

WIB Executive Committee
Meeting Minutes

DATE: October 16, 2019

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

ATTENDEES: Mary Margaret Aprile, Andrew Federick, Charles G. Jones, Jr., Michael Martin, Brenda McDuffie, Patricia Riegle and Myrna Young.

ABSENT/EXCUSED: L. Nathan Hare, and Oswaldo Mestre, Jr.,

STAFF ATTENDEES: Mark Cosgrove, Francine Nicholas, Joseph Ricchiazzi, Barbara Schaus, Russell Sferlazza and Lavon Stephens.

TOPIC	DISCUSSION	ACTION
Call to Order	Mr. Jones called the meeting to order at 9:10 a.m.	
I. <u>Action Items</u> a) Minutes from June 12, 2019 and July 26, 2019 meetings		Motion to approve minutes from the June 12, 2019 and July 26, 2019 meetings made by Mr. Federick, seconded by Ms. McDuffie. All were in favor. Motion carried.
II. Committee Reports • Budget • Nominating- 2019 WIB Slate of Officers	<p>Russell Sferlazza, the Director of Finance, introduced the new WDC Senior Accountant/Monitor, Joseph Ricchiazzi. Mr. Ricchiazzi presented the PowerPoint budget report for the committee. Mr. Ricchiazzi stated \$3.6 million of the budget represents TET, HPOG (Health Profession Opportunity Grant), THRIVE (part of Empire State Poverty Reduction Initiative) and other ITA trainings. Mr. Ricchiazzi stated the increase in WIOA Admin for this year correlates with the increase in the grant this year. WIOA Youth had the biggest increase of the funding. None of the WIOA programs usage exceeds 25% of their budget. The Other Programs (HPOG, TET-NDWG, THRIVE) are not exceeding 25%. The Budget to Actual Revenue reports shows the Actual Revenues exceeded the Budgeted Revenues. WIOA Admin Actual Revenues did not exceed Budgeted Revenues. WIOA Adult funds are 45% obligated. This is because ECC & BOCES semesters run from September to December. WIOA Dislocated ITA funds are 84% obligated as the program year runs from September to August (different from our LWDA's fiscal year). The ITA funds had a large increase due to the TET Grant awarded in 2018. PY 2019's ITA amount reflects the TET Grant & ITAs. The budget report shows no red flags.</p> <p>Ms. Young, Chairperson of the Nominating Committee, stated the committee met on August 23, 2019. The group discussed attendance and member involvement. The committee developed a slate of officers. Ms. Young thanked Mr. Jones for contacting members inquiring about their willingness to serve. The committee requested letters be sent to members expressing thanks for their participation and the importance of attending meetings. The letter would also provide their attendance for 2018-19 WIB meetings. Ms. Young stated ballots would be available at the WIB meeting for nominations from the floor. The Slate of Officers that will be presented at the WIB meeting are Charles G. Jones, Jr.-Chairman,</p>	

	Fred Boeheim-First Vice Chair, Brenda McDuffie-Second Vice Chair, Robert Mootry-Treasurer and Patricia Rieggle-Secretary.	
<p>III. Other Business</p> <ul style="list-style-type: none"> • 2020 Conflict of Interest Statement • WIB Board Recertification 	<p>Mr. Jones asked the group to complete the Annual 2020 Conflict of Interest Statement.</p> <p>Ms. Nicholas stated recently NYSDOL was updated with WIB membership information. NYSDOL stated Our LWDA in good shape. Ms. Nicholas stated after January 1, 2020 our Board would need to recertify.</p> <p>Ms. Nicholas stated the MOU for Service Delivery and the 2017-2021 Local Plan continues to await the Mayor's signature.</p> <p>Ms. Nicholas stated NYSDOL completed a Procurement Review of our Youth Request For Proposal (RFP) and a forward finding was the result. However, there will be no fiscal impact. DOL acknowledged staff followed the procurement policy completely. Staff believed the result of the review should have been an observation or a technical advisory. Two meetings with NYSDOL took place before Ms. Gresham departed. Staff has accepted the finding. NYSDOL requested some language in the Youth RFP be clarified. Ms. Nicholas stated staff is going forward and has begun the modifications to the Youth RFP. Mr. Jones requested the changes to the Youth RFP be shared with the Executive Committee. Ms. Young & Ms. McDuffie stated staff should not be discouraged with the forward finding.</p>	
	Meeting adjourned at 9:40 a.m.	Motion to adjourn was made by Ms. Young, seconded by Mr. Martin. All were in favor. Motion carried.