

1.16.20 Management Team Agenda + Minutes			Members Present: Jen McCloskey, Liza Ochsendorf, Megan LaPorte, Doug Leavens, Pam Kaiser
#	Item	Objective	Notes/Actions in Bold
1	Review of Agenda	Ensure agenda doesn't miss any new items based on urgency or information just received.	
2	ETPL & Perform Reports	Ensure updates have been communicated.	
3	DOL "call" information.	Ensure all are aware of DOL call "rulings" about topics discussed	<p><i>DOL guidance for the mid-year local plan update was presented to the Team. The Center Directors have not received information from DOL yet on this topic in the form of a Technical Advisory (TA). The WDB and County CEOs in each Local Workforce Development Area (LWDA) are responsible for reviewing the plan and submitting changes to DOL. The process was discussed to accomplish this review. The plan needs to be reviewed by County CEOs and any proposed changes must be agreed by all three counties.</i></p> <p><i>A memo will be sent from the WDB cc Center Directors to County CEOs regarding the DOL requirement for the 4 year local workforce plan that was developed 2 years ago to undergo a mid-term review.</i></p> <p><i>To keep track of the latest version of the Plan, and any changes, it was suggested to upload the Local Plan to Dropbox, then upload CEO signoffs when accepted.</i></p> <p><i>The Local Plan review will be added to the system-wide calendar for January to monitor the need for formal review on an annual basis.</i></p>
4	Regional CFA	Draft 4 WDB's CFA Update – Document sent for review	<i>The Consolidated Funding Application (CFA) under construction by the WDB Coalition in its</i>

			<p><i>current draft were handed out for Center Directors to review and provide comments for inclusion in any next draft. Discussion noted the bulk of need in our locality is in supportive services, and whether the local area could submit a singular SWW grant. This option for an SWW area grant was raised in the past, and it was noted that one could have been generated for submission. This is still an option, as the CFR process is a rolling application. At this time, the 4 WDB Directors' application provides an opportunity for the regional Workforce Development Boards of the Greater Capital Region (Capital Region; Columbia-Greene; Saratoga-Warren-Washington; and Fulton-Montgomery-Schoharie as Project Leader) representing 12 counties to share in a group proposal for providing Work Experience services. The draft proposal aligns with REDC initiatives, which is required for the application to be approved.</i></p>
5	Annual calendar –items to address	Review the draft yearly systems calendar document for tactical and strategic work.	<p><i>Dec-Jan-Feb were reviewed. As is typical, three months of the system-wide calendar are scanned for current, past and upcoming tasks. Noteworthy items are below:</i></p> <p><i>The MOU Operator Contract has only one respondent to RFP, therefore need to check DOL sole source requirements.</i></p> <p><i>The Equal Opportunity (EO) Report to DOL is due in January for the previous quarter; no EO complaints were made within any of the three Career Centers for the period Oct-Dec 2019. The report to DOL will reflect this status.</i></p>

			<p><i>Current Demand Occupations as reflected in the 2017-2021 SWW Local Plan were emailed to the Team. These are Manufacturing, Health Care, Accommodations and Food Service, Retail, Professional and Business Services. The list of Demand Occupations need to be reviewed and modified if necessary to reflect current conditions.</i></p>
6	Items for Board Approval	Items known in advance that require Connections Team and Board actions.	<p><i>As is typical, items are previewed in Mgmt Team meetings in preparation for Connections Team action, in this case for the meeting in January.</i></p> <p><i>The Draft Adult Follow Up Policy will be shared with the Connections Team for review, with the intent to ready this for the full Board. It will be added to the January CTeam agenda.</i></p> <p><i>Center Directors report status of the Business Services Action Plan. They are ready to present this to the Board when it meets in February. Presentation of the Plan was deferred from the December Board meeting as requested by the Directors.</i></p> <p><i>Requests for Dislocated Worker funds that may be transferred to Adult (non-DW) funds is needed for action at the February Board meeting. As stated in previous meetings, any DW fund transfer request will need a narrative articulating the intended use for funds allowing the Board to understand how the Directors plan to expend funds.</i></p>
7	Board Meeting & System Follow Up Items	Identify and work on any questions or actions implied or explicit from the previous WDB meetings or required elements for the system.	<p><i>At the December Board meeting, the WDB proposed an initiative, Supporting Center Leadership, in recognition that the new directions undertaken by Center Directors to develop business services may require Board</i></p>

			<p><i>assistance to accomplish new goals under the strategic plan. The Board acknowledged that the form of support for this work, if or when desired, would be determined by the Center Directors and brought to the WDB for request.</i></p>
8	BS and Training data collection	Review Center BS & Training data collected to date and operational questions to be explored.	<p><i>The Business Services & Training quarterly reporting schedule first and second quarters of PY2019 are due at this time. As the PY19 training data spreadsheet is new this year, some refining questions were asked. For placement of the training unit of service into the proper quarter, the quarter when training starts will be used to record the unit of service. There were also questions related to the use of web-based Dropbox in Saratoga and Washington Centers, regarding file down and uploads (PK / ML to discuss offline).</i></p>
9	Business Services Action Plan Presentation	Obtain a Status Update/Review of Business Services presentation to date.	<p><i>The Business Services Plan was intended to be presented at this meeting in preparation for receipt by the Connections Team. The Center Directors handed out the Business Services Plan Powerpoint slides. The start of the presentation was pre-empted by a discussion initiated by Center Directors about perceived communication problems that exist within the Management Team and between the WDB and Center Directors. Some points of concern were: 1. not having a voice at WDB meetings or with Board members, 2. lack of clarity in verbal and written communications, 3. more time than seemed necessary reviewing system calendar items at Management Team meetings, 4. need for more refined ways to share documents. An immediate solution suggested was to rely on a phone conversation when applicable rather than email, and to acknowledge there will be some inefficiencies in communication due to</i></p>

			<p><i>change occurring in the system, i.e., completely new information to be shared and understood by all, and sometimes repetitious information for the benefit of those new to the system. Given the length of time taken for this discussion, another time for the BS Plan presentation was established. Limited availability prior to the Connections Team meeting dictated the BS Plan would be presented via conference call (LO will set up) at 8am Tuesday Jan21. Also, a separate meeting to establish norms for mgmt. team communications and document sharing will be held.</i></p>
10	Outcome Data for PY19 Training	Revisit the notion & elements of outcome data for the 6 Training categories established with a clear date established for submission	<p><i>The need to develop training outcome data has conceptually been shared with Center staff based on information previously shared. Feedback from the Center staff was requested in order to work through what outcomes we would want to see and how these would be collected in the form of data. This will be discussed further at the next R&D Team meeting.</i></p>
11	7 Connection Team priorities from March 2019	Remind the Team that items from the CT priority list still need attention and actions by the Career Centers	