go to: <https://dews.webex.com> Click on Recorded Sessions, password: DEWSweb123



4. **Career Navigator –**
Monday, August 19th through Friday August 23rd, 2019 from 9 a.m. to 1 p.m.
Location: Ontario County Safety Training Facility, County Road 48, Canandaigua. Currently collecting dates for the rest of the year. Will create a flier with all dates and locations once they are all confirmed.
5. **Opioid Grant / TET-** Jeff Weise has joined the FLWIB as Special Workforce Projects Advisor to work on the TET/DW and Opioid NEG Grant. Jeff is working closely w/ FLACRA for referrals or the OPIOD grant. He will be reaching out to Training Team and Business Services Team for referrals for the Dislocated Worker/TET grant. Any questions/referrals contact Jeff at jweise@fingerlakesworks.com
6. **SKILL UP-** is an online learning management system that helps jobseekers upgrade their skills and gain certifications to secure employment. It allows online training in over 5,000 individual courses and 10 industry career “Pathways,” pre-mapped with skills, courses, and re mediation, leading to over 200 occupations. We will be rolling the program out to residents of the 4-counties later next month with staff- training starting shortly.
7. **Other Business:**
 - **Annual staff confidentiality training:** FLWIB policy requires annual staff confidentiality training for local staff, service providers and other personnel who will have access to sensitive, confidential, proprietary, and/or private data must be advised of the confidential nature of the information, the safeguards required to protect the information. To meet this requirement, all local staff, service providers and other personnel with access to OSOS and/or REOS data will take the online training, Cornerstones of Confidentiality, annually. At the end of training staff are supposed to sign off on completion form and give it to career center manager who will send it to FLWIB. Discussed the need to have original or copy. M. Woloson will check with NYSDOL. Please complete by 7/31/19.
 - **Training Outcomes Tab in OSOS:** Page 40 of the (OSOS) Guide states staff will need to enter the Effective Date or the date the information was collected. If staff puts the date the information was collected (a date after the training was completed), it’s not accepted. You receive an error message and you have to change it to the completion date. From our NYSDOL Field Rep Regarding data entry, try this:
 1. Click on the Training Outcomes tab
 2. Click “Add Outcome”
 3. Click “Outcome Details”
 4. Enter the date the information was collected in the “Effective Date” box
 5. Enter the date from the certificate in the “Date” box in the Contact Info section

Next Meeting August 9th, 9:00am at Geneva Career Center. Submitted by: M. Woloson