

Executive Committee Meeting Minutes

DATE: June 8, 2021, 9 a.m.

LOCATION/TIME: ZOOM Meeting Platform

ATTENDEES: Fred Boeheim, Andrew Federick, Charles G. Jones, Jr., Michael Martin, Brenda McDuffie, Robert Mootry, Jr., and Patricia Riegle,

EXCUSED  
ABSENT/ Oswaldo Mestre, Jr. and Myrna Young

STAFF Jessica Corrigan, Mark Cosgrove, David Kaczor, Francine Nicholas, Denise Raymond, Joseph Ricchiazzi, Russell

ATTENDEES: Sferlazza, Demone Smith, Lavon Stephens and Geoffrey Szymanski

GUESTS:

TOPIC	DISCUSSION	ACTION
Call to Order	Mr. Jones called the meeting to order at 9:04 a.m. A quorum was verified after the Executive Director's Report. Mr. Jones thanked the group for their attendance.	
I. Executive Director's Report	<p>Mr. Szymanski reviewed the following topics:</p> <p>The Trade &amp; Economic Transition Grant (TET)-National Dislocated Worker Grant (TET-NDWG) was awarded by New York State Department of Labor (NYSDOL). This grant offered training and paid experience to WIOA dislocated workers in demand occupations such as: advanced manufacturing and technology. Mr. Szymanski stated that we are on a proper spending pace to meet our financial TET budget goals. This program is set to expire in September of 2021 with no extensions. Personnel Changes: Alicia McLaughlin has been fully trained by Barbara Schaus. Barbara has returned to retirement. A huge thank you was acknowledged by Mr.Szymanski and the board for her service. HPOG: Health Profession Opportunity Act (HPOG) was not extended by congress and is scheduled to expire on September 29, 2021. There will be a period of time, once the initial ending period, to allow a full close down of the operation. This will take them into December of 2021.</p> <p>WIOA Spending Rate- Mr. Szymanski stated currently we are on pace with our anticipated operating level. There is a significant carryover in adult &amp; youth funding from 2019 &amp; 2020 as a result of the shutdown of our training facilities last year.</p> <p>Business Services-While reorganizing the structure of Business Services to be more efficient, a majority of the Pathways Programs have been completed. On the job training (OJT) has increased while successfully implementing One Stop Operating Systems (OSOS) manager John Slenker's new software tools.</p> <p>WIOA Youth Services Program Year 2020-2021- Currently WIOA Youth Service Providers (Buffalo Urban League, Catholic Charities, and The Service Collaborative of WNY) continue to provide needed services while following all CDC safety protocols.</p> <p>Buffalo Employment Training Center (BETC)- The BETC is undergoing a transitional reorganization with the final implementation to take place in late July. This is expected to make the BETC more efficient for our clients.</p> <p>Local Plan-Deputy Director David Kaczor has finalized the Local Plan 2021-2024 and submitted it to our</p>	

	<p>regional NYSDOL representative. The plan has been posted to our public website for review and comment.</p> <p>The WIB/WDC has been FOILED by Mark Sheer and we are working with attorney Cheryl Fisher. Niagara County WIB was also FOILED.</p> <p>Mrs. McDuffie made a comment to these notes that Congress has made a misstep to discontinue the HPOG program. She also included collaborative ideas like reaching out to County Executive Mark Poloncarz and Mayor Byron Brown for assistance to keep this necessary program running. Mr. Jones,Jr. thanked Ms. McDuffie for her forward thinking.</p>	
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<p>II. Action Items</p> <p>A) Minutes from April 13, 2021 meeting</p> <p>B) Program Year 2021 Proposed Budget</p>	<p>Mr. Ricchiazzi reviewed the PY 2021 draft budget. <b>Estimated PY 21 Revenue Summary</b> Mr. Ricchiazzi stated a 4% COLA increase due to the prior year not having any COLA increase. Fringe benefit rate calculated at 38% which is no change from PY 20. We are waiting to find out the possible premium cost of health insurance. Cost is shared 75% to employer, 25% to employee. Major changes in expenditures as a result of the HPOG Grant ending. Increase funds available for training from prior levels due to increased carry-over from PY 20. ER-NDWG funding passed through from NYS originating from the CARES ACT. The Health Profession Opportunity Grant (HPOG) will end September 29, 2021. The Trade &amp; Economic Transition Grant (TET) will fully expend as of June 30, 2021. New for 2021 is the Employment Recovery (ER)-NDWG grant from August 27, 2020-September 30, 2022. Charts were shared with the WIB Board via ZOOM.</p> <p><b>Grant Changes</b>-WIOA Adult is down 1.59%, WIOA Dislocated is up 28.81%, WIOA Admin is up 5.7%, and WIOA Youth is down 1.8%. In all the budget is up 5.59%. There is no alarming concern for the 28.81 increase at this time. The HPOG grant will not be renewed. The TET grant will be fully expended as of June 30, 2021. New for 2021 is the ER-NDWG grant. Missing the HPOG Grant will have a huge impact on the organization. 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. Overall the WIB's budget is down \$4.2 million from PY 20 \$4.6 million. SUNY ERIE's budget is consistent with the previous year's contract.</p> <p><b>Planned carryout</b>- is subject to change based on PY 20, which will impact carry-in figures. Expected planned carry-out for WIOA Adult is 15.02%, WIOA Dislocated is 8.3%, WIOA Admin is -10.37%, and WIOA Youth is 12.84%.</p> <p>Ms. McDuffie commented on trying to keep the fringe benefit of healthcare controlled in spending. Which Mr. Sferlazza replied he is always keeping options open to stay within budget.</p>	<p><b>Motion to approve the minutes from the April 13, 2021 meeting was made by Mr. Boenheim seconded by Ms. Riegle. Roll call was taken, All were in favor. Motion carried.</b></p>
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<p>C) WIOA Adult Dislocated Worker Transfer-Resolution</p>	<p>Mr. Sferlazza stated transfers are allowed and have been done in the past between the WIOA Adult and Dislocated Worker. The cutoff date is 6/30/2021. At this time no funds are being requested. Mr. Sferlazza requested authorization to transfer funds should the need arise to comply with the 80% spending requirement.</p>	<p><b>Motion to approve the WIOA Adult Dislocated Worker transfer Resolution that provides the authority to the Director of Finance to transfer up to 100 percent of Program Year 19 &amp; Program Year 20 funds between the Adult and Dislocated Worker programs for the purpose of addressing local area programs and customer needs. Motion made by Mr. Mootry Jr., seconded by Ms. Riegle. Roll call was taken. All were in favor. Motion carried.</b></p>
<p>D) SUNY Erie Career Center-Resolution</p>	<p>Mr. Cosgrove stated SUNY Erie operates the Career Center at SUNY North Campus and at the SUNY Erie South Campus. Mr. Cosgrove stated that there are over 35 zip codes to which services are provided such as career management, networking, resume writing, etc. SUNY Erie is requesting approval for these funds for the period of July, 1 2021 through June 30, 2022 to operate the Career Centers.</p>	<p><b>Motion to approve the 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 \$553,492.58 for the period of 7/1/21-6/30/22. Motion was made by Mr. Federick, seconded by Mr. Mootry, Jr. Roll call was taken. All were in favor. Motion carried.</b></p>
<p>E) WNY Networks IT-Resolution</p>	<p>Mr. Kaczor gave some history of last year's pandemic IT contract. Mr. Galley was selected based off of submission due to quality of service and price point. Staff was asked to give input on this vendors provided services. Quality of work is reviewed to verify performance.</p> <p>This resolution would allow for a one year contract extension of our current contract at the same flat rate of \$95/hour, for the period of July1,2021 through June 30, 2022. Mr. Kaczor stated we have had a successful relationship with Mr. Galley who has been very responsive to staff IT needs.</p>	<p><b>Motion to authorize the WDC to enter into a 1 year contract with WNY Networks Inc., for the express purpose of providing IT and Web Site support services to the WIB, WDC, and SUNY Erie. Services will continue to be billed at a flat rate of \$95 per hour and will be billed in 30-minute increments. The total budget will not exceed \$118,000. Motion was made by Ms. McDuffie, seconded by Mr. Mootry,Jr. Roll call was taken. All were in favor. Motion carried.</b></p>
<p>F) Resolution Awarding PY21 System Coordinator Contract</p>	<p>Ms. Nicholas stated WIOA requires a notice to be posted through various outlets. Only one application was received, reviewed, and had a satisfactory score. Mr. Slenker provides consulting services as the One Stop Coordinator. Mr. Slenker has created an innovative and streamlined approach to One Stop services and system partners.</p>	<p><b>Motion to authorize 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 7/1/2021 to 6/30/2022. The total budget will not exceed \$49,998.80. Motion to approve was made by Mr. Federick, seconded by Ms. McDuffie. Roll call was taken. All were in favor. Motion carried.</b></p>

<p>G) WIOA Youth Incentive Policy-Update</p> <p>H) 2021 Fiscal Year Computer Upgrades-Resolution</p>	<p>Mr. Scello stated that the local workforce has had a policy in effect for the WIOA Youth Incentive Policy. Benchmark achievements are documented in order to receive the incentive. Mr. Scello is asking for approval to increase the monetary value in incentives, in order to be more aligned with other similar workforce regions.</p> <p>Mr. Ricchiazzi stated that the funds for the computer upgrade are included in the PY 21 draft budget. BETC operates a Computer Resource Center and proposes the upgrade of 25 computers and the purchase of 1 redundant server. The WDC proposes to purchase 1 redundant server for the Larkin Building recommended by its Information Technology Consultant. The WIB Board must approve purchases over the amount of \$10,000.</p>	<p><b>Motion to authorize the increase WIOA Youth Incentive Policy. Motion to approve the contract was made by Ms. McDufie seconded by Mr. Mootry,Jr. Roll call was taken. All were in favor. Motion carried.</b></p> <p><b>Motion to authorize the upgrade of 25 computers and purchase of 2 redundant servers between BETC and the Larkin Building. Amount not to exceed \$26,000. Motion to approve the contract was made by Mr. Martin seconded by Mr. Mootry,Jr. Roll call was taken. All were in favor. Motion carried.</b></p>
<p>III. Business Services Update</p> <p>IV.Center Updates</p> <p>a) SUNY Erie Career Center</p>	<p>Ms. Corrigan updated the committee on Business Services. All four Pathways Programs have successfully completed three of the four programs. Final data is not yet available for these cohorts. Strategic planning phase is being worked on for the new fiscal year. Additional updates will be made at the October's board meeting. Southern Junction OJT is ongoing and on track for a July 2021 completion. The Business Services Team has 6 open OJT applications in Advanced Manufacturing and Food &amp; Restaurant Service.</p> <p><b>Business &amp; Partner Outreach:</b> We have implemented usage of new tools shared by John Slenker as of May 1, 2021. The NYSDOL Business Directory and Erie County's Dual MBE/WBE Resource list. April's outreach was 45 and May's was 40. Partners served in April were 15 and in May 18. More specific questions can be addressed to Ms. Corrigan.</p> <p>Ms. Raymond started off her update with a thank you to Mr. Galley, Mr. Cosgrove, and for the contract approval. We have been busy doing outreach phone calls to our constituents. Access-VR and NYSDOL is currently waiting to come back on site. Certified professional resume writer</p>	

<p>b) BETC</p> <p>V. Other Business Demand Occupation List by Priority</p> <p>Adjourn</p>	<p>certification is being worked upon to better serve the customers.</p> <p>Mr. Smith stated that they are actively working at 75% capacity at the center. They are open daily from 9am to 5pm with attendance gradually increasing. Staff is being asked to utilize the training dollars to keep up with required spending. Mr. Smith has been working with Business Services and Job Fairs. There have been some changes at the BETC due to retirements. Counselors are being trained and certified to assist the clients through the entire process. We look forward to these certifications that will better serve the customers. Mr. Smith said that by doing this salaries will be more competitive and it will have a positive impact on morale.</p> <p>Mr. Cosgrove presented an updated Demand Occupation List. Positions are listed by priority and job demand.</p> <p>The meeting adjourned at 10:14 am.</p>	<p>Motion to adjourn was made by Ms. McDuffie seconded by Ms. Riegle</p>
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