

# FINGER LAKES WORKFORCE INVESTMENT BOARD PERFORMANCE & EVALUATION COMMITTEE MINUTES

Monday, October 31, 2022, 9:00 am

via Zoom

**Attendance:** Kathy Baker, Michelle Jungermann, Julia Murphy

**Absent:** Kathy Baker, Tom Facer, Mike Rusinko

**Board Member Guests:** Jennifer DeVault, Rick Plympton

**Staff:** Dréa Badger, Lynn Freid, Jen May, Mike Woloson

## Program Updates

Demand Occupation List review and discussion:

Zack Brooks (not present) recommends Machinists move from medium priority to high priority;

Ms. Jungermann recommends moving Social & Human Service Assistants from medium to high priority, as they are similar to Nursing Aides, Orderlies & Attendance, which is at high priority, and the only difference between the two occupations is location in which the occupation takes place;

Ms. Jungermann also recommends that Dog Grooming be added to the list, as Ontario ARC has been unable to fill open positions and other employers in the region such as PetCo, PetSmart and other independent businesses are in need of employees to fill those roles;

**ACTION ITEM: Research to be done to ascertain if Dog Grooming/Animal Caretaking is a true in-demand occupation in the region.**

Ms. DeVault reiterated the demand for the following occupations and gave the number of openings for the position at Thompson Health: Licensed Practical Nurses (23), Nursing Aides (48), Patient Care Tech (14), Registered Nurses (76), Security Guards (3), Bill and Account Collectors (4), Nutritional Services (13), Environmental Services (5), Phlebotomists (5), Pharmacy Technician (1) She recommends adding the following occupations to the list with low priority: Medical Technologists, Radiology Technologists, Respiratory Technologists, Surgical Tech, Magnetic Resonance Imaging Technologists; Sterile Processing Tech in medium priority. Ms. DeVault shared that Thompson Health currently has a 25% turnover rate and in the nursing home, they are seeing 45% turnover in CNA staff due to burnout from lack of staff; NY State Department of Labor, Labor Market Analyst, Tammy Marino, (not present) recommends (via email) moving Nursing Aides, Personal Care Aides and Teachers Assistants to low priority. Ms. Marino also recommends removing Medical Records and Health Information Technicians and Bill and Account Collectors from the list.

**A motion to approve the recommended updates to the Finger Lakes Demand Occupation List based on employer driven need was made by Ms. Jungermann and seconded by Mr. Plympton. All in favor, motion carried.**

## Policy Updates –

It is recommended that the following language be added to the On-the-Job Training Policy to allow for greater flexibility and service to hiring businesses: "Business Service Representatives (BSR's) may request a waiver allowing an OJT contract to exceed 640 hours of allowable training time by emailing a request to FLWIB Director with details".

It is also recommended that the wage of self-sufficiency be raised from \$25.00 per hour to \$27.50 per hour to reflect the current cost of living and inflation rate.

The group also reviewed new training provider requests from Corning Community College, Finger Lakes Community College, Cornell University, Cayuga-Onondaga BOCES, University at Albany, State University of New York, and Genesee Community College.

**A motion to approve revisions to the On-the-Job Training Policy and the Self-Sufficiency Standard Policy and updates to the Eligible Training Provider List was made by Ms. Murphy and seconded by Mr. Plympton. All in favor, motion carried.**

## Performance & Evaluation Committee

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### Approval of Minutes

A motion to approve the minutes from August 30, 2022 was made by Ms. Murphy and seconded by Mr. Plympton. All in favor, motion carried.

### Center Updates

Ms. Murphy shared that a site for the Wayne County NYS Department of Labor office has been identified and the Office of General Services is in negotiations with the partner agency, with which the NYS DoL office will hopefully be housed. There is a 9-to-12-month time frame for a lease, necessary construction and moving. Ms. Murphy also stated that last week, the Geneva Center had the most walk-in traffic in the recent months. The Geneva Center has hosted two in-person job fairs with participation from both businesses and jobseekers. On November 15<sup>th</sup>, NYS DoL will host the Finger Lakes Region Virtual Career Fair.

Ms. Freid stated that Seneca County WIOA contracts have been signed and positions are being filled; FLX Schools will be providing WIOA Youth services and FLACRA will be providing WIOA Adult and Dislocated Worker services.

### Outreach Activities

Ms. May shared that recent activity has brought many more followers to the social media platforms, especially LinkedIn, which has grown to 200 followers in the last year. All information shared to us by our partners goes out on the FLWIB website and other platforms.

### Cluster Update

FAME – The 2022 Annual Event was held at FLCC, Victor Campus, on October 27<sup>th</sup>. The turnout wasn't as high as hoped, but the attending group was provided a presentation by a speaker from NIST about the Federal Job Quality Toolkit, which was launched in August. A review of the new strategic plan and future of FAME was also discussed at the event. The focus for FAME is now on reconvening the committees.

Finance & Audit Committee met on October 26<sup>th</sup> and were provided updates on the four different audits currently being conducted, three by NYS DoL; PY'21, PY'20 and another going back to PY'10. The fourth audit, PY'21 Independent Audit by The Bonadio Group, will be delayed until after the NYS DoL audits are complete. The November 16<sup>th</sup> Board meeting presentation will be from the NYS DoL Cannabis Unit only, and the PY'21 Independent Audit will be presented at the January meeting. At the next Performance & Evaluation Committee meeting, a report about the 11 Basic Elements provided at the Career Centers will be shared.

Outreach & Communications Committee met on October 26<sup>th</sup> and the new chair, Bill Pealer, was introduced. Mr. Pealer is on the board through his position as Geneva City Councilperson, but he is also a Media Production Specialist at FLCC and brings his marketing/outreach experience to the committee.

The Youth Committee last met on September 14<sup>th</sup> and will meet again on November 9<sup>th</sup>. LaToya Collins has joined the FLWIB as Youth Coordinator.

Veterans' Committee met on October 13<sup>th</sup> and will meet again on December 8<sup>th</sup>. Yashira Rodriguez, from Veterans Connect, a Greater Rochester Chamber of Commerce endeavor, has joined the committee.

The Disability Resource Coordinator has been hired: David Kelley, with Wayne ARC. Mr. Kelley will be reporting on his recent activities at the November Board meeting.

### Other Business

The Finger Lakes Regional Economic Development Council has been busy over the last few months working on the FLREDC nine-county regional report. The \$150M has been opened to NY State to start applying for funds.

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The next meeting is scheduled for Tuesday, December 27<sup>th</sup> and the committee will discuss an alternate date soon.

The meeting was unanimously adjourned at 9:59 a.m.

Submitted By: Jen May