

WIB Meeting Minutes

DATE: January 14, 2019, 9 a.m.

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

ATTENDEES: Jomo Akono, Julius Gregg Adams, Mary Margaret Aprile, Fred Boeheim, Carolyn Bright, Tracy Cardwell, D. Sylvester Dihaan, Katherine Grace, Charles G. Jones, Jr., Michael Martin, Brenda McDuffie, Oswaldo Mestre, Jr., Elizabeth Miller, Robert Mootry, Douglas Parks, Patricia Riegler, Bridget Russo, April Sanders, and, Myrna Young.

EXCUSED
ABSENT/ Peter DeJesus, Andrew Federick, Silvia Fakler, Joseph Hanna, Cory Haqq, L. Nathan Hare, Brian Manley, William Paladino, Scott Pallotta, Ralph Salerno, David Sullivan, Steven Weathers.

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

GUESTS: Cheryl Fisher-Magavern, Magavern & Grimm and Amber Hill-Native American Community Services.

TOPIC	DISCUSSION	ACTION
Call to Order	Mr. Jones called the meeting to order at 9:10 a.m.	
I. Executive Director's Report	<p>Ms. Gresham informed the group that workforce operations in Erie County are not effected by the Government shutdown. Our local workforce development area receives two pots of funding-the July advance and the October base funding. A South towns Job Fair will be held on February 20, 2019 at the SUNY Erie South campus. A flyer with additional information will be available soon. Ms. Gresham stated she attended the Erie County Department of Social Services Immigrant & Refugee Resource Fair on January 10, 2019. Information was distributed on the Workforce Development System to about 400 participants. Ms. Gresham stated an orientation about the workforce system will be provided immediately following today's meeting. Ms. Gresham thanked the Board members Andy Federick, Katherine Grace and Oswaldo Mestre for participating in the Lease Assessment Workgroup. Ms. Gresham also thanked the remainder of the Workgroup participants Otis Barker and Rob Mayer. The group engaged the services of Amada Hirsch, space planner with Prentice USA and Adam Koehn, commercial real estate broker with CBRE. Ms. Hirsch will examine our space needs and will work with Mr. Koehn to identify possible commercial space options in the City. The group intends to present a recommendation at the April Board meeting. The workforce system will expand Advanced Manufacturing career pathways programming to include CNC Machining and Electro Mechanical Maintenance. The expansion will develop programs in Customer Service and Construction Industries. In addition to the \$1.2 million NYSDOL grant award to support Dislocated Workers, our WDA received an award of \$94,000 under the CFA to train Adult job seekers. Ms. Gresham thanked Russell Sferlazza, Francine Nicholas and Christina Lopez for their expeditious work in these endeavors. Ms. Riegler described the progress of the CPT-Spanish program. Ms. Riegler said the program has an ESL teacher in each class.</p>	
<p>Action Items</p> <p>a) Minutes from the October 17, 2018 WIB meeting</p>	<p>Mr. Scello stated additional clarification was received from NYSDOL regarding Youth Follow-Up. Mr. Scello</p>	<p>Motion to approve the minutes from the October 17, 2018 meeting was made by Ms. McDuffie, seconded by Mr. Mootry. All were in favor. Motion carried.</p> <p>Motion to ratify Local WIB Policy Bulletin 1-19, WIOA Youth Follow-Up Policy-</p>

<p>b) Local WIB Policy Bulletin 1-19, WIOA Youth Follow Up Policy-REVISED</p>	<p>stated follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services for youth included: 1) supportive services, 2) adult mentoring, 3) financial literacy education, 4) services that provide labor market and employment information about in demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and 5) activities that help youth prepare for and transition to postsecondary education and training.</p>	<p>REVISED was made by Mr. Mestre, seconded by Ms. Cardwell. All were in favor. Motion carried.</p>
<p>c) Local WIB Policy Bulletin 2-19 WIOA Youth Work Experience Policy</p>	<p>Mr. Scello stated Local WIB Policy Bulletin 2-19 provides guidance on paid and unpaid work experience for the youth program under Title 1 of WIOA. The guidance will be conveyed to subrecipients and other entities that provide WIOA youth activities and services. Under WIOA, paid and unpaid work experience is an allowable activity and one of the fourteen youth program required elements to be competitively procured when selecting a youth service provider. Work experience must be made available to all registered youth and should be offered throughout the program year. The primary intent of work experience is to help the youth understand proper workplace behavior and what is necessary in order to attain and retain employment. Paid and unpaid work experience must include academic and occupational education.</p>	<p>Motion to ratify Local WIB Policy Bulletin 2-19, WIOA Youth Work Experience Policy was made by Mr. Mestre, seconded by Ms. Cardwell. All were in favor. Motion carried.</p>
<p>d) Local WIB Policy Bulletin 3-19 Youth Individual Service Strategy Policy</p>	<p>Mr. Scello stated Local WIB Policy Bulletin 3-19 provides guidance for establishing the Individual Service Strategy (ISS) plan for program participants. ISS plans are a required element of service delivery. Each participant receiving services through a WIOA Youth Program will work with program staff to create an Individual Service Strategy (ISS) plan for their program participation. ISS plans will be updated when changes in situation or career plans occur. The ISS plan will comprehensively detail training, education and support service needs for participants.</p>	<p>Motion to ratify Local WIB Policy Bulletin 3-19, Youth Individual Service Strategy Policy was made by Mr. Mestre, seconded by Ms. Cardwell. All were in favor. Motion carried.</p>
<p>e) Local WIB Policy Bulletin 4-19 WIOA Youth Supportive Service Policy</p>	<p>Mr. Scello stated Local WIB Policy Bulletin 4-19 provides guidance on supportive services for the youth program under Title 1 of WIOA. The guidance will be conveyed to subrecipients and other entities that provide WIOA youth activities and services. Under WIOA, supportive services is an allowable activity and one of the fourteen youth program elements. Supportive Services enable an individual to participate in WIOA activities. Supportive Services may only be provided to individuals enrolled in WIOA. Supportive services may include, but are not limited to the following- assistance with: transportation, childcare and dependent care, with housing, educational testing, books, school supplies, work related clothing, drivers' license/learner's permit. Payments for employment and training related applications, tests and certifications, reasonable accommodations for youth with disabilities are also allowable costs.</p>	<p>Motion to ratify Local WIB Policy Bulletin 4-19, WIOA Youth Supportive Service Policy was made by Mr. Mestre, seconded by Ms. Cardwell. All were in favor. Motion carried.</p>
<p>f) Local WIB Policy Bulletin 5-19 HPOG Incentive Policy-REVISED</p>	<p>Mr. Cosgrove stated Local WIB Policy Bulletin 5-19 was revised to require participants (seeking the entered employment incentive) to enter training related employment within 180 days of the last date of training. This will accommodate participants who fail certification exams on their first try. Many times, second attempts at the certification exams are after 90 days. The policy also allows individuals to present pay stubs from their employer within the past 2 weeks, in order to collect their entered employment incentives.</p>	<p>Motion to ratify Local WIB Policy Bulletin 5-19, HPOG Incentive Policy-REVISED was made by Mr. Boeheim, seconded by Ms. Bright. All were in favor. Motion carried.</p>
<p>g) Local WIB Policy Bulletin 6-19 WIOA Paid Work Experience</p>	<p>Ms. Nicholas stated WIOA offers internships and work experiences as an available individualized career service for Adults and Dislocated Workers. This policy authorizes paid work experience for WIOA eligible</p>	<p>Motion to ratify Local WIB Policy Bulletin 6-19, WIOA Paid Work Experience for Eligible Adults & Dislocated Workers Enrolled in Training was made by Mr.</p>

<p>for Eligible Adults & Dislocated Workers Enrolled in Training</p>	<p>Adults and Dislocated Workers enrolled in training provided through Individual Training Accounts (ITAs). The policy does not authorize funds for transitional jobs, which WIOA defines as a type of paid work experience. The policy is based on funding availability and must be implemented in conjunction with BECWIB's ITA, Priority of Service, and Supportive Services policies.</p>	<p>Dihaan, seconded by Ms. Miller. All were in favor. Motion carried.</p>
<p>h) One Stop System Coordinator RFP</p>	<p>Ms. Nicholas stated three entities submitted proposals in response to the One Stop System Coordinator RFP published on October 29, 2018 and due by 2 p.m. on December 11, 2018. After discussion and review the Proposal Review Committee found John Slenker to be qualified to deliver the services required under the RFP as the One Stop System Coordinator. The Proposal Review Committee included Christina Lopez, Francine Nicholas, Heather Gresham, Patricia Riegle and Bob Mootry.</p>	<p>Motion to ratify the resolution to authorize the Buffalo & Erie County Workforce Development Consortium to enter into a contract with John Slenker. The purpose of the contract is to provide consulting services as the One Stop System Coordinator for the period of 2/1/19-6/30/20 in an amount not to exceed \$20,000. Motion was made by Ms. Caldwell, seconded by Ms. Bright. All were in favor. Motion carried.</p>
<p>i) Temporary Staffing & Employer of Record Services RFP</p>	<p>Ms. Nicholas stated three entities submitted proposals in response to the Temporary Staffing & Employer of Record Services RFP published on December 10, 2018 and due by 2 p.m. on December 27, 2018. After discussion and review the Proposal Review Committee on 1/4/19 determined Imagine Staffing was qualified to deliver the services required under the RFP as the Temporary Staffing and Employer of Record. The Proposal Review Committee included Christina Lopez, Francine Nicholas, Heather Gresham, Patricia Riegle and Bob Mootry.</p>	<p>Motion to ratify the resolution to authorize the Buffalo & Erie County Workforce Development Consortium to enter into a contract with Imagine Staffing to provide staffing services as the employer of record to WIOA Adult and Dislocated Workers engaged on temporary paid-work experiences while participating in occupational skills training. The total billing rate will not exceed \$15.54/hour and the contract term will run from 2/1/19 to 9/30/20. Motion was made by Ms. Caldwell, seconded by Ms. Bright. All were in favor. Motion carried.</p>
<p>II. Committee Reports</p> <ul style="list-style-type: none"> • Budget 	<p>Mr. Sferlazza, Director of Finance, reported on the second quarter budget. Mr. Sferlazza stated the WIOA expenditures of Admin, Youth, Adult and Dislocated Worker are at 43% overall and on target to achieve the required 80% expenditure by June 30. Overall, 43% of total expenses has been expended. Included in those expenses is participant support costs, which is low at 22%. Support costs vary due to the length of training. Under WIOA ITAs, a balance of \$89,067 remains in Adults and \$76,721 remains in Dislocated Worker. Because projections indicate a budget shortfall of \$50,000 in Adult ITA funds and a surplus of \$50,000 in Dislocated Worker ITA funds, Mr. Sferlazza recommends a budget transfer of \$50,000 in Adult funds from Budgeted unplanned carryover to increase the ITA budgeted appropriation for Adults from \$228,230 to \$338,230. The transfer will decrease the Dislocated Worker ITA appropriation from \$100,000 to \$50,000. Mr. Sferlazza distributed a WIOA ITA Funded Training Adults/Dislocated Workers in PY 18 by Demand Occupation Report. The report also included the average cost per trainee. Transportation had the greatest percentage of trainees (45%) and Construction had the highest cost per trainee (\$3500).</p>	<p>Motion to ratify the resolution to transfer \$50,000 from Dislocated Worker to the ITA fund to ensure completion of current training obligations through June 30, 2019 made by Ms. Miller, seconded by Mr. Mootry. All were in favor. Motion carried.</p>
<p>III. Other Business</p>	<p>Denise Raymond of SUNY Erie Career Center and Darnell Cummings (for Demone Smith) of BETC updated the group on their respective Center activities. Ms. Raymond stated 1,326 unduplicated individuals have been served so far this program year. A Job Fair will be held on 2/20/19 at the SUNY Erie South Campus. A new food pantry will be established at each Center (North, South & City campuses) in collaboration with the Food Bank of WNY.</p>	
<p>Adjournment</p>	<p>The meeting adjourned at 9:55 a.m.</p> <p>The Workforce System Orientation began shortly after the adjournment of the WIB meeting.</p>	<p>Motion to adjourn was made by Mr. Mootry, seconded by Ms. Miller. All were in favor. Motion carried.</p>

APPROVED: _____
Patricia Riegle, Secretary Date