



**Workforce Investment Board
One-Stop Committee Meeting
726 Exchange Street, Suite 630
Tuesday, April 3, 2018
9:30 AM – 11:00 AM**

Meeting Agenda

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| 1) Call To Order | Michael Martin |
| 2) Approval Meeting Minutes (10/8/15, 4/12/16 & 9/28/17) | Michael Martin |
| 3) WIOA Update | Heather Gresham |
| 4) Health Professionals Opportunity Grant Update | Mark Cosgrove |
| 5) Business Services Program Update | Lavon Stephens
Christina Lopez |
| 6) One Stop Certification | Lavon Stephens
Denise Raymond
Demone Smith
Carolyn Bright
David Kaczor |

2) Approval Meeting Minutes

10/18/15, 4/12/16, 9/28/17

Minutes

Buffalo and Erie County Workforce Investment Board One-Stop Committee

**Meeting - Thursday, September 28, 2017 : 9:00 a.m.
726 Exchange Street, Buffalo**

The One-Stop Committee of the Buffalo and Erie County Workforce Investment Board (WIB) met on Thursday, September 28, 2017 at 9:00 a.m. at Larkin at Exchange, 726 Exchange Street, Buffalo, New York.

The following Committee Members were in attendance: Mary Margaret Aprile; Michael Martin; and Patricia Riegle;

The following WIB staff was in attendance: Mark Cosgrove; Dave Kaczor; and Francine Nicholas.

The following guests were in attendance: Christina Lopez; Crystal Messina; Dawn O'Sullivan; Denise Raymond; Russell Sferlazza; and Lavon Stephens.

II. MINUTES FROM 10/8/15 and 4/12/16 MEETINGS

Tabled due to lack of quorum.

III. WIOA UPDATE

Mr. Kaczor indicated the WIB is working on:

- (1) the annual plan tied to the regional plan;
- (2) MOUs. Under WIA, MOUs were mandated but never accomplished as they are very labor intensive. Again mandated under WIOA so the WIB is working on development of them;
- (3) Developed a regional sector Request for Proposals for advanced manufacturing, just one response received; being reviewed.
- (4) Annual Report which will be presented to the full WIB Board at its January meeting. (Mr. Martin encouraged using real pictures of people and places where possible); and
- (5) October 18, 2017 the new website will be launched. He stated it was a bit of a challenge as five websites were being merged into one.

IV. ONE-STOP CERTIFICATION

Mr. Kaczor indicated the WIB is awaiting information from the State, but will be doing the process again this year. Board Members and staff will be included again this go round.

V. HEALTH PROFESSIONALS OPPORTUNITY GRANT UPDATE

Mr. Cosgrove reviewed his report. The big focus of the program this time is more RNs. The program has been conducting a big marketing effort with commercials airing on radio and tv.

Mr. Cosgrove stated that HHS has authorized hiring a consultant to evaluate the program's numbers to translate into a report outlining the impact of the program on the local economy. Mr. Martin suggested a report looking at those who are getting training and the zip codes of where the jobs are since transportation is usually an issue.

VI. BUSINESS SERVICES UPDATE

Lavon indicated that Christina Lopez and Heather Gresham will be making a presentation on career pathways at the NYATEP conference in October.

Ms. Lopez provided some highlights of the unit's endeavors:

Lobbying representatives in Congress trying to extend transportation into the suburbs to help both individuals and employers;

Regional sector partnership grant. Helping other areas set up career pathway models;

Working on article for National Association of Counties on behalf of the County Executive (Mr. Martin requested a copy);

Working on more regional partnerships with IDAs to understand their needs and growth model, along with new employers coming into the area;

Working on recruiting for a third "introduction to pathways in customer serving training";

Working on launching travel and tourism training for the spring; and

Looking at offering a Career Navigator session in the new year.

VII. ONE STOP CENTER UPDATE

Ms. Raymond reviewed her report handed out at the meeting.

Ms. Nicholas introduced Sjunseeargn Foxx, the new One-Stop system Coordinator. She will be working with the partners to improve the system. Ms. Foxx stated she is looking forward to meeting with each of the partners one-on-one. She is preparing by reading the regulations, acquainting herself with the structure, meeting with the One Stop Directors, etc. Mr. Martin congratulated her on her new role.

Meeting adjourned at 10:40 a.m.

Minutes

Buffalo and Erie County Workforce Investment Board One-Stop Committee

**Meeting - Tuesday, April 12, 2016 : 9:00 a.m.
726 Exchange Street, Buffalo**

The One-Stop Committee of the Buffalo and Erie County Workforce Investment Board (WIB) met on Tuesday, April 12, 2016 at 9:00 a.m. at Larkin at Exchange, 726 Exchange Street, Buffalo, New York.

The following Committee Members were in attendance: L. Nathan Hare; Patricia Riegle, serving as Chair; and Arthur Ruska.

The following WIB staff was in attendance: Mark Cosgrove; Dave Kaczor; and Heather Gresham.

The following guests were in attendance: Dawn O'Sullivan; Sue Palys; Denise Raymond; and Lavon Stephens.

II. MINUTES FROM 10/8/15 MEETING

Tabled due to lack of quorum.

III. WIA/WIOA UPDATE

Ms. Gresham stated there has not been much progress. There are several issues with regard to implementation of WIOA. One is procurement of the One-Stop Operator and One Stop Service Provider for which this process hopefully will begin within the next couple of months. Ms. Gresham stated one concern is that since the WDC serves as fiscal agent, there is concern it could not "bid" on its own money. The WIB is working with DOL to resolve this issue and has requested technical assistance regarding this matter. Another issue is how to better serve disabled individuals and the need for "etiquette" training for these customers. Ms. Raymond stated that annually ECC brings into the Center an individual from ACCESS/VR to provide refresher training. Mr. Stephens has been charged with focusing on the various pieces regarding providing services at the One Stop Centers to ensure compliance with WIOA.

Ms. Gresham stated that she will be forming a sub-committee of the One-Stop Committee to address the needs of "special populations". She noted that WIOA requires different services for individuals with disabilities, new Americans, older adults, and formerly incarcerated individuals. Ms. Gresham said that she will solicit participation for this sub-committee at the full WIB Board meeting.

Advertising

Ms. Gresham stated that she and Mr. Stephens have been involved in a grass roots campaign. On 3/18 they attended a conference on racial disparity in employment. They met with Pastor Nicholas who indicated that the WIB/WDC does great work that no one knows about. Ms. Gresham said that the organization has been doing better in this regard, but there's much more to do. She stated that we will piggyback onto the HPOG advertisements on NFTA buses.

Ms. Gresham stated that the WIB will be providing training to One Stop Center and NYSDOL staff "training from the back of the room" to breathe life into current offerings.

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IV. HEALTH PROFESSIONS OPPORTUNITY GRANT (HPOG) UPDATE

Mr. Cosgrove stated he went to meetings in Washington and Philadelphia attended by fellow grantees. He said HPOG Buffalo is considering hiring a family advocate to help participants with issues outside of training. Mr. Cosgrove stated that this is our second grant and are very much looking to improve upon the first program. He noted that HPOG Buffalo also now has a Facebook page.

Mr. Cosgrove stated that 20 individuals are enrolled; offering life skills workshops this time. He also stated that tomorrow is the deadline for proposals in response to an RFP for refugee services. Mr. Cosgrove reiterated that HPOG Buffalo will have signage on NFTA buses.

V. BUSINESS SERVICES PROGRAM UPDATE

Mr. Stephens provided some highlights from the unit.

- * Trying to sell more than OJT, looking at changing OJT policy.
- * Conducting sector-based initiatives;
- * Travel and tourism workshop held in October; this class is about to graduate; internships are being set up. Looking at using this model for other sectors such as construction.
- * Still offering Career Navigator;
- * Offering more job search workshops in the One-top Centers.

VI. ONE-STOP CENTER UPDATES

Ms. Raymond distributed a flyer for the Dr. Martin Luther King, Jr. Job Fair being held at ECC on Thursday, May 26, 2016 in collaboration with NYSDOL. A workshop will be held during the job fair entitled "Rewarding Careers in Public Service".

SUNY Career Services Grant

- * ECC was recently awarded a \$100,000 grant from SUNY.
- * A new employee will work with the DOL, Erie County's WIOA staff, ECC faculty, and local businesses to bring employment and internship opportunities to ECC students, focusing on Regional Economic Priorities. Funding is available in the budget to host internship fairs and recruitment events for employers in these high growth demand occupations.

VII. OTHER BUSINESS

None.

Meeting adjourned at 10:27 a.m.

Minutes

Buffalo and Erie County Workforce Investment Board One-Stop Committee

**Meeting - Thursday, October 8, 2015 : 12:00 Noon
726 Exchange Street, Buffalo**

The One-Stop Committee of the Buffalo and Erie County Workforce Investment Board (WIB) met on Thursday, October 8, 2015 at 12:00 Noon at Larkin at Exchange, 726 Exchange Street, Buffalo, New York.

The following Committee Members were in attendance: Mary Margaret Aprile; Carolyn Bright; L. Nathan Hare; Michael Martin, Chair; Patricia Riegler; and Arthur Ruska.

The following Committee Members were excused: Carrie Kahn; Ralph Salerno; and Myrna Young; and Michael Zwick.

The following WIB staff was in attendance: Mark Cosgrove; Dave Kaczor; and Heather Okoro.

The following guests were in attendance: Terrance Chatfield; Christina Lopez; Dawn O'Sullivan; Sue Palys; Denise Raymond; Russell Sferlazza; and Lavon Stephens.

Mr. Martin wished everyone a Happy New Year and called the meeting to order at 12:10 p.m. Mr. Martin officially welcomed Carolyn Bright to the Committee.

II. MINUTES FROM 4/20/15 MEETING

Motion to accept minutes as presented made by Ms. Riegler; seconded by Ms. Aprile; all were in favor; so moved.

III. WIA/WIOA UPDATE

Ms. Okoro stated the organization is still navigating the transitional period. The WIB Board certification and designation of the workforce area has been accepted. She stated there are a lot of transitional activities to be completed in the next 1-1½ years such as revision of the WIB by-laws; One-Stop procurement, then certification of the One-Stop(s).

Ms. Okoro stated the Transitional Committee met last month. One change will be all required partners will be mandated to contribute to expenses. Awaiting guidance from Albany on how to develop a cost sharing agreement. Unknown if TANF will be a required partner; it's at the discretion of the Governor. Ms. Okoro also stated Mr. Stephens will be convening a meeting of all the required One-Stop Partners.

Ms. Okoro announced the second award of Health Professions Opportunity Grant (HPOG) in the amount of \$8 million for five years to serve Buffalo and Erie County. Congratulations to Mark Cosgrove, Francine Nicholas, and Leslie Ayer for all their hard work on the first five years and successful grant award for HPOG #2. Mr. Martin offered his congratulations as well.

IV. HEALTH PROFESSIONS OPPORTUNITY GRANT (HPOG) UPDATE

Mr. Cosgrove reviewed information included in the meeting packet. Some highlights included: program intends to enroll 1,000 individuals into training, with 800 completing training, and 700 becoming employed in health-related occupations, all being accomplished through Individual Training Accounts (ITAs). Mr. Cosgrove pointed out that this second grant includes a mandatory 40 hour Life Skills training module; more emphasis will be on career pathways and basic skills.

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Mr. Martin suggested integrating the neighborhood into the medical campus jobs – it's a great opportunity for great careers for families that live in the shadows of the medical corridor. Mr. Cosgrove noted that first trainees need to put in their "dues" in nursing homes, etc. then eventually will find employment in a hospital.

V. BUSINESS SERVICES PROGRAM UPDATE

Ms. Lopez reviewed her handout provided at the meeting. Ms. Raymond asked if her outreach numbers included the Department of Labor activities. Ms. Lopez replied yes, the numbers are for all of the County.

Travel & Tourism Workshop

Ms. Okoro stated it was an outstanding event. Ms. Lopez and her team did a great job. Mr. Martin asked Ms. Lopez to forward her report electronically.

Career Navigator

Ms. Lopez stated this "boot camp" is held 4 times a year. Currently recruiting for 2 upcoming classes in October and December. She indicated if anyone knows of someone who would be interested and appropriate to contact Phyllis DePronio.

New Unit Hire

Will be hiring a part-time Administrative Assistant.

VI. ONE-STOP CENTER UPDATES

BETC

Mr. Chatfield distributed flyers. He stated BETC and EOC are collaborating on outreach for Heritage Month, mostly on Buffalo's West Side. Inquired about funds being made available for materials to be printed in Spanish.

Solar City

BETC held an information session for interested job seeker which went extremely well. BETC attempted to cap the number at 300; but over 500 showed up so the company provided two sessions to accommodate everyone.

Clean Sweep

Clean Sweep is a City of Buffalo Initiative with which BETC is a part of. Each Wednesday, a BETC staff person participates to provide outreach. As of September, staff have spoken with over 1,000 residents.

ECC

Ms. Raymond introduced Crystal Messina, the new part-time Director. She then reviewed her report provided at the meeting. Ms. Raymond stated that the Center is offering Solar City presentations at Buffalo Promise Neighborhood. She noted that the ECC One Stop offices no longer has sequence of services. Both offices are open full time with the North location open until 6pm four nights a week and the Southtown location open on Wednesdays until 6pm. The South campus One Stop isn't able to offer the career development workshops offered at North due to space. The demographics at the South One Stop

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are a bit different than the North One Stop, with more rural and blue-collar customers who are interested in a job, not training. Ms. Raymond said that she, along with Carolyn Bright (NYSDOL), are conducting a training workshop at DOL. She noted that ECC is always doing workshops offsite and will continue to do so. Mr. Hare offered space at his organization if needed.

VII. OTHER BUSINESS

None.

Meeting adjourned at 1:30 p.m.