

WIB Meeting Minutes

DATE: June 17, 2019, 9 a.m.

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

ATTENDEES: Julius Gregg Adams, Jomo Akono, Mary Margaret Aprile, Fred Boenheim, Carolyn Bright, Tracy Cardwell, D. Sylvester Dihaan, Andrew Federick, Katherine Grace, Joseph Hanna, Charles G. Jones, Jr., Brian Manley, Michael Martin, Brenda McDuffie, Robert Mootry, Douglas Parks, Patricia Riegle, Bridget Russo, and, Myrna Young.

EXCUSED

ABSENT/ Peter DeJesus, Silvia Fakler, Cory Haqq, L. Nathan Hare, Oswaldo Mestre, Jr., Elizabeth Miller, William Paladino, Scott Pallotta, Ralph Salerno, April Sanders, David Sullivan, and Steven Weathers.

STAFF  
ATTENDEES:

Mark Cosgrove, Heather Gresham, David Kaczor, Francine Nicholas, Denise Raymond, Anthony Scello, Russell Sferlazza, and Lavon Stephens.

GUESTS: Cheryl Fisher-Magavern, Magavern & Grimm.

TOPIC	DISCUSSION	ACTION
Call to Order	Mr. Jones called the meeting to order at 9:05 a.m.	
<p>I. Executive Director's Report</p> <p><b>Action Items</b></p> <p><u>Items for Ratification from April 15, 2019 meeting</u></p> <p>a) Minutes from the January 14, 2019 WIB meeting</p>	<p>Ms. Gresham stated our local area will receive an increase of 23% overall in WIOA funding for PY '19, due to higher unemployment rates in NYS compared to other areas of the country. The increase will allow our LWDA to allocate Adult funds to OJT, and begin ITA spending on July 1. The increase in Youth funding also allows us the opportunity to increase funding to our contracted Youth providers. The MOU for Service Delivery (MOU), the 2017-2021 Local Plan, and the Infrastructure Funding Agreement (IFA) have been developed by staff and partners. The IFA is with NYSDOL for review. After their review is completed, it will be returned to the local area to be signed by the County Executive, the Mayor, and our partners. The MOU and Local Plan are awaiting Mayor Brown's signature, and will be sent to NYSDOL for approval. NYSDOL has expressed concern that the documents have not been signed, and will contact the Mayor's office directly. HPOG will begin its' fifth and final year of activity on September 30, the funding cycle ends on September 29, 2020. The US Dept. of Health &amp; Human Services has not announced a third round of funding. Staff is actively pursuing other funding opportunities. Mr. Cosgrove stated the HPOG program is currently 8 months into Year 4 of HPOG 2.0. To date HPOG has 155 new enrollees that have been prepared for the following occupations: LPNs, CNAs, RNs, Pharmacy Techs, Medical Secretaries, Physical Therapy Assistants, Dental Assistants and Medical Assistants. HPOG has had 117 placements with the following employers McGuire Group, Elderwood, Beechwood, Community Health Centers, Buffalo General and ECMC, 152 employers overall. The average starting wage is \$14.75 per hour. Mr. Cosgrove stated HPOG staff has formed a close relationship with the McGuire Group and their 5 local nursing homes. Mr. Cosgrove stated staff is looking at other grant opportunities and hopes to apply for HPOG 3.0 if it is available.</p>	<p><b>Motion to approve the minutes from the January 14, 2019 meeting was made by Mr. Mootry, seconded by Ms. Bright. All were in favor. Motion carried.</b></p>

<p>b) 726 Exchange Lease</p>	<p>As explained at the April 15, 2019 WIB meeting, the Lease Assessment Work 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. Several properties were viewed. 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 Workgroup.</p>	<p><b>Motion to ratify the recommendation of the Lease Assessment work group to enter into a 10 year Lease Modification/Renewal beginning 11/1/19 with the Larkin Development Group to remain at 726 Exchange Street. The motion was made by Mr. Manley, seconded by Ms. Bright. All were in favor. Motion carried.</b></p>
<p>c) Youth Standing Committee recommendations</p>	<p>Mr. Scello stated at the Executive Committee meeting on June 12, 2019, a motion was passed to approve Program Year 2019 funding levels for current WIOA Youth Service Providers. The Service Collaborative, Buffalo Urban League, and Catholic Charities of Buffalo are the Out-of-School Youth (OSY) Service Providers who are included. Buffalo Urban League as the In-School Youth (ISY) Provider is also included. Mr. Scello stated an unanticipated increase of funding became available for Youth Services providers this program year. The Youth Standing committee requested equal distribution among the youth programs. As a result, each Out-of-School Youth and In-School Youth provider would be provided PY 2019 WIOA funding not to exceed \$546,653. Of this total, \$136,248 would be required to be spent on work experience expenses. Program deliverables would be commensurate with the budgets.</p>	<p><b>Motion to ratify the recommendations made by the Youth Standing committee to the Executive Committee to continue funding Catholic Charities OSY Tomorrow's Youth Today Program, Buffalo Urban League's OSY You Only Live Once Program, The Service Collaborative's OSY Project LEAD and Buffalo Urban League's ISY Project Ready Youth Engagement Services. Each of the agencies listed above would receive funding up to \$546,653 for each program. From the total amount of \$546,653, \$136,248 would be required to be spent on work-experience-related expenses. The motion was made by Mr. Boenheim, seconded by Ms. Bright. (Ms. McDuffie did not participate in any discussion regarding funding of the Youth Contracts and recused herself from any vote because of her affiliation with the Buffalo Urban League.)</b></p>
<p>d) Demand Occupation List additions</p>	<p>As explained at the April 15, 2019 WIB meeting the ten recommended occupations be added 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 &amp; School Social Workers, Social &amp; Human Service Assistants, and Childcare Workers.</p>	<p><b>Motion to ratify the additions to the Demand Occupation list was made by Mr. Manley, seconded by Ms. Young. All were in favor. Motion carried.</b></p>
<p>e) Local WIB Policy Bulletin 7-19 Supportive Services Policy-REVISED</p>	<p>As explained at the April 15, 2019 WIB meeting, Local WIB Policy Bulletin 7-19, Supportive Services Policy REVISED addresses the use of WIOA Title 1 funds for supportive services and needs related payments to support Adults and Dislocated Workers in the Buffalo &amp; Erie County Local Area receiving occupational skills training through ITAs. The revision includes expanding transportation services to include the rental by the WDC of a minivan, taxi or other similar vehicle on behalf of multiple trainees under certain circumstances.</p>	<p><b>Motion to ratify WIB Policy Bulletin 7-19, Supportive Services Policy-REVISED was made by Ms. Aprile, seconded by Ms. McDuffie. All were in favor. Motion carried.</b></p>
<p><u>Current Items for Ratification</u></p>		
<p>a) Minutes from the April 15, 2019 meeting</p>		<p><b>Motion to approve the minutes from the April 15, 2019 meeting was made by Dr. Adams, seconded by Ms. Cardwell. All were in favor. Motion carried.</b></p>
<p>b) PY 19 Draft Budget</p>	<p>Mr. Sferlazza reviewed the PY 2019 draft budget. <b>Estimated PY 19 Revenue Summary</b> Mr. Sferlazza stated the increase in our WIOA allocation of 23%, or</p>	<p><b>Motion to ratify the PY 19 draft budget as presented was made by Ms. Cardwell,</b></p>

<p>c) SUNY Erie Career Center Resolution</p> <p>d) WNY Networks IT Resolution</p> <p>II. Other Business</p>	<p>\$1,424,708, reflects 97% of the increase for WIOA Youth and Adult funds. The overall estimated WIOA availability is up 22% or \$1,480,105. The Health Profession Opportunity Grant (HPOG) will be in its fifth year of Round 2 funding in September of 2019. HPOG funds are estimated to be \$1,600,885 for PY 19. The revenue for the Trade &amp; Economic Transition Dislocated Worker Grant (TET-NDWG) is estimated at \$1,094,369 for PY 19. The TET-NDWG is passed through the WDC by NYSDOL for the period of 10/1/18 through 3/31/20 in the amount of \$1,245,216. The THRIVE (total contract amount of \$701,726) Buffalo Initiative is a subcontract awarded to the WDC by the United Way of Buffalo &amp; Erie County. The amount for PY 19 is estimated at \$469,439. Mr. Sferlazza stated the WDC receives other funds which include NYSDOL Consolidated Funding Application (CFA 8.0) in the amount of \$94,200 and Trade Adjustment Assistance (TAA) estimated to be \$225,000 for PY 19.</p> <p><b>Budget Expense Summary</b> The following are some of the items described by Mr. Sferlazza under the budget expense summary. A 4% Cost of Living Adjustment, SUNY Erie proposed PY '19 contracted wage increase of 4%, funding of two open vacancies, fund reimbursement to County of Erie for one WIB staff member, fund reimbursement to City of Buffalo for BETC Director, and 1.34% increase in WDC health insurance premium cost share.</p> <p><b>Participant Activity Costs</b> Some of the items Mr. Sferlazza discussed under participant activity costs include a WIOA Adult ITA increase of to \$413,230, ITA allocation for WIOA Youth at \$30,000, \$296,948 in TET-NDWG for WIOA Dislocated Workers paid work experience, \$42,000 in TET-NDWG for On-the-Job Training (OJT) to WIOA Dislocated Workers, \$50,000 in WIOA Adult for OJT, and \$94,200 in CFA 8.0 funds for WIOA Adults and Dislocated Workers for Certified Production Technician training. The overall proposed PY 19 budget is increased by 26.8%. There is a net overall WIOA surplus of \$598,331.</p> <p>Mr. Cosgrove stated the SUNY Erie Career Center at SUNY Erie North Campus and the satellite office at the SUNY Erie South campus, provide One Stop services. Mr. Cosgrove stated last year SUNY Erie enrolled 2,471 individuals and placed 1,480 into employment. Because a case manager left and was replaced by a new employee at a lower wage, the contract amount was decreased by \$22,711 from last year.</p> <p>Mr. Kaczor stated on December 5, 2016 an RFQ was issued seeking a vendor to provide Information Technology (IT) maintenance and support services for the WDC and WIB computer network. WNY Networks, Inc. was selected based on qualifications, proposed approach and methodology, costs, etc. A resolution was authorized for the WDC to enter into a one year contract with WNY Networks for the period of 7/1/17-6/30/18, with an option to extend the agreement for up to 3 additional years based on continued satisfactory performance. Mr. Kaczor stated after a formal review WNY Networks continues to provide a high level of quality service during the contract period.</p> <p>There was no other business</p>	<p><b>seconded by Mr. Dihaan. All were in favor. Motion carried.</b></p> <p><b>Motion to ratify the authorization for the WIB and WDC to enter into a memorandum of understanding and financial agreement with SUNY Erie in an amount not to exceed \$582,994.85 for the period 7/1/19 through 6/30/20 was made by Ms. Bright, seconded by Ms. Grace. All were in favor. Motion carried.</b></p> <p><b>Motion to ratify the authorization that the WDC is authorized to enter into a one year contract (7/1/19-6/30/20) with WNY Networks, Inc. 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 per hour and will be billed in 15 minute increments, not to exceed \$93,726. Motion was made by Mr. Akono, seconded by Ms. Cardwell. All were in favor. Motion carried.</b></p>
<p>Adjournment</p>	<p>The meeting adjourned at 9:30 a.m.</p>	<p>Motion to adjourn was made by Mr. Mootry, seconded by Ms. Bright. All were in favor. Motion carried.</p>

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

Date \_\_\_\_\_