

## Annual WDB Activities PY19

#	Month	Day	System	SWW meeting dates	Centers
a					Monthly – fiscal reports due to state. Saratoga receives from centers by 10 <sup>th</sup> . Saratoga - Submit roll up by 20th each month
b			Post actions taken at WDB meetings w/ 1 - 3 days. Post minutes after approved		
c					WDB director needs to ensure responses to monitoring reports are submitted timely as requested and if applicable
d	July		Renew NYATEP membership annually		Coordinate with Saratoga or Warren on who is paying NYATEP membership on behalf of board. Make sure NYATEP knows.
e			Approx. Qtrly - NYATEP LWDB directors meetings		
f			EEO report due to state by 5th of each qtr	Mgt team	
g			Update state website for demand Occs		Get input from centers regarding demand Occs
h			Review ETPL requests as received		Jen handles on behalf of the WDB
i			LWDB staff need to update any LWDB members on state site as needed including any change in board chair.		Warren & Washington should renew and appoint any new members to vacancies eff. 7/1.
j	August		Review Performance negotiation needs w/centers per TA when issued		Center should provide any performance negotiation input to LWDB director
				Mgt team	
k					Obtain final training report from each center for prior year
			Prep for upcoming team/committee meetings		
l			Initiate any steps needed for Machine Tool program		Coordinate machine tool logistics with centers
m	Sept.	2020	Finalize Performance negotiation needs w/centers per TA - due every 2 years		Center provide any performance negotiation
				Mgt team	
n			9/1 – MOU Operator report due for internal use		Obtain from Operator/Centers past year activity and current year plan

Revised per 1.16.20 MT mtg (items in highlight)

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o			For exec. Meeting - Get and review combined WDB expenditure report for Prior year. System report too?		*Obtain these reports through the most recent qtr. (or 6 month period) For all exec & board meetings. 1 <sup>st</sup> one will be prior year end report
p		15th			Summer youth employment report
q					Determine amount of DW/Adult transfer w/centers
r		2020	Begin regional plan soon per DOL guidance every 4 years & updates every 2 yrs.	WDB teams approx. late Sept.	
	October		Conduct a Partner meeting quarterly for MOU. Conduct 3-4 MOU partner meetings per year		
			Send out board package 3-7 days in advance. Watch for conflict between WDB meeting and NYATEP conference		
			EEO report due to state by 5th of each qtr	Exec team	
			Approve Displaced Worker transfer upper limit \$\$ amounts	WDB meeting	
			NYATEP annual conference		
			Career Jam		
			Approx. Qtrly - NYATEP LWDB directors meetings	Mgt team	
			Update state website for demand Occs		Get input from centers regarding demand Occs
					Business and Training Services quarterly reports: 1QPY19 (Jul-Sep2019) Due: 10/15/19
	November		For exec. Meeting - Get and review combined WDB expenditure report for Prior year. System report too?		*Obtain these reports through the most recent qtr. (or 6 month period) For all exec & board meetings.
		1st	Center training report for the current PY		
				WDB teams	
		2019	Local plan due every 4 years & updates every 2 yrs.	Exec team	
				Mgt team	
			Remind Saratoga center of board member term renewals		Centers need to handle with county in time for approvals in December at latest.
			Center Directors establish Dislocated Worker Transfer Requests for submission		
	December		Send out board meeting package 3-7 days in advance	WDB – early/mid Dec.	
			Remind Saratoga of board member renewals		They need to give to county late Dec. approx.
				Mgt team	

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	January		Prep for any RFPs to issue for activities eff. 7/1 if needed: Operator, Title I services in Washington or other counties at option of board. (see notes on timing)	WDB teams – late January	Coordinate with Saratoga and committees re: any needed RFPs vs. contract extensions
			Local Plan Updates (as required)		
			Prepare draft WDB budget for review at next exec. Meeting. Get center director comments too.		
		15th	LWDB staff update any new CEO contacts with state		Centers identify new CEOs/contact info to WDB dir.
					Business and Training Services quarterly reports: 2QPY19 (Oct-Dec2019) Due: 1/15/20
			Send LWDA Multi-jurisdiction agreement to all CEOs for signature if any one of them changes (and as an option meet with them to discuss).		
			Update any Saratoga Changes in LWDB members on state site		Saratoga should renew and appoint any new members to vacancies eff. 7/1.
		2021	LWDB recert due every 2 years		
			Approx. Qtrly - NYATEP LWDB directors meetings		
			EEO report due to state by 5th of each qtr	Mgt team	
			Update state website for demand Occs		Get input from centers regarding demand Occs
			Conduct a Partner meeting quarterly for MOU. Conduct 3-4 MOU partner meetings per year		
	February		Prep for our local annual center recertification If desired		
			For exec. Meeting - Get and review combined WDB expenditure report for Prior year. System report too?		*Obtain these reports through the most recent qtr. (or 6 month period) For all exec & board meetings.
			Contact landlord early Feb. for WDB office lease renewal details		Lease renews 4/15. Washington County executes but WDB staff facilitates.
			Annual NYATEP youth conference registration for early March event		
			Keep an eye out for Summer employment info that may arrive Feb-April	Exec team	Share summer info with counties
		2020	Anticipate MOU planning every 3 years – due in June	Mgt team	
			Issue any RFPs late Feb/early March		
	March		If applicable - Receive RFP response and prep for review by committees or review teams. Or – facilitate approval for extension of current contracts (see notes on timing)		Applies to contracts for Youth services, Wash. County adult/DW services, operator and possibly others.
			Our local annual career center Recert? Otherwise follow state schedule every 3 years (2021)	WDB meeting	Work with WDB staff and committee for certification
			Send out board meeting package 3-7 days in advance		

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				Mgt team	
			Keep eye out for planning allocations		Sharing planning info with centers
			Remind centers of budget/org, chart due date – 5/1		
	April		Contracts to Committees, BOS, WDBBoard		
			Approx. Qtrly - NYATEP LWDB directors meetings		
			EEO report due to state by 5th of each qtr	Mgt team	
			Remind Warren & Washington centers of board member term renewals		Centers need to handle with county in time for approvals in June at latest.
			Conduct a Partner meeting quarterly for MOU. Conduct 3-4 MOU partner meetings per year		
			Update state website for demand Occs		Get input from centers regarding demand Occs
			For exec. Meeting - Get and review combined WDB expenditure report for Prior year. System report too?		*Obtain these reports through the most recent qtr. (or 6 month period) For all exec & board meetings.
					Business and Training Services quarterly reports: 3QPY19 (Jan-Mar2020) Due: 4/15/20
	May			WDB teams	Budgets and org. charts due from centers 5/1
			Acceptance of TANF Funds		
			Summer Youth and related contracts		
			Review center budgets with exec.		
			Final WDB budget for exec. Comm.		
			Review RFP recommendations w/exec.	Conn team	
				Mgt team	
			Send out board package 3-7 days in advance		
	June	2020	MOU plan due every 3 years	WDB	
			Begin prep for Nov 2019 local plan update when TA issued (soon); Local Plan is due every 4 years & updates every 2 years		
			Career Jam planning		
			Machine tool wrap up meeting with employers. Status and improvements suggested. Need another cycle?		
			Select /renew Operator – Annually	Mgt team	