

Executive Committee Meeting Minutes

DATE: April 13, 2021, 9 a.m.

LOCATION/TIME: ZOOM Meeting Platform

ATTENDEES: Fred Boenheim, Andrew Federick, Charles G. Jones, Jr., Michael Martin, Brenda McDuffie, Oswaldo Mestre, Jr., Robert Mootry, Jr., Patricia Riegle, and Myrna Young

EXCUSED ABSENT/ All members attended.

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

GUESTS: Cheryl Fisher, Magavern, Magavern & Grimm.

TOPIC	DISCUSSION	ACTION
Call to Order	Mr. Jones called the meeting to order at 9:05 a.m. Mr. Jones thanked the group for their attendance.	
I. Executive Director's Report	Mr. Szymanski reviewed the following topics: Continued COVID 19 Procedures, and the Trade & Economic Transition Grant (TET). Personnel Changes-Special Assistant to the Director Martha Taggart has resigned from her position to take on a new role at the office of Amherst Supervisor. Barbara Schaus has contractually agreed to return to help with Alicia's McLaughlin's training as the new Special Assistant. HPOG: included in the meeting packet was a report Mr. Cosgrove presented to the Congressional Ways & Means committee. WIOA Spending Rate- Mr. Szymanski stated currently we are pace with our anticipated operating level. There is a significant carryover in adult & youth funding from 2019 & 2020 as a result of the shutdown of our training facilities last year. Mr. Ricchiazzi will go into greater detail during his presentation. WIOA MOU has been completed and submitted to the NYS Department of Labor for final review. NYSDOL will return with their approval or additional modifications. The MOU will require all of our partner signatures. Business Services has successfully begun all 4 Pathways Programs and has ongoing OJT programs with two new businesses. WIOA Youth Services Program Year 2020-2021. Current WIOA youth service providers (Buffalo Urban League, Catholic Charities & the Service Collaborative of WNY) continue to provide youth services while following all CDC safety protocols. Extension of the current youth contractors will be requested as a final option to extend the current RFP. WIB Podcast- Spencer Murray has been hosting podcasts highlighting Workforce and has completed 6 episodes (12 episodes have been scheduled). A Resolution for expansion of the podcasts for an additional 12 episodes is included in the agenda of this meeting.	

<p>II. Action Items</p> <p>A) Minutes from January 12, 2021 meeting</p> <p>B) WIB's Youth Standing Committee recommendations</p>	<p>Mr. Scello stated WIOA requires 75% of youth funding be used to serve Out-of-School Youth (OSY). Twenty percent of youth funds must be spent on work experience expenses. OSY services are designed to provide basic skills remediation and work experience that leads to credential attainment (including a High School Equivalency (HSE)), post-secondary education, advanced training and /or employment. In-School Youth (ISY) services are designed to enhance and support formal schooling, leading to credential attainment (including high school diploma), post-secondary education, advanced training and/or employment. Services for both ISY and OSY include tutoring, alternative secondary school/High School Equivalency preparation, work experience, leadership development, occupational skills training, adult mentoring, supportive services, financial literacy, among others. Mr. Scello stated the youth providers adapted quickly to the ongoing pandemic by providing for the needs of their participants, even beyond academic, and changing the mode of service delivery. But the situation caused unprecedented challenges in terms of recruitment. The situation, combined with underestimated carry-in funds, will require close cooperation with service providers to increase or accelerate spending obligations going forward Because of the current providers successful program adaptations, and their experience with the population, knowledge of WIOA rules and regulations & OSOS, the Youth Standing committee recommends exercising the final renewal option for all WIOA youth service providers for Program Year 2021.</p>	<p>Motion to approve the minutes from the January 20, 2021 meeting was made by Mr. Frederick, seconded by Ms. McDuffie. All were in favor. Motion carried.</p> <p>Motion to accept the recommendations of the Standing Youth committee to exercise the option included in the 2018 Youth RFP to renew existing youth contracts based on satisfactory performance for (2) additional one-year periods. This being the final year of renewal. The contractors include Buffalo Urban League ISY & OSY, Catholic Charities of Buffalo OSY & The Service Collaborative of Buffalo OSY. The renewal begins on 7/1/2021 to 6/30/22. The dollar amount is to be determined. Motion made by Ms. Young, seconded by Mr. Mootry. All were in favor. Motion carried.</p>
<p>II. Budget Report/Spending Update-Joseph Ricchiazzi</p>	<p>Mr. Ricchiazzi updated the committee on the third quarter budget. Under Salaries & fringes 33% of the budget remains. Thirty-one percent of operating expenses remain. The total expense budget remaining is 34% and is on track. The Health Profession Opportunity Grant (HPOG) has 51% remaining in the budget. The final day of HPOG will be 9/29/21 unless Congress continues the program. Any balance in HPOG will be carried forward to next year. The Trade & Economic Transition Grant (TET) has 6% remaining. TET is expected to expire in September 2021. The Trade Adjustment Assistance (TAA) is passed through to the WDC by NYSDOL. There is 6% remaining in the budget. THRIVE Buffalo is a subcontract awarded to the WDC by the United Way of Buffalo. The THRIVE program ended, and the fund closed out as of 12/31/20. The NYSDOL Consolidated Funding Application (CFA 8.0) was included in the original budget but was not extended by NYS for 2020-2021. There is 21% remaining in expenses in Other Grants. Under the Youth/Training Contracts, the Support Costs Heading has a remainder of 91%. Total Training Costs has 37% remaining. Mr. Ricchiazzi stated there may possibly be a carryover of youth funds next year to eliminate the recapture of funding. Total PY 19 carry in was \$1,806,841. Mr. Ricchiazzi stated our LWDA's requirement to spend 80% of the NOA has not yet been accomplished. Our LWDA may be able to transfer between funds to mitigate any recapture. NYSDOL released WIOA Program Year 2021 Local Planning estimates on 2/25/22. The overall estimate was a 5% increase from last year. The largest increase (28%) was in the Dislocated Worker category. The remaining categories had decreases (Adult -2.3% and</p>	

	Youth-2.4%).	
IV. Business Services Update	Jessica Corrigan updated the committee on Business Services. All four Pathways Programs scheduled for this year have begun successfully. The programs are comprised of Adult & Dislocated Workers. Cypress North OJT successfully concluded in January 2021. Southern Junction OJT is ongoing and on track for a July 2021 completion. The Business Services Team has presented OJT opportunities to 4 new businesses and currently have 2 businesses with open OJT applications. Mrs. Corrigan stated Business Services is seeking customers. Mr. Mestre asked Mrs. Corrigan for a breakdown of customers served and areas they live in e.g., city, suburbs, etc. Mr. Mestre stated diversity equity was important. Mrs. Corrigan stated she would compile the report and email it to committee members.	
V. Center Updates		
a) SUNY Erie Career Center	Ms. Raymond reviewed the SUNY Erie report contained in the meeting packet. Some of the items she reviewed were: North Campus hours remain Monday-Friday 8 am-4 pm., employees are still tested weekly for COVID. South Campus hours are by appointment. Virtual services are Monday to Thursday 8 am to 6 pm and are overwhelmingly preferred by customers and businesses. Ms. Raymond stated NYSDOL reports are still unavailable. During the past 3 months 151.58 weekly average constituents were served, 16.5 average job placements were made per week and 198 Reports of New Employer (RNE) job placements were made. Ms. Raymond thanked Mr. Murray for the amazing job he did on the Career Connection podcast. Ms. Raymond stated the Food Pantry traffic remains light. Mr. Stephens & Mr. Patel were thanked by Ms. Raymond for helping SUNY Career Center employees obtain vaccination appointments.	
b) BETC	Mr. Smith updated the group on activities at BETC. Some of the items Mr. Smith discussed were: two retirements have taken place at BETC-Joe Sullivan & Otis Glover. A Job Fair on May 20, 2021 is scheduled at BETC and it is anticipated to have 20 businesses on site. Mr. Smith said in person workshops are all taking place at SUNY Erie. Mr. Smith stated he enjoyed working with Mr. Spencer on the Career Center podcast.	
Vi. Other Business	Mr. Kaczor explained the Podcast Production resolution. On December 1, 2020, the Workforce Development Consortium entered into an agreement with Workforce 180, LLC (WF180) to provide comprehensive Podcast production services. The agreement allowed for a 12-month extension of services at a stipulated rate with an itemized list of Podcast Production Services. WF180 has satisfactorily met all Podcast Production conditions as outline in the original signed agreement and has provided professional & timely services. Mr. Kaczor stated the Podcasts have been well received throughout Erie County & New York state. Mr. Kaczor further stated the Workforce Career Connection Podcasts have proved to be a cost-effective way of marketing our programs & services. Members of the committee suggested including real people with their success stories of utilizing our Career Centers and or testimonials from clients. Mr. Sferlazza stated we are able transfer funds to the advertising line if needed.	Motion to authorize the WDC to extend the current agreement with Workforce 180, LLC for a period of 12 months beginning June 2, 2022 and ending June 1, 2022, for the express purpose of providing Workforce Buffalo Career Connection Podcast production services. The professional bundle will include 12 episodes at a cost of \$6,000. Motion to authorize was made by Mr. Boeheim, seconded by Mr. Martin. All were in favor. Motion carried.
Adjourn	The meeting adjourned at 10:05 a.m.	

