

WIB Meeting Minutes

DATE: June 23, 2020, 9 a.m.

LOCATION/TIME: ZOOM Meeting Platform

ATTENDEES: Julius Gregg Adams, Jomo Akono, Mary Margaret Aprile, Fred Boeheim, Tracy Cardwell, Andrew Federick, Katherine Grace, Joseph Hanna, Charles G. Jones, Jr., Brian Manley, Michael Martin, Brenda McDuffie, Oswaldo Mestre, Jr., Elizabeth Miller, Robert Mootry, Scott Pallotta, Patricia Riegle, and April Sanders.

EXCUSED  
ABSENT/ Carolyn Bright, Sylvester Dihaan, Silvia Fakler, D. Cory Haqq, L. Nathan Hare, William Paladino, Douglas Parks, Bridget Russo, Ralph Salerno, David Sullivan and Myrna Young.

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

GUESTS: Cheryl Fisher, Magavern, Magavern & Grimm, John Slenker.

TOPIC	DISCUSSION	ACTION
Call to Order	Mr. Jones called the meeting to order at 9:10 a.m. and called attendance to ensure a quorum. Mr. Jones thanked the group for their attendance. Mr. Jones stated a roll call would be taken after every vote during the Zoom meeting.	
I. Executive Director's Report	Mr. Szymanski stated earlier this year our WIOA funding was reduced by 18% due to record low unemployment rate and a robust economy. Our local WDA received funds from Niagara County due to their inability to spend 80% of their funds. All of the above occurred before March of 2020, the start of the Pandemic. WDC & the WIB began to implement procedures to work from home. Since mid-March of 2020, the WDC, BETC & WIB have been working to the best of their ability remotely. Many of the staff have been equal or more effective working remotely. Weekly web conferencing meetings have occurred via ZOOM. The return to work policy has been created & will soon be implemented. We have requested the federal officials to return our funding to previous year's levels because of the record high unemployment because of the Pandemic shutdown.	
<p>II. Action Items</p> <p>1) Minutes from January 28, 2020 meeting</p> <p>2) PY 20 Draft Budget</p> <p>PY 20 Draft Budget (cont.)</p>	<p>Mr. Sferlazza reviewed the PY 2020 draft budget.</p> <p><b>Estimated PY 20 Revenue Summary</b> 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 of 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</p>	<p><b>Motion to approve the minutes from the January 28, 2020 meeting was made by Mr. Boeheim, seconded by Ms. Riegle. Roll call was taken. Mr. Murray abstained from the vote as he was not a WIB member at the time of the meeting. All were in favor. Motion carried.</b></p> <p><b>Motion to ratify the PY 20 draft budget and the WIOA Adult Dislocated Worker Transfer Resolution was made by Mr. Mootry, seconded by Ms. Cardwell. Roll call was taken. All were in favor. Motion carried.</b></p>

	<p>for PY 20, the same funding level as PY 19. It is assumed the Trade &amp; 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><b><u>Budget Expense Summary</u></b> The following are some of the items described by Mr. Sferlazza under the budget expense summary. No Cost of Living Adjustments were 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 level 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 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 &amp; fringes. During the current year funds to reimburse Erie County have also been budgeted for the Executive Director. The County's position on reimbursement has not been determined yet.</p> <p><b><u>Participant Activity Costs</u></b> 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. SUNY Erie's contract has a small increase due to contractually obligated salary increases.</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>Mr. Sferlazza stated the provided resolution is requesting authorization to transfer up to 100 percent of Program Year 19 and Program Year 20 funds between Adult and Dislocated Worker programs for the purpose of addressing local area programs and customer needs. 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.</p> <p>Mr. Cosgrove stated the agreement with SUNY Erie is for the period 7/1/20-6/30/21. Two Career Centers will continue to be operated, one on Main Street in Williamsville and a satellite office at SUNY Erie South campus in Orchard Park. The 5.5% increase in SUNY Erie's budget is a result of contractually obligated staff salary increases.</p> <p>Mr. Kaczor said the resolution would extend the Information Technology contract with WNY Networks for three additional months, from 7/1/20 to 9/30/20. Mr. Kaczor stated in June 2017 the WDC entered into a contract with WNY Networks to handle IT and support services for the WDC &amp; WIB. The contract was a one-</p>	<p><b>Motion to ratify the PY 20 draft budget and the WIOA Adult Dislocated Worker Transfer Resolution was made by Mr. Mootry, seconded by Ms. Cardwell. Roll call was taken. All were in favor. Motion taken.</b></p> <p><b>Motion to ratify the SUNY Erie Career Center 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. McDuffie, seconded by Ms. Grace. Roll call was taken. All were in favor. Motion carried.</b></p> <p><b>Motion to ratify authorization for 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</b></p>
3) WIOA Adult Dislocated Worker Transfer-Resolution		
4) SUNY Erie Career Center Resolution		
5) WNY Networks IT Resolution		

	<p>year agreement but had the option to extend the agreement for up to 3 additional, 1-year periods, based on performance. Mr. Galley has always provided responsive and timely service. Mr. Kaczor stated WNY Networks' performance was assessed by asking Supervisors, and Center managers. The current contract expires on 6/30/20. Because of the limitations put in place to combat the Covid virus, staff could not issue an RFP. An RFP will be published during the summer months.</p>	<p>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. Pallotta, made the motion. Roll call was taken. All were in favor. Motion carried.</p>
<p>6) Imagine Staffing Resolution</p>	<p>Mr. Manley excused himself from the meeting when the discussion began on the Imagine Staffing Resolution. Ms. Nicholas stated we have a contract with Imagine Staffing who provides staffing as the employer of record to WIOA Adults and Dislocated Workers engaged in temporary paid work experiences while participating in occupational skills training</p>	<p><b>Motion to ratify the contract with the WDC &amp; Imagine Staffing to coincide with the end date of the funding period of BECWIB's Trade &amp; 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. Mr. Manley left the meeting during this discussion and did not vote on the motion. Motion to approve the contract was made by Ms. Riegler, seconded by Ms. Cardwell. Roll call was taken. All were in favor. Motion carried.</b></p>
<p>7) Renewal of System Coordinator Resolution</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 one-year term of consulting services, which is allowed under the original RFP issued in 2018.</p>	<p><b>Motion to ratify the authorization to permit 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. Mootry. Roll call was taken. All were in favor. Motion carried.</b></p>
<p>8) In-School Youth &amp; Out-of-School Youth Contracts</p>	<p>Mr. Scello updated the group on Youth funding. Ms. McDuffie left the meeting. Mr. Scello stated the Youth Standing committee (YSC) under Chairman Mestre, 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 reviews the YSC recommended contract extensions for all current OSY service providers including Catholic Charities of Buffalo, Buffalo Urban League and the Service Collaborative of WNY. The current ISY provider, Buffalo Urban League (BUL) experienced some underperformance issues. A meeting was held at the request of the YSC with BUL management which led to improved performance and understanding. As a result, WIB staff is recommending a one-year contract extension for BUL ISY program. Twenty percent of overall WIOA youth funding must be used for Work Experience related expenses. The youth funding will be split 80% for out-of-school youth and</p>	<p><b>Motion to ratify 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. Riegler 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.</b></p>

