



Business Service Representative Meeting  
12/20/2019-9:00am-Geneva Career Center  
Present: K. Bailey, C. Eirmann , C. Caughey M. Sykes, J. Weise  
M. Woloson

**1) Review/approve minutes from 11/15/2019-** Approved K. Bailey, C. Eirmann-2nd, all in Favor- motion carried.

**2 )Dashboard- 2.-**Dashboard Reviewed October dashboard with data showing for the 4th month of new program year. Four county average unemployment rate for Oct. was 3.5%, up a tenth of a percent from the previous month and .3% higher from the same time last year. Front door traffic was down by 69 customers compared to the same time last year.. All categories of services saw increase over the same time as last year except OJTs which were even at 14-same as last year..

**3) Customized Training/ OJT-**

Follow Up From 11/15/2019 *The question came up: Is it expected that we have employer complete attestation form each time (after the Responsibility Questionnaire) an OJT is done during the year the RQ covers?*

NYS DOL response: "If an organization has submitted a Responsibility Questionnaire (RQ) within the last 12 calendar months, all that is needed is an attestation that the information presented in the form remains true, accurate and complete. Attestation form should be completed each time an OJT is done during the course of the year."

**3) Skill Up-Finger Lakes-** FLWIB met with representatives from partner agencies and manufacturers on November 26,. Manufacturers will be working with Metrix to develop a manufacturing badge. Job-seekers who complete a "badge" will be able to interview with employer. We will be convening healthcare providers at a later date.

**4) Opioid/TET update-**Currently 10 people in Opioid grant for Peer Training. TET program has 2 OJTs. Please keep sending dislocated workers for TET funding.

Next Meetings: New Geneva Career Center at 9:00am

01/24/2020

Submitted by M. Woloson