

Minutes from the June 9, 2020
Executive Committee Meeting

WIB Executive Committee
Meeting Minutes

DATE: June 09, 2020

LOCATION/TIME: Zoom Meeting Platform

ATTENDEES: Fred Boeheim, Andrew Federick, Charles G. Jones, Jr., Michael Martin, Oswaldo Mestre, Jr., Brenda McDuffie, Robert Mootry and Patricia Riegle.

ABSENT/EXCUSED: Myrna Young

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

GUESTS: Cheryl Fisher, Magavern, Magavern & Grimm.

TOPIC	DISCUSSION	ACTION
Call to Order	Mr. Jones called the meeting to order at 9:05 a.m.	
I. Executive Director's Report	Mr. Szymanski stated staff have successfully transitioned to working from home. Weekly staff meetings are held via ZOOM. Mr. Szymanski stated the WIB team has worked incredibly well remotely.	
<u>Action Items</u>		
a) Minutes from January 14, 2020 meeting		Motion to approve the minutes from the January 14, 2020 meeting was made by Mr. Boeheim, seconded by Ms. Riegle. Roll call was taken. All were in favor. Motion carried.
b) PY 20 Draft Budget	<p>Mr. Sferlazza reviewed the PY 2020 draft budget.</p> <p><u>Estimated PY 20 Revenue Summary</u> Mr. Sferlazza stated the WIOA overall allocation is down 18% from PY 19. WIOA Youth allocations are down 21% while the WIOA Adult allocation is down 22% from PY 19. The estimated carry-in is subject to change based on the closeout of PY 19 and NYSDOL's position waiving the 80% obligation requirement at the local level. The Health Profession Opportunity Grant (HPOG) is being extended another year which is scheduled to end on 9/29/21. HPOG funds are estimated to be \$1,600,885 for PY 20, the same funding level as PY 19. It is assumed that the Trade & Economic Transition (TET) grant will be granted a 9-month no-cost extension. The grant is scheduled to end 9/30/20. A 12-month budget was planned in anticipation of an extension. The THRIVE-Buffalo Grant will be ending 7/31/2020. One month of expenses was assumed for the grant. There are 6 positions that will be eliminated when the grant term ends.</p> <p><u>Budget Expense Summary</u> The following are some of the items described by Mr. Sferlazza under the budget expense summary. No Cost of Living Adjustment was recommended in the current year, which will allow us to keep staffing the same level as the prior year. WDC fringe rate is budgeted at 38%, which is the same as PY 19. It includes 10% retirement contribution for calendar year 2021, WDC health premium cost is estimated at the same level as PY 19. Cost is shared 75% to employer, 25% to employee. SUNY Erie contract assumes a small increase due to contractually obligated salary increases</p>	<p>Motion to approve the PY'20 draft budget as recommended was made by Ms. McDuffie, seconded by Mr. Boeheim. Roll call was taken. All were in favor. Motion carried. (Ms. McDuffie did not participate in any discussion regarding the PY' 20 draft budget and recused herself from any vote because of her affiliation with the Buffalo Urban League.)</p>

	<p>for staffing. Fund reimbursement to County of Erie for one WIB staff member and fund reimbursement to City of Buffalo for BETC Director is reflected in the salaries & fringes.</p> <p>Participant Activity Costs Mr. Sferlazza stated overall training costs decreased in the PY 20 budget. WIOA Adult activity costs including ITAs, OJTs, participant Work Experience, and Support Payments/Child Care remained the same as PY 19. Mr. Sferlazza stated \$1,733,399 is being set aside for Youth Contractual costs. This is a 22% decrease from PY19.</p> <p>Overall expenditures proposed in the PY 20 budget is decreased by \$1,249,066 or 11.2% from PY 19.</p> <p>Planned carryout is subject to change based on PY 19, which will impact carry-in figures.</p>	
<p>c) WIOA Adult Dislocated Worker Transfer Resolution</p>	<p>Mr. Sferlazza stated transfers are allowed and have been done in the past between the funding streams. The cutoff date is 6/30/2020. If the recapture of funds is allowed (because our area did not spend 80%), the transfer would help with contractual obligations and customer needs. Mr. Sferlazza requested authorization to transfer funds.</p>	<p>Motion to approve the WIOA Adult Dislocated Worker transfer Resolution that provides the authority to the Director of Finance to transfer up to 100 percent of Program Year 19 & Program Year 20 funds between the Adult and Dislocated Worker programs for the purpose of addressing local area programs and customer needs was made by Mr. Mootry, seconded by Ms. Riegle. Roll call was taken. All were in favor. Motion carried.</p>
<p>d) SUNY Career Center Resolution</p>	<p>Mr. Cosgrove stated SUNY Erie operates the Career Center at SUNY North Campus and at the SUNY Erie South Campus. Mr. Cosgrove stated the increase of 5.5% was due to contractually obligated staff salary increases. Mr. Mestre asked if SUNY has shared the amount of students that are on campus. Mr. Cosgrove stated SUNY Erie is providing virtual training but no on campus students. Mr. Kaczor stated Ms. Raymond and staff have been very busy in their outreach of customers and their virtual offerings to them. Ms. McDuffie stated this is the new normal and NYS has not released any of the colleges to permit on campus students. Ms. McDuffie stated we would need to look at new ways to engage youth/customers and deliver services to them, and at the same time being certain they are comfortable in returning to the Centers. Mr. Federick stated it is important to get technology to customers so that they are able to participate in training virtually.</p>	<p>Motion to approve the resolution to authorize the WIB and WDC to enter into a memorandum of understanding and financial agreement with SUNY Erie in an amount not to exceed \$615,230.25 for the period of 7/1/20-6/30/21 was made by Ms. Riegle, seconded by Mr. Federick. Roll call was taken. All were in favor. Motion carried.</p>
<p>e) WNY Networks IT Resolution</p>	<p>Mr. Kaczor stated normally an RFP would be released in the spring and published in the media. Under the circumstances of the shutdown and the office closed, we could not share and make available our IT system to the prospective bidders. Vendors need to view our IT system. This resolution would allow for a 3-month extension of our current contract at the same flat rate of \$85/hour. The WIB will complete the RFP process to facilitate the selection of an IT vendor to begin providing services on 10/1/2020. Mr. Kaczor stated staff looks at Mr. Galley's performance yearly. Mr. Kaczor stated we have had a successful relationship with Mr. Galley who has been very responsive to staff IT needs. Mr. Szymanski stated Mr. Galley did no skip a beat when it was determined staff would be working from home. Mr. Galley had staff set up with software that enabled all to work from home. Mr. Kaczor stated transition went smoothly. Mr. Galley responded to staff with any concerns they had during the work from home period.</p>	<p>Motion to authorize the WDC to enter into a 3-month contract (7/1/20-9/30/20) with WNY Networks Inc., for the express purpose of providing IT and Web Site support services to the WIB and the WDC. Services will continue to be billed at a flat rate of \$85 per hour and will be billed in 15-minute increments. The total budget will not exceed \$26,265. Ms. McDuffie, seconded by Mr. Mootry, made the motion. Roll call was taken. All were in favor. Motion carried.</p>
<p>f) Imagine Staffing Resolution</p>	<p>Ms. Nicholas stated we have a contract with Imagine Staffing who provides staffing as the employer of record</p>	<p>Motion to extend the contract with the WDC & Imagine Staffing to coincide with</p>

<p>g) Renewal of System Coordinator Resolution</p> <p>h) In-School & Out-of-School Contract Renewals</p> <p>i) Demand Occupation List Additions</p>	<p>to WIOA Adults and Dislocated Workers engaged in temporary paid work experiences while participating in occupational skills training.</p> <p>Ms. Nicholas stated Mr. Slenker provides consulting services as the One Stop Coordinator. Mr. Slenker has created an innovative and streamlined approach to One Stop services. The resolution is requesting an additional year of consulting services which is allowed under the original RFP issued in 2018.</p> <p>Mr. Szymanski asked that the record reflect Mr. Slenker has been a great source of information during the Pandemic shutdown as an economist and a tremendous asset to the WIB as the One Stop System Coordinator.</p> <p>Mr. Scello updated the group on Youth funding. Ms. McDuffie left the meeting. Mr. Scello stated the Youth Standing committee (YSC) met on 2/20/2020 to review WIOA Out-of-School (OSY) and In-School (ISY) performance information. Mr. Scello stated the current youth service providers were selected based on a RFP in 2018. The RFP covered 2 program years and allowed for two one-year extensions. Program Year 2020 represents the first of two possible contract extensions. Based on performance and review the YSC recommended contract extensions for all current OSY service providers. The current ISY provider, Buffalo Urban League (BUL) experienced some under performance issues. A meeting was held at the request of the YSC with BUL management which led to improved performance and understanding. Mr. Mestre said a good frank meeting was held with BUL. Based on that, WIB staff is recommending a one-year contract extension for BUL ISY program. After an increase in WIOA Youth funding of 31% from Program Year 2018 to 2019, this Program Year represents a decrease of 21% from PY 19. Mr. Scello stated it is anticipated that some unexpended dollars from the current year funding may be available. An estimate of unexpended funds is in the process of being determined. Mr. Mestre asked if youth services were suspended during the pandemic. Mr. Scello stated the youth providers have continued to provide services virtually.</p> <p>Mr. Cosgrove stated five occupations would be added to the list. During these virtual times, the occupations are very appropriate. Tim Glass, NYSDOL labor rep for our area, agrees the five occupations added to the list are favorable for employment in our area.</p>	<p>the end date of the funding period of BECWIB's Trade & Economic Transition National Dislocated Worker Grant (TETNDWG) including any no cost extension. The extension would be for an additional 3 month term from 7/1/2020 to 9/30/2020, or for an additional period that coincides with any no cost extension granted to BECWIB under its TETNDWG; provided however, that any contract extension with Imagine Staffing shall not extend beyond 6/30/2021 and shall be on the same terms and conditions as the original contract; namely an hourly administrative rate per participant of no more than 40% during the contract term. Motion to approve the contract was made by Mr. Federick, seconded by Mr. Boeheim. Roll call was taken. All were in favor. Motion carried.</p> <p>Motion to authorize the Workforce Development Consortium (WDC) to enter into a contract with John Slenker, for the express purpose of providing consulting services as the One-Stop System Coordinator for the contract term of 7/1/2020 to 6/30/2021, and any extensions thereof. The total budget will not exceed \$48,000. Motion to approve the contract was made by Mr. Martin, seconded by Mr. Federick. Roll call was taken. All were in favor. Motion carried.</p> <p>Motion to accept the staff recommendation to extend the contracts for all current Out-of-School Youth (OSY) providers Catholic Charities of Buffalo, Buffalo Urban League and the Service Collaborative of WNY. The motion accepts the staff recommendation to extend the Buffalo Urban League's In-School Youth (ISY) program. Based on WIOA's emphasis on OSY services, ISY services will be reduced from 25% to 20% of overall WIOA youth funding. The reduction in ISY services will increase the OSY expenditure percentage from 75% to 80%. Twenty percent of all WIOA youth funding must be used for work experience related expenses. Mr. Mestre made the motion, Ms. Riegle seconded it. Roll call was taken. Ms. McDuffie left the meeting when the discussion began and did not vote. The remainder of the committee were in favor. Motion carried.</p> <p>Motion to accept the additions to the Demand Occupation list including Computer Network Support Specialists, Computer System Engineers, Database Administrators, Database Architects and Web Developers, was made by Ms. McDuffie, seconded by Mr. Mootry. Roll call was taken. All were in favor. Motion approved.</p>
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<p>II. Other Business</p>	<p>Mr. Szymanski announced Barbara Schaus would be retiring. He thanked Barbara for all she does. Mr. Jones stated Mr. Szymanski took over the Executive Director's position at a difficult time and has had a smooth transition despite the pandemic. Mr. Jones wished Barbara well on her retirement and thanked her for her great career with the WIB.</p>	<p>Motion made by Mr. Martin to formally recognize Barbara's years of service to the board and to the community. Mr. Martin stated Barbara made it very easy to be a board member and wished Barbara well. Ms. McDuffie seconded the motion. Ms. McDuffie added she has worked with Barbara for more than 20 years. Ms. McDuffie stated a better representative to the community could not be found, in terms of her service, efficiency, and consistency. Barbara has grown as the WIB has grown and will be missed tremendously. Ms. McDuffie wished Barbara the best of health to her and her family. All were in favor. Motion carried.</p>
	<p>Meeting adjourned at 10:15 a.m.</p>	<p>Motion to adjourn was made by Mr. Federick, seconded by Ms. McDuffie. All were in favor. Roll call was taken. Motion carried.</p>