



Business Service Representative Meeting
01/24/2020 -9:00am-Geneva Career Center

Present: K. Bailey, C. Caughey, J. Celso, C. Eirmann, J. Gieger, M. Sykes, J. Weise
M. Woloson

1) Review/approve minutes from 12/20/2019- Approved C. Caughey, M. Sykes -2nd, all in Favor-motion carried.

2) Dashboard/Performance- -Dashboard Reviewed November dashboard with data showing for the 5th month of current program year. Four county average unemployment rate for Nov. was 3.4%, down a tenth of a percent from the previous month and .3% higher from the same time last year. Front door traffic was down by 243 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. The group also reviewed OSOS Employer Report for December. It was noted that Suspended Job Orders were considerable less than previous months. This is due to new staff being hired onto New York State Department of Labor Business Services Team in Rochester.

3) Customized Training/ OJT-

- Reviewed recent OJT policy updates approved at last board meeting:
 - Required 80% retention of OJT trainees has been updated stating “prior performance will be assessed including the number of trainees who participated in programs, the number of individuals who completed training and remain employed with the business, and the results of monitoring. The business may be asked to provide a narrative to explain a lower retention rate of participants. “
 - New York State Department of Labor Technical Advisory #09-17.1 sample Training Justification form to be used as the On-the-Job Training Individualized Employment Plan. This replaces OJT Narrative.
- Group reviewed updated Job Developer’s checklist now known as “Business Services Representative OJT Contract Checklist. This now aligns with NYSDOL vetting paperwork.
- Reviewed Process Documentation for Customized Training. This was developed include of flow-chart and provides information regarding necessary steps to take when providing Customized Training to employers.

4)BSR OSOS Report-

- Group reviewed OSOS report for December. It was noted that total suspended job orders for December was down to 6 for December compared to 395 for November. NYSDOL in Rochester has been focusing on suspended orders and have nearly removed all of them.

4) Skill Up Finger Lakes: A hand out been developed to promote Skill Up to businesses in the area. Services include Skill Soft classes, Prove-it Assessments and job-seeker matching. For more services businesses will need to work directly with Metrix.

Next Meetings: New Geneva Career Center at 9:00am 02/21/2020.
Submitted by M. Woloson