



**BUFFALO AND ERIE COUNTY  
WORKFORCE INVESTMENT BOARD, INC.**

MEMORANDUM

TO: Buffalo & Erie County Workforce Investment Board (WIB)  
FROM: *CJG(bhs)*  
Charles G. Jones, Jr., Chairman  
RE: June 20, 2018 Meeting Agenda  
DATE: June 13, 2018

A meeting of the Buffalo & Erie County Workforce Investment Board (WIB) is scheduled for **Wednesday, June 20, 2018, 9 a.m.**, in the Larkin Building, 8<sup>th</sup> Floor Barton Room, 726 Exchange Street, Buffalo, NY 14210.

The agenda for the meeting is as follows:

- I. Executive Director's Report
- II. Action Items
  - Minutes from the April 18, 2018 WIB meeting
  - PY 18 Draft Budget
  - SUNY Erie Career Center Resolution
  - WNY Networks IT Resolution
  - HPOG Incentive Policy
  - Local Area Grievance Officer and Local Level Hearing Officer Appointment
- III. Other Business

I look forward to seeing you at the meeting.  
Enclosure(s)

c: Cheryl Fisher, Christina Lopez, Thomas Mormile, Russell Sferlazza, Lavon Stephens, and WIB staff

I. Executive Director's Report



**BUFFALO AND ERIE COUNTY  
WORKFORCE INVESTMENT BOARD, INC.**

TO: Executive Committee  
FROM: Heather Gresham  
DATE: June 7, 2018  
RE: Executive Director's Report- April-June 2018

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**WIOA Transition Activities:**

In May, the NYSDOL requested updates to the Career Center Budgets for the Buffalo Employment and Training Center and the Williamsville Career Center. Those budget revisions were made and resubmitted to the State Workforce Investment Board. We are awaiting final approval and forwarding of our Infrastructure Funding MOU to the state agency partners for signature. Once those signatures are obtained, we will begin the execution of these documents at the local level.

**Collaboration with Community Partners:**

The United Way has received funds under the Empire State Poverty Reduction Initiative (ESPRI), to implement services designed to reduce poverty among the working poor in the Buffalo. The WIB/WDC will partner with the United Way to delivery workforce services under the ESPRI. Staff will be located at BETC, and will provide outreach and case management services to eligible individuals.

The major focus of this grant is to connect underemployed City of Buffalo residents living in financial hardship with the education, training and supportive services necessary to be promoted within their given area of employment, or move to alternate demand driven jobs that provide greater current and long term financial security.

Senior WIB and WDC staff have been meeting on a regular basis with the United Way and Partner Agencies to develop a workable budget. Said budget is provided with this for review and discussion. Michael Weiner, President and CEO of the United Way of Buffalo and Erie County will be in attendance at our Board meeting on Wednesday, June 20<sup>th</sup> to answer any question related to this initiative.

**PY 18 Funding:**

On June 5<sup>th</sup>, NYSDOL released their funding allocation for PY 18. The allocation across all funding streams is \$6,118,046, an increase of 4.9% from PY17's allocation of \$5,829,762. The total allocation is slightly under our previous projection. As previously pointed out, the ability of the workforce system to maintain operations at PY17 levels also depends on the amount of carryover that we have each year. The attached budget submitted for approval includes planned activities through June 30<sup>th</sup>, any anticipated carry-over and any shortfall anticipated by the end of our program year.

To assist our budget situation, letters were submitted to the County Executive and the Mayor of Buffalo, respectfully requesting in-kind government funding to support the organizational positions of Workforce Investment Board Executive Director and Buffalo and Employment and Training Center Executive Director. These in-kind contributions would help insure the current configuration of the workforce system. We continue to await a response to our request.

Thank you.

## II. Action Items

Minutes from the April 18, 2018 meeting

WIB Meeting Minutes

DATE: April 18, 2018, 9 a.m.

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

ATTENDEES: Carolyn Bright, Tracy Cardwell, D. Sylvester Dihaan, Silvia Fakler, Andrew Federick, Joseph Hanna, L. Nathan Hare, Charles G. Jones, Jr., Brian Manley, Brenda McDuffie, Oswaldo Mestre, Jr., Elizabeth Miller, Robert Mootry, William Paladino, Patricia Riegle, Arthur Ruska, April Sanders, David Sullivan, and Steven Weathers,

EXCUSED

ABSENT/ Julius Gregg Adams, Mary Margaret Aprile, Fred Boenheim, Peter DeJesus, Cory Haqq, Gloryanne Holbrook, Michael Martin, Scott Pallotta, Ralph Salerno, and Myrna Young.

STAFF

ATTENDEES: Mark Cosgrove, Heather Gresham, David Kaczor, Christina Lopez, Francine Nicholas, Denise Raymond, Anthony Scello, Barbara Schaus, Russell Sferlazza, and Lavon Stephens.

GUESTS:

Sjunseearn Foxx-Foxx Consulting, Tom Mormile-NYSDOL, and John Wutz-Harmac.

TOPIC	DISCUSSION	ACTION
Call to Order	Mr. Jones called the meeting to order at 9:05 a.m. and thanked the group for attending.	
<p>I. Executive Director's Report</p> <p>A. <u>Items for Ratification from January 17, 2018 meeting</u></p> <ul style="list-style-type: none"> <li>• Minutes from the October 19, 2017 WIB meeting</li> <li>• Supportive Services Policy Update</li> <li>• Priority of Service Policy Update</li> <li>• ITA Policy Update</li> <li>• Youth ITA Policy</li> </ul>	<p>Ms. Gresham's submitted her Executive Director's report that highlighted:</p> <ul style="list-style-type: none"> <li>• Staff has been developing an Infrastructure Funding Agreement which was sent to NYSDOL for review and approval. When the agreement is returned it will be shared with local partners and Chief Elected Officials for signatures.</li> <li>• The WIB/WDC and NYSDOL has been working closely on workforce projects led by the Buffalo Niagara Partnership, Northland Training Center and the United Way to ensure seamless delivery to customers, avoid duplication of effort and meet the needs of businesses and job seekers.</li> <li>• The WIB/WDC has also partnered with the Workforce Development Institute and Imagine Staffing to create paid internships through the Certified Production Technician program.</li> <li>• PY 18's projected allocation is \$6,083,896, an increase of 4.9% from PY 17 allocation. Planned activities are being reviewed through June 30, and staff will be able to estimate the amount of carryover or shortfall expected at end of the program year.</li> <li>• The Larkin lease will expire in October 2019. A work group will be established to review commercial real estate options in Buffalo and make recommendations accordingly. Board members are welcome to participate in the review process.</li> </ul> <p>Mr. Jones asked for a motion to ratify the items presented at the January 17, 2018 meeting but not voted on due to the lack of a quorum.</p>	<p><b>Motion to ratify the minutes from the October 19, 2017 meeting, Supportive Services Policy Update, Priority of Service Policy Update, ITA Policy Update and the Youth ITA Policy was made by Mr. Weathers, seconded by Mr. Sullivan. All were in favor. Motion to ratify the above list of items was approved.</b></p>

<p>B. <u>Action Items</u></p> <ul style="list-style-type: none"> <li>Minutes from the January 17, 2018 meeting</li> <li>Local WIB Policy Bulletin 5-18, Follow-Up Career Services Policy</li> <li>Local WIB Policy Bulletin 6-18, HPOG Supportive Services Policy</li> <li>Local WIB Policy Bulletin 7-18, Eligible Training Provider Policy Update</li> <li>Local WIB Policy Bulletin 9-18, Demand Occupation List Update</li> <li>One Stop Career Center Certification Resolution</li> <li>Out-of-School Youth Proposal Recommendations</li> </ul>	<p>Ms. Nicholas stated the purpose of the policy is to provide guidance concerning the duration, type and frequency of Follow-Up Career Services under Title I of WIOA to Adults and Dislocated Workers who have completed training services.</p> <p>Mr. Cosgrove stated the WIB approved the revised HPOG Supportive Services Policy. The Self-Sufficiency Fund portion of the policy will now be called the Emergency Fund and will include driver education and tutoring services. There is the addition of an examination retake for participants who failed the program certification exam the first time.</p> <p>Mr. Cosgrove stated the change to the ETP Policy includes the following: Public or private providers of training services and eligible providers of adult education and literacy activities are provided in combination with one or more of the following training services: occupational skills training; OJT; incumbent worker training; programs that combine workplace training and related instruction, which may include cooperative education programs; training programs operated by the private sector; skill upgrading or retraining; or entrepreneurial training.</p> <p>Mr. Cosgrove stated the change in Local WIB Policy Bulletin 9-18, Demand Occupation List Update, can be found under the category, Advanced Manufacturing, Production Operator/Distribution Worker/<b>Certified Production Technician. Certified Production Technician has been added to the Job Title.</b></p> <p>Mr. Kaczor stated WIOA requires all Comprehensive and Affiliate One-Stop Career Centers to be certified at least once every three years. Three criteria categories to be addressed are accessibility, effectiveness of the network and continuous improvement of the One Stop Center's delivery systems. In March and early April the WIB's One Stop Committee and WIB staff completed a comprehensive review of Center operations provided by NYSDOL. Mr. Kaczor thanked Ms. Bright, Ms. Raymond, and Mr. Stephens who gathered the information on the certification from the Centers. Mr. Kaczor also thanked members of the One Stop committee who participated in the review: Ms. Aprile, Ms. Riegle, Mr. Hare and Mr. Martin.</p> <p>Ms. McDuffie left the meeting when the In-School and Out-of-School Youth discussions began. Mr. Mestre asked Mr. Scello to inform the group of the process that was followed for the ISY and OSY proposals. Mr. Scello stated RFPs for In-School (ISY) and Out-of-School (OSY) youth were published 1/24/18 and 1/31/18 respectively. A bidder's conference was held and of the agencies submitting proposals, the Service Collaborative attended. Three ISY and six OSY proposals were received. The Youth Standing committee (YSC) Work Group determined five of the submitted proposals were non-responsive to the respective RFPs and disqualified. The YSC Work Group consisting of WIB staff and Youth Standing committee members recommended 3 to receive Out-of-School Youth funding and one to receive In-School Youth funding. <b>Buffalo Urban League and Catholic Charities are currently providers for OSY. The Youth Standing Committee also recommended the Service</b></p>	<p>Motion to approve the minutes from the January 17, 2018 meeting was made by Mr. Weathers, seconded by Ms. Cardwell. All were in favor. Motion carried.</p> <p>Motion to ratify Local WIB Policy Bulletin 5-18, Follow-Up Career Services was made by Mr. Hare, seconded by Mr. Ruska. All were in favor. Motion carried.</p> <p>Motion to ratify changes in Local WIB Policy Bulletin 6-18, HPOG Supportive Services Policy update was made by Mr. Sullivan, seconded by Mr. Mootry. All were in favor. Motion carried.</p> <p>Motion to ratify the changes in Local WIB Policy Bulletin 7-18, Eligible Training Provider Policy Update made by Mr. Weathers, seconded by Mr. Ruska. All were in favor. Motion carried.</p> <p>Motion to ratify the update in the Local WIB Policy Bulletin 9-18, the Demand Occupation list was made by Mr. Federick, seconded by Mr. Weathers. All were in favor. Motion carried.</p> <p>Motion to ratify the resolution to grant Comprehensive One Stop Certification to the Buffalo Employment &amp; Training Center and Affiliate One Stop Certification to SUNY Erie North and SUNY Erie South One Stop Centers, and to NYSDOL Career Centers on Main Street in Buffalo and on Transit Road in Williamsville. The motion was made by Mr. Ruska, seconded by Mr. Federick. All were in favor. Motion carried.</p> <p>Motion to ratify the Executive and Standing Youth Committees' recommendation to fund the following OSY proposals: Buffalo Urban League's You Only Live Once program, Catholic Charities' Tomorrow's Youth Today program and the Service Collaborative's Project LEAD program was made by Mr. Mootry, seconded by Mr. Paladino. The amount (proportionate to the providers' original request) will be determined once a PY 18 budget amount is received. All were in favor. Motion carried. Ms. McDuffie abstained from voting.</p>
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<ul style="list-style-type: none"> <li>In-School Youth Proposal Recommendations</li> </ul> <p>II. Updates</p> <ul style="list-style-type: none"> <li>Budget</li> </ul> <ul style="list-style-type: none"> <li>Business Services</li> <li>One Stop System Coordination</li> </ul> <p>III. <u>Other Business</u></p>	<p><b>Collaborative of WNY to provide OSY services but has not been a service provider in the past.</b></p> <p>The YSC Work Group determined Buffalo Urban League's ISY proposal was responsive and recommended funding be continued. Ms. Gresham stated funding would be less in order to fund three OSY proposals and one ISY proposal, instead of a total of three as in previous years. Ms. Gresham stated staff would work with the providers to scale down cost or number of participants. Providers expressed a desire to work with staff to accomplish reductions. Mr. Mestre thanked staff for all the work done on the review of the proposals.</p> <p>Mr. Sferlazza, Director of Finance, updated the group on the 3<sup>rd</sup> quarter budget. Mr. Sferlazza stated under WIOA administration, Adult, Dislocated Worker, and Youth are well within the budgeted amount, as is HPOG and Career Pathways contracts and TAA. Under WIOA Administration, salaries and fringes are at 67% expended and operating costs are at 56% expended. Overall, expenditures are at 65%. Under WIOA Adult, Salaries and Fringes are expended at 68% and Operating Costs expended at 63%. Participant Activity Costs are expended at 37%. Mr. Sferlazza stated the 80% obligation amount will be met. The program year allocation under Dislocated Worker is \$1,583,186. Carryover from the prior year is \$296,403. Personnel costs under WIOA Dislocated Worker are 73% expended. Operating Costs are expended at 66%. Both categories are on target. Participant Activity costs are at 22% expended. The 80% obligation requirement has been met. The WIOA Youth Personnel Costs are expended at 66% and operating costs are expended at 78%. Under the Contractual Program costs for WIOA In-School Youth, 54% is expended. Buffalo Urban League has obligated 67% of their WIOA OSY contract. Catholic Charities has obligated 75% of their WIOA OSY contract. Mr. Sferlazza stated contractors would be contacted for projections through 6/30/18. HPOG has expended 65% of the personnel costs, 49% of operating costs, 71% of participant activity costs and 74% of childcare and support payments. The ITAs have unobligated balances in WIOA Adult of \$158,984 and Dislocated Worker of \$76,370. The current spending in ITAs is below last year's spending at this time.</p> <p>Ms. Lopez, Director of Business Services reviewed the Business Services' handout. Ms. Lopez reviewed Pathways to Success (CFA Grant), Certified Production Technician training, and Cross Regional Training Coordination.</p> <p>Sjunseeearn Foxx updated the group on One Stop System Coordination. Ms. Foxx stated quarterly meetings have been hosted by the Partners. A desk reference is being coordinated that will include information on what services each partner provides. The reference, when complete, will be available on line.</p> <p>Mr. Jones thanked Art Ruska of ACCES-VR, who will be retiring, for his service to the WIB.</p>	<p><b>Motion to ratify the Executive and Standing Youth Committees' recommendation to fund Buffalo Urban Leagues Project Ready Youth Engagement Services (PRYES) ISY program was made by Mr. Hare, seconded by Mr. Mootry. The amount (proportionate to the providers' original request) will be determined once a PY 18 budget amount is received. All were in favor. Motion carried. Ms. McDuffie abstained from voting.</b></p>
<p>Adjournment</p>	<p>The meeting adjourned at 10:10 a.m.</p>	<p>Motion to adjourn was made by Mr. Hare, the group unanimously approved the motion. Motion carried.</p>

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



PY 18 Draft Budget

**BUFFALO AND ERIE COUNTY WORKFORCE DEVELOPMENT CONSORTIUM, INC. (WDC)**

**LOCAL WORKFORCE DEVELOPMENT PY'18 PROPOSED BUDGET**

The Workforce Investment Board (WIB) receives the majority of its funding from the Federal Workforce Innovation and Opportunity Act (WIOA). This program is designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with skilled workers they need to compete in the global economy.

As of June 5, 2018, the WIB has received its present final PY'18 allocations and present revised allocations for PY'17. The revenue projected in this budget is based on allocations provided by the United States Department of Labor Training and Employment Guidance Letter (TEGL)#26-16 change 2 and TEGL#16-17 (both issued on May 21, 2018).

<b><u>WIOA ALLOCATIONS</u></b>	<b><u>ACTUAL PY'18</u></b>	<b><u>REVISED ACTUAL PY'17</u></b>	<b><u>CHANGE</u></b>	<b><u>% CHANGE</u></b>
WIOA Administration	\$ 611,805	\$ 582,976	28,828	4.9
WIOA Adult	\$ 1,958,831	\$ 1,765,407	193,424	11
WIOA Dislocated Worker	<u>\$ 1,466,965</u>	<u>\$ 1,600,393</u>	<u>&lt; 133,428 &gt;</u>	<u>-8.3</u>
Subtotal Adult & Dis. Worker	\$ 3,425,796	\$ 3,365,800	59,996	1.8
WIOA Youth	\$ 2,080,445	\$ 1,880,986	199,460	10.6
<b>WIOA TOTAL ALLOCATIONS</b>	<b><u>\$ 6,118,046</u></b>	<b><u>\$ 5,829,762</u></b>	<b><u>288,284</u></b>	<b><u>4.9</u></b>
<b><u>WIOA CARRY-IN</u></b>	<b><u>ESTIMATED PY'17</u></b>	<b><u>FINAL PY'16</u></b>		
WIOA Administration	\$ 167,451	\$ 236,054	< 68,603 >	-29.1
WIOA Adult	\$ 328,995	\$ 269,021	59,974	22.3
WIOA Dislocated Worker	<u>\$ 57,775</u>	<u>\$ 296,403</u>	<u>&lt;238,628 &gt;</u>	<u>-80.5</u>
Subtotal Adult & Dis. Worker	\$ 386,770	\$ 565,424	<178,654 >	-31.6
WIOA Youth	\$ -0-	\$ 97,308	< 97,308 >	-100
<b>WIOA CARRY-IN TOTAL</b>	<b><u>\$ 554,221</u></b>	<b><u>\$ 898,786</u></b>	<b><u>&lt;344,565 &gt;</u></b>	<b><u>-38.3</u></b>
<b>TOTAL AVAILABLE WIOA FUNDS</b>	<b><u>\$ 6,672,267</u></b>	<b><u>\$ 6,728,548</u></b>	<b><u>&lt; 56,281 &gt;</u></b>	<b><u>- 0.8</u></b>

**ESTIMATED PY'18 REVENUE SUMMARY**

- o Overall increase in allocation of 4.9% or \$288,284, with 70% of the increase to WIOA Youth.
- o Overall estimated WIOA availability is down -0.8% or -\$56,281
- o The Health Profession Opportunity Grant (HPOG) will be in its fourth year of funding in September of 2018. We estimate \$1,600,885 for PY'18.

## **BUDGET EXPENSE SUMMARY**

### **o Salaries and Fringes**

- Fund a 3% Cost of Living Adjustment (COLA) to assigned WDC employed staff. There was a 2% COLA provided last year.
- Fund SUNY Erie proposed PY'18 contracted wage increase of 2% to 7.5%
- Fund three open vacancies. One at each cost center: Fiscal, Business Services, and BETC
- Includes reduction of WIB staff position from full time to part time.
- Fund reimbursement to County of Erie for Office of Workforce Development staff: Executive Director and Special Assistant to the WIB
- Fund reimbursement to City of Buffalo for BETC Director
- Includes a 15% increase in WDC health premium cost shared 75% to employer, 25% to employee
- WDC fringe rate at 38%, includes 10% retirement contribution for calendar year 2018 and 2019
- Total number of staff positions budgeted in PY'18 is 55, down from 57 last year

### **o Operating Costs**

- Line items have been updated and are based on prior year expenditures or adjusted to reflect any reductions or increases, such as rent and professional services
- No projections are included of co-located partner infrastructure costs contributions to the one-stop system

### **o Participant Activity Costs**

- Individual Training Accounts allocation for WIOA Adult and Dislocated Worker is at same level as PY'17
- Includes "as needed" funding estimate under Trade Adjustment Assistance (TAA) Program of \$343,000
- Includes Individual Training Account allocation for WIOA Youth at \$30,000
- Participant support costs are budgeted at PY'17 level.

### **o Contractual Costs**

- The WIOA in-school and out-of-school contracts will be awarded at a level of \$1,489,815

o Total Budget Expenses

- Overall proposed PY'18 budget is increased \$53,943 or .8% from PY'17

o Planned Carry-over/Surplus (Deficit)

- A net overall WIOA shortfall of <\$139,386>

WIOA Admin	\$ <20,861>
WIOA Youth	\$ 15,344

WIOA Adult	\$ 206,449
WIOA Dislocated Worker	<u>\$&lt;340,319&gt;</u>
Sub-total Adult/Dis. Worker	\$<133,868>

- The WDC has an unrestricted fund balance of \$403,353 in "other funds" as of 6/7/2018
- Applying the fund balance to the shortfall would result in a fund balance of \$263,967

Budget Summary by Line Item and Fund – page 4

Budget Summary by Line Item and Cost Center – page 5

Budget Summary by Function – page 6

	WIOA Admin.	WIOA Adult	WIOA Youth	WIOA Dislocated	Total WIOA Grants	HPOG	Other Funds	Total Other Grant Funds	PY 18 Grand Total	as % of Budget
<b>Projected Revenues:</b>	\$779,256	\$2,287,826	\$2,080,445	\$1,524,740	\$6,672,287	\$1,600,885	\$746,353	\$2,347,238	\$9,019,505	
<b>Expenses:</b>										
<b>Personnel Costs</b>										
Salaries & Fringes	\$637,030	\$1,354,796	\$462,092	\$1,323,158	\$3,777,076	\$590,247	-	\$590,247	\$4,367,323	50%
					\$3,761,981			\$627,504	\$4,389,485	50%
<b>Operating Costs</b>										
General Office Expense	\$9,883	\$39,816	\$12,561	\$47,704	\$109,965	\$10,509		\$10,509	\$120,474	
Rents & Building Expense	\$48,846	\$208,249	\$45,843	\$252,306	\$555,244	\$43,230		\$43,230	\$598,474	
Communications & Advertising Expense	\$8,380	\$23,536	\$8,439	\$26,546	\$66,900	\$27,600		\$27,600	\$94,500	
Professional Service Expense	\$93,360	\$63,767	\$13,031	\$66,050	\$236,208	\$15,352		\$15,352	\$251,560	
Other Expense	\$2,617	\$20,565	\$3,319	\$24,294	\$50,796	\$2,247		\$2,247	\$103,043	
<b>Total Operating Costs</b>	\$163,087	\$355,932	\$83,194	\$416,900	\$1,019,113	\$168,938		\$168,938	\$1,188,051	14%
					\$976,175			\$146,437	\$1,122,612	13%
<b>Participant Activity Costs</b>										
Individual Training Accounts		\$288,230	\$30,000	\$100,000	\$418,230	\$567,000	\$343,000	\$910,000	\$1,328,230	
On the Job Training/Customized Training										
Participant Work Experience			\$82,419		\$82,419	\$274,700		\$274,700	\$382,119	
Participant Support Payments and Child Care			\$370,649	\$30,000	\$525,649	\$841,700	\$343,000	\$1,184,700	\$1,710,349	20%
<b>Total Participant Activity</b>					\$495,649	\$841,700	\$343,000	\$1,169,944	\$1,665,593	19%
<b>Contractual Costs</b>										
WIOA in School Youth Contracts			\$348,891		\$348,891			\$348,891	\$348,891	
WIOA Out of School Youth Contracts			\$1,140,924		\$1,156,382			\$1,156,382	\$1,156,382	
<b>Total Contractual Costs</b>			\$1,489,815		\$1,489,815			\$1,489,815	\$1,489,815	17%
					\$1,523,905			\$0	\$1,523,905	18%
<b>Total Budget Expenses</b>	\$800,116	\$2,081,377	\$2,065,101	\$1,885,059	\$6,811,653	\$1,600,885	\$343,000	\$1,943,885	\$8,755,538	100%
Total Budget Expenses prior Yr	\$765,987	\$1,959,735	\$2,063,213	\$1,968,775	\$6,757,710	\$1,600,885	\$343,000	\$1,943,885	\$8,701,595	100%
<b>Planned Carry-over/Surplus (Deficit):</b>	\$ (20,861)	\$ 206,449	\$ 15,344	\$ (340,319)	\$ (139,386)	\$ 0	\$ 403,353	\$ 403,353	\$ 263,967	
Prior Yr. Planned Carry-over/Surplus (Deficit):	\$ 53,043	\$ 74,693	\$ (64,919)	\$ (71,979)	\$ (29,162)			\$ 373,762	\$ 344,600	

Budget Summary by Line Item and Cost Center  
7/1/18 - 6/30/19

	PY 18 Costs as % of Budget	PY 18							Grand Total
		WDC One Stop Support/Business Services/Fiscal	WIB Staff & Operating	BETC One Stop & City Youth Staff	ECC One Stop	Direct Grant Program Staff	Direct Program Activity		
<b>Personnel Costs</b>									
Salaries & Fringes	50%	\$1,037,129	\$794,469	\$1,471,666	\$596,506	\$467,552		\$4,367,322	
		\$996,100	\$804,926	\$1,482,084	\$571,161	\$535,215		\$4,389,486	
<b>Operating Costs</b>									
General Office, Rent, Professional Services, other expense.	14%	\$250,194	\$211,283	\$548,436	\$9,200	\$168,938		\$1,188,051	
		\$250,194	\$201,583	\$514,348	\$10,050	\$146,437		\$1,122,613	
<b>Participant Activity Costs</b>									
Classroom Training, TAA, ITA, OJT, Participant Work Experience Wages, Child Care and Support Payments	20%						\$1,710,349	\$1,710,349	
							\$1,665,593	\$1,665,593	
<b>Contractual Costs</b>									
WIOA In School Youth Contracts							\$348,891	\$348,891	
WIOA Out of School Youth Contracts							\$1,140,924	\$1,140,924	
							\$1,489,815	\$1,489,815	
							\$1,523,905	\$1,523,905	
<b>Total Budget Expenses</b>	100%	\$1,287,323	\$1,005,752	\$2,020,102	\$605,706	\$636,490	\$3,200,164	\$8,755,538	
Total Budget Expenses prior yr	100%	\$1,246,294	\$1,006,509	\$1,996,432	\$581,211	\$681,652	\$3,189,498	\$8,701,596	
Increase/(decrease)		\$41,029	(\$757)	\$23,670	\$24,495	(\$45,161)	\$10,666	\$53,942	
% Change		3.3%	-0.1%	1.2%	4.2%	-6.6%	0.3%	0.6%	

Adult Program Services

	General Management & Oversight	One Stop System Support	One Stop Career Services	Training	Support & Financial Assistance	Adult Program Sub Total	Youth Services	Total Budgeted Expenses By Program	Total Projected Revenue	Planned Carry-out*
<b>Workforce Innovation &amp; Opportunity Act:</b>										
Admin	\$800,116							\$800,116	\$779,256	-\$20,861
Youth		\$517,209	\$1,193,519	\$288,230	\$82,419	\$2,081,377	\$2,065,101	\$2,065,101	\$2,080,445	\$15,344
Adult		\$517,054	\$1,223,005	\$100,000	\$25,000	\$1,865,059		\$1,865,059	\$2,287,826	\$206,449
<b>Dislocated Worker</b>										
WIOA Subtotal	\$800,116	\$1,034,263	\$2,416,523	\$388,230	\$107,419	\$3,946,435	\$2,065,101	\$6,811,653	\$6,672,267	-\$139,386
<b>Targeted Program Services:</b>										
Prior Yr. % change	\$765,987 4.5%	\$1,069,014 -3.3%	\$2,363,846 2.2%	\$388,230 0.0%	\$107,419 0.0%	\$3,928,509 0.5%	\$2,063,213 0.1%	\$6,757,710 0.8%	\$6,728,548 -0.8%	-\$29,162 378.0%
<b>HPOG</b>	\$122,695	\$0	\$636,490	\$567,000	\$274,700	\$1,478,190		\$1,600,885	\$1,600,885	\$0
Other (Various)	\$0	\$0	\$0	\$343,000	\$0	\$343,000	\$0	\$343,000	\$746,353	\$403,353
TPS Subtotal	\$122,695	\$0	\$636,490	\$910,000	\$274,700	\$1,821,190	\$0	\$1,943,885	\$2,347,238	\$403,353
Prior Yr. % change	\$92,290 32.9%	\$0	\$681,651 -6.6%	\$909,720 0.0%	\$260,224 5.6%	\$1,851,595 -1.6%	\$0	\$1,943,885 0.0%	\$2,317,647 1.3%	\$373,762 7.9%
<b>Total</b>	\$922,811	\$1,034,263	\$3,053,013	\$1,298,230	\$382,119	\$5,767,625	\$2,065,101	\$8,755,538	\$9,019,505	\$263,967
Prior Yr. % change	\$858,277 7.5%	\$1,069,014 -3.3%	\$3,045,497 0.2%	\$1,297,950 0.0%	\$367,643 3.9%	\$5,780,105 -0.2%	\$2,063,213 0.1%	\$8,701,595 0.6%	\$9,046,195	\$344,600
<b>Grand Total</b>	\$922,811	\$1,034,263	\$3,053,013	\$1,298,230	\$382,119	\$5,767,625	\$2,065,101	\$8,755,538		
PY 18	10.5%	17.9%	52.9%	22.5%	6.6%	100%	23.6%	100%		
Prior Year										
Prior Year	8.0%	18.5%	52.7%	22.5%	6.4%	66.4%	23.7%	100%		

\*Under WIOA an area has two years to expend an appropriation. These balances are being proposed to either be carried over and made available for expenditure in the subsequent year, or to be used in the current year by a modification to this budget.

SUNY Erie Contract (Resolution)



**RESOLUTION FOR THE  
EXECUTIVE COMMITTEE  
OF THE BUFFALO & ERIE COUNTY  
WORKFORCE INVESTMENT BOARD, INC. (WIB)**

**Agreement With  
SUNY Erie  
July 1, 2018 – June 30, 2019**

**WHEREAS,** SUNY Erie has requested funding for the continued operation of the Career Center for the period July 1, 2018 – June 30, 2019; and

**WHEREAS,** The WIB and the Buffalo and Erie County Workforce Development Consortium (WDC) desire to execute an agreement with SUNY Erie to participate in the operation of the One-Stop System; and

**WHEREAS,** SUNY Erie will operate the Career Center located at the SUNY Erie North Campus, Gleasner Hall, 6205 Main Street, Williamsville, New York 14221 and also operate a satellite office in Room 6201C, at the SUNY Erie South Campus, Building 6, second floor; and therefore be it

**RESOLVED,** That the WIB and the WDC are authorized to enter into a memorandum of understanding and financial agreement with SUNY Erie in an amount not to exceed \$605,705.88, for the period July 1, 2018 through June 30, 2019.

Executive Committee Meeting  
June 13, 2018

WIB MEETING  
June 20, 2018

WNY Networks IT Resolution

**RESOLUTION OF THE  
BUFFALO AND ERIE COUNTY  
WORKFORCE INVESTMENT BOARD, INC.  
EXECUTIVE COMMITTEE**

**Information Technology Contract  
WNY Networks, Inc.  
July 1, 2018 – June 30, 2019**

**WHEREAS**, on December 5, 2016 the Buffalo and Erie County Workforce Development Consortium, Inc. (WDC) issued a “Request For Qualifications” seeking a vendor to provide Information Technology (IT) maintenance and support services for the WDC and Workforce Investment Board, Inc (WIB) computer network, and

**WHEREAS**, based on Vendor qualifications, proposed approach and methodology, services to be provided, references, costs etc., **WNY Networks Inc.**, 980 West Maple Court, Elma, New York 14049 was selected as the vendor of choice, and

**WHEREAS**, on June 8, 2017 the Buffalo and Erie County Workforce Investment Board’s Executive Committee authorized the Buffalo and Erie County Workforce Development Consortium to enter into a 1 year - (July 1, 2017 – June 30, 2018) contract with WNY Networks, Inc., and

**WHEREAS**, the resolution included an option to extend the agreement for up to 3 additional 1 year periods, based on continued satisfactory performance, and

**WHEREAS**, after formal staff review WNY Networks has continued to provide a high level of quality based service during the contract period, and

**WHEREAS**, it is critical IT services and support continue to be provided to insure the integrity and operation of the WDC and WIB’s computer network and web service, and

**WHEREAS**, the Director of Finance for the WDC has confirmed the availability of funding to support this agreement in the 2018 – 2019 budge, now therefore be it

**RESOLVED**, that the WDC is hereby authorized to enter into a 1 year contract – (July 1, 2018 - June 30, 2019) with **WNY Networks Inc.**, 980 West Maple Court, Elma, New York 14049 for the express purpose of providing IT and Web Site support services to the WIB and the WDC. Services will continue to be billed at a flat rate of \$85.00 per hour and will be billed in 15 minute increments. Total budgeted amount will not exceed \$85,100.

June 13, 2018

## HPOG Incentive Policy

## **HPOG BUFFALO INCENTIVE POLICY \***

In an effort to promote and reward outcomes to enhance efforts to meet HPOG program goals, HPOG Buffalo will now utilize an incentive program to further encourage participants to complete their training program and enter into gainful employment. Incentives will be utilized to encourage participants to achieve desired goals, according to their individual educational and employment plan. Incentives for this program will be payment, in the form of a gift cards that will be issued upon achieving certain milestones.

### **Eligibility requirements for Participants:**

Participant must be currently a participant of HPOG Buffalo, meeting at least one of the following criteria: reached mid-term of training, completed training, or, has obtained employment.

### **General Provisions for Incentive Awards**

- 1) Incentive Award will be non-cash; not redeemable for cash. These non-cash incentives must be awarded in the amount that is consistent with each participant eligible for an incentive award for the achievement of their milestones and shall not exceed the established cap amount of \$350, over the participation period. Participants may have multiple opportunities to receive incentives for the achievement of multiple outcomes.
- 2) Awards will be given in the form of Target gift cards.
- 3) Each participant receiving a Target gift card will be required to sign a statement stipulating that the card will not be used for firearms, alcohol or tobacco.

### **Performance Incentives**

- 1.) The award for the first level of incentives will be paid to any HPOG-enrolled participant who satisfactorily completes training to mid-term, and is in good standing with his or her training program. Attainment of mid-term training completion must be recorded in the HPOG information database. The incentive award will be in the amount of a \$25.00 Target gift card.
- 2.) The award for the second level of incentives will be paid to any HPOG-enrolled participant who satisfactorily completes training to completion, and is in good standing with his or her training program. Attainment of training completion must be recorded in the HPOG information database. The incentive award for training completion will be in the amount of a \$50.00 Target gift card.
- 3.) The award for the third and final level of incentives will be paid to any HPOG participant who has obtained employment. In order to collect this incentive, the participants must obtain employment within 90 days of the last date of training. He or she must present an official hire letter from the employer, on company letterhead, stating job title, hire date, starting wage, and hours of work per week. Employment must be training related. Employment information must be recorded in the HPOG information database. The incentive award for obtainment of employment will be in the amount of a \$100.00 Target gift card.

\* HPOG Incentive Policy pending funding approval for Year 4, beginning September 30, 2018.

Local Area Grievance Officer and  
Local Level Hearing Officer Appointment



**Buffalo & Erie County Workforce Investment Board  
Local Area Grievance Officer and Local Level Hearing Officer Appointment  
Wednesday, June 13, 2018**

Pursuant to New York State Department of Labor Technical Advisory #18-4, Local Workforce Investment/Development Board's must appoint a Local Area Grievance Officer and Local Level Hearing Officer.

The following qualified Workforce Development Consortium Staff are being recommended for appointment to the Buffalo and Erie County Workforce Investment Board, to fulfill the requirements as outlined in New York State Department of Labor Technical Advisory #18-4.

**Designated Grievance Officer:** Danielle Sullivan, HR Manager

Phone: (716) 819-9845 ext. 110

Email: dsullivan@wdcinc.org

**Designated Hearing Officer:** Lavon Stephens, Administrative Director

Phone: (716) 819-9845 ext. 104

Email: lstephens@wdcinc.org