

WIB Meeting Minutes

DATE: October 21, 2019, 9 a.m.

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

ATTENDEES: Jomo Akono, Fred Boenheim, Carolyn Bright, Tracy Cardwell, Katherine Grace, Joseph Hanna, L. Nathan Hare, Charles G. Jones, Jr., Brenda McDuffie, Oswaldo Mestre, Jr., Elizabeth Miller, Scott Pallotta, Douglas Parks, Patricia Riegler, Bridget Russo, April Sanders, and Myrna Young.

EXCUSED
ABSENT/ Julius Gregg Adams, Mary Margaret Aprile, D. Sylvester Dihaan, Silvia Fakler, Andrew Federick Cory Haqq, Brian Manley, Michael Martin, Robert Mootry, William Paladino, Ralph Salerno, David Sullivan, and Steven Weathers.

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

GUESTS: John Slenker.

TOPIC	DISCUSSION	ACTION
Call to Order	<p>Mr. Jones called the meeting to order at 9:10 a.m. Mr. Jones stated Ms. Gresham as moved on to other opportunities. Ms. Gresham did a great job during her tenure at the WIB and asked the record to reflect her great work with the WIB. The members applauded Mr. Jones statement.</p> <p>Mr. Jones stated the MOU for Service Delivery and the 2017-2021 Local Plan has not been signed by the Mayor. Both the County Executive and the Mayor are required signatories. Mr. Jones asked Mr. Mestre for any assistance he could provide in getting the Mayor's signature on the two documents.</p> <p>Mr. Jones requested Mr. Smith and Ms. Raymond provide a written report for their respective One Stop Centers.</p>	
<p>I. <u>Ratification Items from July 26, 2019 Executive Committee meeting</u></p> <p>1) Local WIB Policy Bulletin 10-19, Individual Training Accounts-REVISED</p> <p>2) One Stop System Coordinator Resolution</p>	<p>Ms. Nicholas stated the changes approved by the Executive committee to the Individual Training Account Policy Bulletin 10-19 include 1) ITA funding for tuition and fees has been increased in an amount up to \$4000 per participant, 2) provisions concerning Training Related Expenses have been modified to reflect the funding increase, 3) appropriate expenses related to training may include not only those listed in the provider's approved course offering on the Eligible Training Provider List (ETPL) under the category Additional Cost, but also those expenses of an ITA's paid work experience that is part of an established career pathway program and 4) on a case by case basis and at the sole discretion of the Executive Director of the Workforce Investment Board, Inc., the amount available for training related expenses may be used.</p> <p>Ms. Nicholas stated the Executive Committee approved the One Stop System Coordinator Consent Resolution unanimously. On January 9, 2019 the BECWIB Executive Committee authorized the Buffalo & Erie County Workforce Development Consortium Inc. (WDC) to enter into a contract with John Slenker for the purpose of providing consulting services as the One Stop System Coordinator for the contract period of 2/1/19-6/30/19. The contract included an option to</p>	<p>Motion to ratify WIB Policy Bulletin 10-19, Individual Training Accounts-REVISED was made by Mr. Hare, seconded by Ms. Cardwell. Patricia Riegler abstained from the vote. Motion carried.</p> <p>Motion to ratify the One Stop System Coordinator Consent Resolution to authorize the WDC to enter in to a contract with John Slenker for the express purpose of providing consulting services as the One Stop System Coordinator for the contract term of July 1, 2019 to June 30, 2020. The motion was made by Mr. Boenheim, seconded by Ms. Cardwell. The</p>

<p><u>Current Action Items</u></p> <p>1) Minutes from the June 17, 2019 WIB meeting</p> <p>2) Nominating Committee- Election of Officers</p> <p>II. Reports</p> <ul style="list-style-type: none"> • Budget • TET Update • Center Updates 	<p>extend the contract for up to two additional one-year period, each beginning July 1 and ending June 30. Ms. Nicholas stated Mr. Slenker was doing a very good job.</p> <p>Ms. Young, Chair of the Nominating Committee, stated the committee met on 8/23/19. The group discussed attendance and the importance of quorums. Ms. Young thanked the board for their services in the disbursement of WIOA funds. Ms. Young stated the slate of officers have all been contacted to determine their interest in continuing or becoming an officer. Mr. Jones contacted existing board officers to determine their interest in continuing to serve; and contacted potential officers to determine their interest in serving. Ms. Young asked for any nominations from the floor. There were no nominations from the floor. Mr. Jones thanked the committee and Ms. Young for assisting in getting all the right people in the right positions. Mr. Jones also thanked past officer for their service.</p> <p>Russell Sferlazza, the Director of Finance, introduced the new WDC Senior Accountant/Monitor, Joseph Ricchiazzi to WIB members. Mr. Ricchiazzi presented a PowerPoint of the first quarter budget to the committee. Mr. Ricchiazzi stated \$3.6 million of the budget represents TET (Trade & Economic Transition National Dislocated Worker Grant), 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>Mr. Stephens, Administrative Director of the WDC, updated the group on the Trade & Economic Transition National Dislocated Worker (TET g NDWG) grant. Business Services has been working to establish a series of Dislocated Worker specific Pathway training programs to meet local industry and demand occupation needs. The TET grant has been integral in continuing to expand Pathways to industry focused instruction in the areas of Construction, Professional Services, Hospitality & Tourism, Computer Technology Systems and Pre-Apprenticeship.</p> <p>Ms. Raymond updated the group on SUNY Erie's One Stop Center activities. Ms. Raymond stated 2,000</p>	<p>total budget will not exceed \$48,000. All were in favor. Motion carried.</p> <p>Motion to approve minutes from the June 17, 2019 meeting was made by Ms. McDuffie, seconded by Ms. Riegler. All were in favor. Motion carried.</p> <p>Motion to ratify the 2020 Slate of Officers as presented to the WIB was made by Mr. Hanna, seconded by Mr. Hare. All were in favor. Motion carried. The Slate of Officers include Charles G. Jones, Jr. – Chairman, Fred Boenheim-First Vice Chair, Brenda McDuffie-Second Vice Chair, Robert Mootry-Treasurer and Patricia Riegler-Secretary.</p>
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<p>Denise Raymond-SUNY Erie</p> <p>Demone Smith-BETC</p> <p>III. Other Business</p> <ul style="list-style-type: none"> • 2020 Conflict of Interest Statement 	<p>customers were served last year. In October 2018 SUNY Erie had 603 active customers, this year the center has 813 active customers, noting a busier year. Ms. Raymond stated Governor Cuomo tasked SUNY & CUNY colleges with establishing physical food pantries on every campus. SUNY Erie saw this opportunity to expand its services to support job seekers in critical need. There is one pantry in each WIOA Career Center and one located at the City Campus. Since the first pantry opened in March 2019, approximately 1800-2000 nutritious meals per month have been provided. Ms. Raymond said recently a small private office has been renovated in the North Career Center to accommodate a permanent lactation room for new moms to use while they job search.</p> <p>Mr. Smith updated the group on BETC activities. Mr. Smith stated BETC has had 3,459 new clients and 9,586 usage or swipes at the BETC. Mr. Smith said demand for employment is low. The staff draws on new customers, many who have barriers to employment. Some of the populations the staff is working with are young adults and ex-offenders, Staff at BETC has facilitated 420 ITAs. Mr. Smith stated computer classes are very popular. Mr. Smith stated two Job Fairs & two Job Clubs have been organized by BETC.</p> <p>Mr. Jones asked the members to complete the Conflict of Interest Statement for 2020. Mr. Jones stated the Conflict of Interest Statement is required to be updated yearly.</p>	
<p>Adjournment</p>	<p>The meeting adjourned at 9:30 a.m.</p>	<p>Motion to adjourn was made by Ms. McDuffie, seconded by Ms. Miller. All were in favor. Motion carried.</p>

APPROVED: _____ Date _____
 Patricia Riegle, Secretary