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 BOEHM, PETER DEJESUS, D. SYLVESTER ELIZABETH MILLER, D. SYLVESTER DHAAN, 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 WEAVERS.
STAFF ATTENDEES: MARK COSGROVE, HEATHER GRESHAM, DAVID KACZOR, FRANCINE NICHOLAS, ANTHONY SCELLO, RUSSELL SFERLAZZA, DEMONE SMITH, AND LAVON STEPHENS.
GUESTS: CHERYL FISHER-MAGAVERN, MAGAVERN & GRIFFIN, ANTHONY SHEPPARD-THRIVE, JOHN SLENKER, AND KATHY KREBS.

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<th>TOPIC</th>
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<td>1. Call to Order</td>
<td>Mr. Jones called the meeting to order at 9:15 a.m.</td>
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<td>I. Executive Director’s Report</td>
<td>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 &amp; 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 &amp; the Lease Assessment Work group. Ms. Gresham explained the footprint 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 &amp; 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.</td>
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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 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.

Because there was no quorum, no action taken.

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.

Because there was no quorum, no action taken.

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 downturn, she and Mark Cosgrove are looking at upcoming demand occupations.

Because there was no quorum, no action taken.

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

Because there was no quorum, no action taken.
II. Updates

- **Budget**

  Mr. Sferlazza, Director of Finance, reported on the third quarter budget. The local WDA is required to spend 80% of the funds by June 30. Mr. Sferlazza stated the WIOA expenditures of Admin, Youth, Adult and Dislocated Worker are at 65% overall and on target to achieve the required 80% expenditure by June 30. The Statement of Activities by functional expense report indicates the percentages (salaries & fringes, operating costs, participant support costs and contracted/training costs) are within the budgeted amount through 3/31/19. Overall, budgeted expenditures are at 65%. Under WIOA Adults in the Individual Training Account (ITA) report, we have fully obligated the $338,230 that was set aside. The WIOA Dislocated Worker has an unobligated balance of $4,806. Mr. Sferlazza stated the New York State Department of Labor has received their funding allotment from USDOL which increased by 22% from last year. We are waiting for NYSDOL to inform us of our funding allocation.

- **One Stop System Coordinator- John Slenker**

  Mr. Slenker stated as the One Stop System Coordinator, he has been visiting the various partner agencies. The agencies provide numerous services and work well together. Mr. Slenker stated there are two major types of agencies, one type services all individuals based on economic need (i.e., Department of Labor, Social Services), and the second serves clients that are more resource intensive (i.e. ACCES-VR, Commission for the Blind). Mr. Slenker is hoping to relieve the large caseloads of resource agencies to the service agencies. Mr. Slenker stated he worked for the New York State Department of Labor for 27 years. During a recession customers are work ready and need a job. Mr. Slenker stated the recession ended 9 years ago. Many of the unemployed now have barriers to employment such as transportation or unrealistic expectations. He stated there are four trends in the economy, long term, short term or business cycle (which usually lasts 4-5 years, now on year 9), seasonality and noise. Mr. Slenker will work with Ms. Gresham to plan for when the current business cycle comes to an end.

- **TABE Changes**

  Ms. Riegle of Erie 1 BOCES updated the group on changes to the TABE 11/12 test. The TABE test is an assessment tool used by schools districts, the Department of Labor, the One Stops and other organizations. Ms. Riegle stated the TABE test is the only approved diagnostic test for New York State Literacy programs for students working towards a high school equivalency. The TABE tests an individual’s Reading Comprehension, Math and Language Skills. Any organization that receives WIOA Title 2 and or Employment Preparation Education (EPE) funding must administer this test to their students. TABE 11/12 must be used beginning 7/1/19.

- **THRIVE Program**

  Anthony Sheppard, the Project Coordinator, updated the group on the THRIVE program. Mr. Sheppard stated THRIVE is located at BETC with great support from Demone Smith, Heather Gresham and Lavon circumstances to either visit a worksite to get an understanding of working at the site or to go to a worksite where their paid experience is taking place. This will assist trainees to gain access to worksites. Ms. Gresham stated transportation as a barrier to employment continues to be an issue. Ms. McDuffie and Ms. Gresham intend to meet this summer to further discuss transportation as a major obstacle to employment.
| III. Other Business | Stephens. Five staff have been hired for THRIVE. Mr. Sheppard stated he and staff are seeing an uptick in customers with 20 customers registered. Staff is working with the customers to eliminate any barriers to employment, and update resumes. Staff is working with the Department of Labor on OSOS training. Ms. Gresham stated the THRIVE program is funded by Empire State Development and the United Way. Ms. Gresham stated we are one of the THRIVE grantees along with Northland Workforce Training Center.

Carolyn Bright stated the annual Tim Kennedy/Queen City Job Fair will be held at the Convention Center on April 23, 2019, 11 am – 3 pm. Ms. Bright stated almost 200 businesses will be attending. Mr. Smith stated BETC is having a Job Fair on April 25, 2019 at 77 Goodell. |

| Adjournment | The meeting adjourned at 10:18 a.m. |

**APPROVED:**

Patricia Riegle, Secretary Date