

WIB Meeting Minutes

DATE: January 28, 2020, 9 a.m.

LOCATION/TIME: Larkin Building, 8<sup>th</sup> floor Barton Room

ATTENDEES: Julius Gregg Adams, Jomo Akono, Mary Margaret Aprile, Fred Boeheim, Carolyn Bright, D. Sylvester Dihaan, Andrew Federick, Katherine Grace, Joseph Hanna, Charles G. Jones, Jr., Michael Martin, Elizabeth Miller, Robert Mootry, Scott Pallotta, Douglas Parks, Patricia Riegle, April Sanders, and David Sullivan.

EXCUSED

ABSENT/ Tracy Cardwell, Silvia Fakler, Cory Haqq, L. Nathan Hare, Brian Manley, Brenda McDuffie, Oswaldo Mestre, Jr., William Paladino, Bridget Russo, Ralph Salerno, Steven Weathers and Myrna Young

STAFF ATTENDEES: Mark Cosgrove, David Kaczor, Francine Nicholas, Denise Raymond, Anthony Scello, Russell Sferlazza, Demone Smith, Lavon Stephens and Geoffrey Syzmanski.

GUESTS: John Slenker.

| TOPIC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | ACTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| Call to Order                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Mr. Jones called the meeting to order at 9:15 a.m. Mr. Jones welcomed the new Executive Director, Geoff Syzmanski. Mr. Syzmanski stated the Business Services report was distributed for the meeting. Mr. Syzmanski stated he has met some of the board members and looks forward to meeting with the remainder. Mr. Syzmanski has reached out to DOL, ECC and BETC and visited those locations. He looks forward to working with the board.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b><u>Action Items</u></b></p> <p>1) Minutes from October 21, 2019 meeting</p> <p>2) 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</p> <p>3) Local WIB Policy Bulletin 2-20, Basic Skills Deficiency Policy</p> <p>4) Local WIB Policy Bulletin 3-20, Paid Work Experience for WIOA Eligible Adults &amp; Dislocated Workers Enrolled in Training-REVISED</p> | <p>Mr. Scello stated the purpose of the policy 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 WIOA, the seventh barrier for in-school youth eligibility and the eighth barrier for out-of-school youth address the eligibility criteria. Under this local definition policy, the intent is as follows: 1) out of school (OSY) to enter or complete an educational program or to secure or hold employment; and 2) in school youth (ISY) to complete an educational program or to secure and hold employment, if serving ISY.</p> <p>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 establishes local criteria for defining a youth that is "basic skills deficient."</p> <p>Ms. Nicholas stated WIOA offers internships and work experiences as an available individualized career service for Adults and Dislocated Workers. This local policy bulletin authorizes paid work experience for WIOA eligible Adults and Dislocated Workers enrolled in training provided through Individual Training Accounts (ITAs). This policy is based on funding availability and must be implemented in conjunction with BECWIB's ITA, Priority of Service, and Supportive Services Policies. Only Transitional Jobs, a type of work</p> | <p><b>Motion to approve the minutes from the October 21, 2019 meeting was made by Mr. Jones, seconded by Mr. Akono. All were in favor. Motion carried.</b></p> <p><b>Motion to ratify 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 was made by Dr. Adams, seconded by Mr. Dihaan. All were in favor. Motion carried.</b></p> <p><b>Motion to ratify Local WIB Policy Bulletin 2-20, Basic Skills Deficiency Policy was made by Mr. Akono, seconded by Mr. Sullivan. All were if favor. Motion carried.</b></p> <p><b>Motion to approve Local WIB Policy Bulletin 3-20, Paid Work Experience for WIOA Eligible Adults &amp; Dislocated Workers Enrolled in Training- Revised, made by Dr. Adams, seconded by Ms. Riegle. All were in favor. Motion carried.</b></p> |

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| <p>5) Resolution –Transfer of Funds to Support Individual Training Accounts (ITAs)</p> <p>Resolution – Reimbursement of funds expended in ITAs for WIOA Adults in PY 2019 (7/1/19-6/30/2020)</p> <p><u>II. Reports/Updates</u></p> <ul style="list-style-type: none"> <li>• Budget</li> <li>• HPOG</li> </ul> | <p>experience for adults and dislocated workers, may use WIOA funds to subsidize wages. Ms. Nicholas stated the total amount of funds available for transitional jobs in any program year is subject to a 10% cap of the total WIOA allocation. WIOA funds for the wage subsidy of a Transitional Job is capped at \$8,000 per participant, and may be exceeded at the discretion and prior written approval by the LWDB Executive Director. The employer of record must utilize the trainee’s weekly time sheets, signed by both the trainee and the trainee’s supervisor.</p> <p>Mr. Sferlazza stated the budget report will show Individual Training Accounts (ITAs) have been fully expended. Mr., Sferlazza highlighted the Resolution authorizing the transfer of up to \$50,000 from the WIOA Adult fund &amp; the Trade and the Trade &amp; Economic Transition fund to the ITA fund. This will support ITAs through June 30, 2020.</p> <p>Mr. Sferlazza stated the Niagara County Workforce Development Board has made available up to \$100,000 in funds available in WIOA Adult funds that can be utilized for costs incurred by residents of Erie County. Mr. Sferlazza stated staff will be developing a contract concerning the reimbursement of funds for tuition and fees expended in WIOA Adults in the Buffalo &amp; Erie Workforce Development Area sponsored ITAs during Program Year 2019. Niagara County has agreed to reimburse BECWIB, in an aggregate amount for those expenditures, up to \$4000 per ITA participant. BECWIB will provide supporting documentation for the tuition and fees. Mr. Szymanski stated Albany and WIB Directors were incredibly impressed and surprised with the creativity of this agreement.</p> <p>Russell Sferlazza, the Director of Finance, reviewed the 2<sup>nd</sup> quarter budget report. Mr. Sferlazza stated on the revenue side of the budget report, the overall revenue has increased by \$233,115. Fiscal staff has closed out the year ending 6/30/2020. Carryover amounts to \$786,596, with the bulk of it for WIOA Adult funds. 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 40% and on target. The TET-NDWG grant is expended at 17%.The Thrive program is on target at 41% and has been extended 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. 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 &amp; 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>Mr. Cosgrove stated HPOG is in the fifth and final year of their second 5 Year grant. The grant funded by the U.S. Department of Health &amp; Human Services, provides TANF and other low-income individuals training opportunities for occupations such as RNs, LPNs, nursing assistants, home health aides, medical assistants, medical secretaries, &amp; physical therapy assistants. Over the past two years, the focus was heavily on career pathways. The HPOG Buffalo LWDA was chosen by the Washington HHS office for a video.</p> | <p><b>Motion to ratify the Director of Finance to transfer up to \$50,000 from WIOA Adult fund and the Trade &amp; Economic Transition fund to the ITA fund; to support ITAs through June 30, 2020 was made by Mr. Jones, seconded by Mr. Boeheim. All were in favor. Motion carried.</b></p> <p><b>Motion to authorize the Buffalo &amp; Erie County Workforce Development Consortium (WDC) to enter into an agreement with the Niagara County Workforce Development Board for the express purpose of Niagara County’s reimbursement of BECWIB funds for tuition and fees expended for WIOA Adults in BECWIB sponsored ITAs during Program Year 2019, was made by Mr. Jones, seconded by Mr. Boeheim. All were in favor. Motion carried. Mr. Martin abstained.</b></p> |
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| <ul style="list-style-type: none"> <li>• Center Updates</li> </ul> <ol style="list-style-type: none"> <li>1) Denise Raymond-SUNY Erie</li> <li>2) Demone Smith-BETC</li> <li>3) Carolyn Bright-DOL</li> </ol> <ul style="list-style-type: none"> <li>• Business Services</li> </ul> | <p>Three videographers arrived from Florida and shot footage for a five-minute video highlighting the HPOG Buffalo program. The video should be ready in the next couple of months. Presently, Congress has approved a bill to extend HPOG for 1 year through 9/1/2021, and a new RFP for 5 years beyond that. The bill sits with the Senate for approval. Mr. Cosgrove stated our U.S. HHS representative in Washington is hopeful the bill will be acted on by the Senate in February.</p> <p>Ms. Raymond stated since the last WIB meeting a report from the Department of Labor was received. The total number of customers served in Erie County Job Centers was 18,101. The Total number of Job Placements in Erie County Job Centers was 12,725. Ms. Raymond stated the Erie County One Stop system placed 12,725 customers in employment last year. At SUNY Erie One Stop, 1,115 Adults were served with an employment rate of 77.7% and median wages of \$29,024. In addition, 1,654 Dislocated Workers were served, with an employment rate of 72.3% and median wage rate of \$31,080 in that population. Ms. Raymond stated a Dislocated Worker is an individual who lost their job and is unlikely to return to his or her occupation. . A Job Fair will be held at the SUNY Erie South Campus in partnership with Carolyn Bright of NYSDOL.</p> <p>Mr. Smith stated 3,459 participated in an orientation at BETC. Total number of customer usage at BETC is 9,586. BETC facilitated 420 clients in ITAs, 396 in computer classes, 195 GED classes, 66 attended re-entry classes, 328 attended employee recruitment sessions, and 718 attended Job Fairs.</p> <p>Ms. Bright shared the following list of Job Fairs &amp; Recruitment Events that will available to the public: 2/6/2020 a Solar Manufacturer/Imagine Staffing Recruitment at the SUNY Erie One Stop Center, 2/18/20 - a mini Job Fair at the DOL Career Center at 4175 Transit Road, 2/20/2020 Solar Manufacturing/Imagine Staffing Recruitment (Delevan Grider Community Center, 2/20/20 STEM Job Fair, Larkin Center of Commerce, 2/27/20 Niagara County Mini Job Fair, Niagara County Trott Access Center, 4/4/20-Buffalo Promise Neighborhood, Highgate Public School, 5/7/20 Senator Tim Kennedy's Annual Job Fair, Buffalo Grand Hotel, 5/21/20 SUNY at ECC (partnership between SUNY Erie &amp; NYSDOL), South Campus. Ms. Bright stated the local DOL offices have small job fairs weekly. Ms. Bright stated NYSDOL is working with Imagine Staffing who is trying to help a South Park Avenue business to hire with a goal of 1400 new employees by the end of March or April.</p> <p>Mr. Szymanski distributed the Business Services report for board members to review. Ms. Lopez's report stated the Business Services team has been active in employer outreach while planning and preparing to rollout additional CFA &amp; TET funded Pathways to Success programs. Last Fall, the first of seven TET specific Pathway trainings were launched, graduating its first class in October. Rollout will continue for consecutive training in customer service for hospitality &amp; tourism, web development, manufacturing technician 1, and carpentry for building trades this spring. Business Services has also been working to engage local industry through the reintroduction of On-the-Job Training (OJT). Limited OJT funding is currently available to Dislocated and Adult Workers. Business Services continues to build cross agency collaboration</p> |  |
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| <p>III. Other Business</p> | <p>and alignment by working closely with local area County agencies</p> <p>Ms. Nicholas stated NYSDOL's Quality Assurance Division recommended the WIB be informed that our local area has no cap on the Supportive Services Policy. Ms. Nicholas stated parameters are in place, payments are fiscally tracked and all Supportive Services center on training.</p> <p>Mr. Szymanski stated Mayor Brown has signed the Memorandum of Understanding. All signatures required are now on the document.</p> <p>Mr. Kaczor stated the fifth Annual Report was emailed to board members. Mr. Kaczor thanked all that were involved with providing the information for the Annual Report including Demone Smith, Mark Cosgrove, Tony Scello, Carolyn Bright, Francine Nicholas and others. Mr. Kaczor said if requested an Annual Report will be mailed to you. Mr. Jones stated the Annual Report is a very good document with a lot of good information. Mr. Jones thanked Mr. Kaczor.</p> |                                                                                                             |
| <p>Adjournment</p>         | <p>Mr. Szymanski motioned the meeting adjourn at 10:15 a.m. in memory of Rose Bruno, Francine Nicholas' Mother who passed away.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Motion to adjourn was made by Ms. McDuffie, seconded by Mr. Park. All were in favor. Motion carried.</p> |

APPROVED: \_\_\_\_\_  
Patricia Riegle, Secretary

Date \_\_\_\_\_