

WIB Executive Committee
Meeting Minutes

DATE: January 14, 2020

LOCATION/TIME: WIB Conference Room, 9 a.m.

ATTENDEES: Fred Boenheim, Andrew Federick, Charles G. Jones, Jr., Robert Mootry, Patricia Riegler and Myrna Young.

ABSENT/EXCUSED: Michael Martin, Brenda McDuffie, and Oswaldo Mestre, Jr.,

STAFF ATTENDEES: Mark Cosgrove, David Kaczor, Francine Nicholas, Anthony Scello, Barbara Schaus, Russell Sferlazza, Lavon Stephens and Geoffrey Szymanski.

TOPIC	DISCUSSION	ACTION
Call to Order	Mr. Jones called the meeting to order at 9 a.m. Mr. Jones welcomed and introduced the new Executive Director, Mr. Szymanski to the board. Mr. Szymanski stated he looked forward to personally meeting the Executive Committee members and working with the board.	
I. <u>Action Items</u>		
a) Minutes from October 16, 2019 meeting		Motion to approve minutes from the October 16, 2019 meeting was made by Mr. Federick, seconded by Mr. Boenheim. All were in favor. Motion carried.
b) Local WIB Policy Bulletin 1-20, Youth Who Require Additional Assistance to enter or complete an educational program or to secure or hold employment under WIOA-Local Definitions-REVISED	Mr. Scello stated the purpose of Local WIB Policy Bulletin 1-20 is to update the local definition of a youth who requires additional assistance to enter or complete an educational program or to secure or hold employment as part of youth eligibility under WIOA. Under this local definition policy, the intent is for out-of-school youth (OSY) to enter or complete an education program or to secure or hold employment. The intent for In School Youth (ISY) is to complete an educational program or to secure and hold employment.	Motion to approve Local WIB Policy Bulletin 1-20, Youth who require additional assistance to enter or complete an educational program or to secure or hold employment under WIOA-Local Definitions-REVISED was made by Mr. Mootry, seconded by Ms. Young. All were in favor. Motion carried.
c) Local WIB Policy Bulletin 2-20, Basic Skills Deficiency Policy	Mr. Scello stated low educational functioning levels can be a significant barrier to educational and/or employment success. WIOA requires, as part of the objective assessment, that all youth are assessed to determine their basic skills and to learn of any basic skills deficiencies. This policy provides guidance whereby the Local Workforce Development Board (WDB) establishes local criteria for defining a youth that is "basic skills deficient." Mr. Scello stated this new policy satisfies NYSDOL requirements.	Motion to approve Local WIB Policy Bulletin 2-20, Basic Skills Deficiency Policy, was made by Ms. Young, seconded by Mr. Federick. All were in favor. Motion carried.
d) Local WIB Policy Bulletin 3-20 Paid Work Experience for WIOA Eligible Adults & Dislocated Workers Enrolled in Training-REVISED	Ms. Nicholas stated Local WIB Policy Bulletin 3-20 is for information purposes. NYSDOL still has some concerns about the existing revisions, however Ms. Nicholas feels confident their concerns will be resolved in time for the WIB meeting next week. Ms. Nicholas stated the policy, concerning paid work experience for WIOA eligible Adults and Dislocated Workers enrolled in training, has been revised. The policy is based on funding availability and will be implemented in conjunction with BECWIB's ITA Priority of Service, and Supportive Services Policies. Only transitional jobs, a type of work experience for Adults and	Local WIB Policy Bulletin 3-20, Paid Work Experience for WIOA Eligible Adults and Dislocated Workers Enrolled in Training-REVISED was an information item and not voted on.

	Dislocated Workers, may use WIOA funds to subsidize wages.	
<p>II. Committee Reports</p> <ul style="list-style-type: none"> Budget 	<p>Russell Sferlazza, the Director of Finance, reviewed the 2nd quarter budget report. Mr. Sferlazza stated the budgeted expenditures are on target with an overall WIOA expenditure at 46%. Erie County provides in-kind revenue for personnel costs for the Executive Director of the WIB, which began on January 1, 2019, and is 31% expended. The HPOG grant is expended at at 40% and on target. The TET-NDWG grant is expended at 17%.The Thrive program is on target at 41% expended and extends through June 30. The CFA 8.0 is expended at 32%, which represents the first cycle. Mr. Sferlazza stated expenditures are on target to meet the 80% requirement by June 30. Mr. Sferlazza stated the adjusted PY 19 carryout is \$786,596. The ITA report shows 32.74% expended under the TET-WIOA Dislocated Worker fund and an over obligation of 102% under WIOA Adult fund. Mr. Sferlazza stated TAA & CFA funds are still available. The OJT report shows an unobligated balance of \$65,680 in the TET-NDWG Dislocated Worker fund. Under OJT WIOA Adult \$50,000 remains.</p>	<p>Motion to direct the WDC Director of Finance to review budgeted line items and identify funds available for transfer and to be used to support the ITA program funding made by Mr. Federick, seconded by Mr. Boenheim. All were in favor. Motion carried.</p>
<p>III. Other Business</p>	<p>Ms. Nicholas stated NYSDOL's Quality Assurance Division recommend the committee be informed that our local area has no cap on the Supportive Services Policy. Ms. Nicholas stated parameters are in place and all Supportive Services center around training.</p> <p>Mr. Jones welcomed Fred Boenheim and Bob Mootry, as the newly elected members to the Executive Committee.</p> <p>Mr. Jones stated the 2018-19 Annual Report is the best one yet and told Mr. Kaczor great job!</p>	
	Meeting adjourned at 9:30 a.m.	<p>Motion to adjourn made by Ms. Young, seconded by Mr. Boenheim. All were in favor. Motion approved.</p>