

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: Sjunseeargn Foxx-Foxx Consulting, Tom Mormile-NYS DOL, 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>B. <u>Action Items</u></p>	<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>Motion to approve the minutes from the January 17, 2018 meeting was made by</b></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 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</p>	<p>Mr. Weathers, seconded by Ms. Cardwell. All were in favor. Motion carried.</p> <p><b>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.</b></p> <p><b>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.</b></p> <p><b>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.</b></p> <p><b>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.</b></p> <p><b>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.</b></p> <p><b>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.</b></p> <p><b>Motion to ratify the Executive and Standing Youth Committees'</b></p>
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<ul style="list-style-type: none"> <li>In-School Youth Proposal Recommendations</li> </ul> II. Updates <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> III. <u>Other Business</u>	<p>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>Sjunseeargn 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>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>
Adjournment	The meeting adjourned at 10:10 a.m.	Motion to adjourn was made by Mr. Hare, the group unanimously approved the motion. Motion carried.

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