

WIB Meeting Minutes

DATE: April 15, 2019, 9 a.m.

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

ATTENDEES: Jomo Akono, Mary Margaret Aprile, Carolyn Bright, Tracy Cardwell, Andrew Federick, Katherine Grace, Charles G. Jones, Jr., Brenda McDuffie, Robert Mootry, Scott Pallotta, Patricia Riegle, April Sanders, and, Myrna Young.

EXCUSED
ABSENT/ Julius Gregg Adams, Fred Boenheim, Peter DeJesus, D. Sylvester Elizabeth Miller, D. Sylvester Dihaan, Silvia Fakler, Joseph Hanna, Cory Haqq, L. Nathan Hare, Brian Manley, Michael Martin, Oswaldo Mestre, Jr., William Paladino, Douglas Parks, Bridget Russo, Ralph Salerno, David Sullivan, and Steven Weathers.

STAFF
ATTENDEES: Mark Cosgrove, Heather Gresham, David Kaczor, Francine Nicholas, Anthony Scello, Russell Sferlazza, Demone Smith, and Lavon Stephens.

GUESTS: Cheryl Fisher-Magavern, Magavern & Grimm, Anthony Sheppard-THRIVE, John Slenker, and Kathy Krebs.

TOPIC	DISCUSSION	ACTION
Call to Order	Mr. Jones called the meeting to order at 9:15 a.m.	
I. Executive Director's Report	<p>Ms. Gresham thanked the participants of the Lease Assessment Workgroup. The group included Oswaldo Mestre, Katherine Grace, Cory Haqq, Andrew Federick, Rob Mayer, Julius Adams, Demone Smith, Lavon Stephens, David Kaczor and Otis Barker. The group was assembled last fall to examine our lease options available in the City. The lease at 726 Exchange Street expires on October 31, 2019. At the beginning of the review process it was recommended to look at space that could accommodate the Buffalo Employment & Training Center and the administrative offices on Exchange Street. Ms. Gresham stated an agreement was entered into with CBRE as our broker. CBRE recommended 1195 Main Street as the space that could accommodate both BETC and the administrative offices. The Main Street space was toured and CBRE provided a proposed layout and lease proposal. Space was also reviewed and toured that would only accommodate the WIB and WDC. Ms. Gresham recommended to the Lease Assessment Work Group no movement be made with the 726 Exchange Street and 77 Goodell Street offices. The Lease Assessment Workgroup made the same recommendation to the Executive Committee. The Executive Committee agreed no change should be made in the location of the office space based on the information provided and the recommendation made by Ms. Gresham & the Lease Assessment Workgroup. Ms. Gresham explained the foot print would be reduced by 4000 square feet if the offices of BETC and WDC/WIB were combined to 1195 Main Street. The cost savings for 1195 Main Street would be \$33,000 for the first year only. The expense of moving the BETC & WDC/WIB offices was also a factor in the recommendation to keep the offices at their current locations. The properties that were toured would require significant buildout. The property at 268 Main Street had an appropriate footprint but the parking available was very small and expensive. The available properties were not cost effective compared to the space on Exchange Street. Ms. Gresham referred to the proposal from the Larkin Development Group included in the meeting packet. Ms. Gresham stated even with the proposed increases in the lease modification, the overall cost savings is a better value than moving. Ms. Gresham referred to an analysis of properties at 1195 Main Street with 77 Goodell and 726 Exchange Street, prepared by Russell Sferlazza.</p>	

<p>Action Items</p> <p>a) Minutes from the January 14, 2019 WIB meeting</p> <p>b) 726 Exchange Lease</p> <p>c) Youth Standing Committee recommendations</p> <p>d) Demand Occupation List additions</p> <p>e) Local WIB Policy Bulletin 7-19 Supportive Services Policy-REVISED</p>	<p>Ms. Gresham stated in February a food pantry opened at SUNY Erie that will serve college students as well as the community. The project began as a partnership with the Food Bank of WNY now called Feed More WNY and SUNY Erie. In the first month the Feed More food pantry served 178 individuals or 64 households. The Feed More pantry provides baby formula and accommodates various types of diets. The resources for the food pantry were provided by Feed More WNY and SUNY Erie provided the space. Ms. Gresham stated the Annual Report was emailed to the WIB members. Mr. Kaczor worked very closely with the One Stop Centers and Partners to get gather the information. Ms. Gresham thanked Mr. Kaczor for the great job. Ms. Gresham stated a limited amount of OJT will be available to businesses through funding sources from the Trade & Economic Transitions grant. Ms. Gresham stated a workshop will be provided for businesses interested in applying for OJT funding under the CFA process on June 11, 2019. More information will follow as the date gets closer.</p> <p>See Executive Director's report.</p> <p>Mr. Scello stated the Youth Standing committee met on April 1, 2019. The committee reviewed current WIOA funded Out-of-School (OSY) and In-School Youth (ISY) service providers and programs. In summary, the Youth Service providers are currently or on pace to successfully achieve their program deliverables. Based on the review, the committee recommended to continue funding the current contractors in PY 2019 in an amount to be determined once youth funding is determined. The current contractors include Catholic Charities of "Buffalo Tomorrow's Youth Today" (TYT), Out-of-School program, Buffalo Urban League "You Only Live Once" (YOLO) Out-of-School Youth program, The Service Collaborative of WNY's "Project Lead" Out-of-School Youth program, and the Buffalo Urban League's "Project Ready Youth Engagement Services" (PRYES) In-School Youth program. Mr. Mestre stated each program was discussed and reviewed by the Youth Standing committee.</p> <p>Mr. Cosgrove stated he worked very closely with the Department of Labor Market Analyst of the Western Region, Tim Glass, in reviewing the Demand Occupation List. Their analysis recommended ten occupations be added to the list. The additions to the Demand Occupation list include Computer User Support Specialist, Software Developers Applications, Preschool Teachers, (except Special Education), Teacher Assistants, Civil Engineers, Industrial Engineers, Home Health Aide/Medication Technician, Child, Family & School Social Workers, Social & Human Service Assistants, and Childcare Workers. Ms. Gresham stated in anticipation of the next business cycle down turn, she and Mark Cosgrove are looking at upcoming demand occupations.</p> <p>Ms. Nicholas state Local WIB Policy Bulletin 7-19 addresses the use of WIOA Title 1 funds for supportive services and needs related payments to support Adults and Dislocated Workers in the Buffalo & Erie County Local Area receiving occupational skills training through ITAs. The revision of Local WIB Policy Bulletin 7-19, Supportive Services, enhances transportation. Transportation Services have been expanded to include the rental by the WDC of a minivan, taxi, or other similar vehicle on behalf of multiple trainees under certain</p>	<p>Because there was no quorum, no action taken.</p>
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