

WIB Meeting Minutes

DATE: June 20, 2018, 9 a.m.

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

ATTENDEES: Julius Gregg Adams, Fred Boeheim, Tracy Cardwell, D. Sylvester Dihaan, Silvia Fakler, Andrew Federick, Charles G. Jones, Jr., Brian Manley, Michael Martin, Brenda McDuffie, Elizabeth Miller, Scott Pallotta, April Sanders, David Sullivan, Steven Weathers and, Myrna Young.

EXCUSED ABSENT/ Carolyn Bright, Mary Margaret Aprile, Peter DeJesus, Joseph Hanna, Cory Haqq, L. Nathan Hare, Glorianne Holbrook, Oswaldo Mestre, Jr., Robert Mootry, William Paladino, Patricia Riegler, and Ralph Salerno.

STAFF ATTENDEES: Mark Cosgrove, Heather Gresham, Christina Lopez, Francine Nicholas, Barbara Schaus, Russell Sferlazza and Demone Smith.

GUESTS: Sjunseeearn Foxx-Foxx Consulting, Tom Lynch –Goodwill, Tom Mormile-NYSDOL, Douglas Parks-HealthNow New York, Inc., Bridget Russo-Catholic Health 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.	
I. Executive Director's Report	<p>Ms. Gresham stated the United Way received funds under the Empire State Poverty Reduction Initiative (ESPRI) to implement services designed to reduce poverty among the working poor in City of Buffalo. The WIB/WDC will partner with the United Way to deliver workforce services under the ESPRI. Staff will be located at BETC and will provide outreach and case management services to eligible individuals. Ms. Gresham's introduced Michael Weiner, CEO and President of the United Way. Mr. Weiner shared background and information about the Empire State Poverty Initiative (ESPRI). Mr. Weiner provided a summary of how the ESPRI program would be implemented. Mr. Weiner described the process as a long one beginning with the planning phase, which established a TASK force of 36 members including the Mayor, County Executive and Assembly Member Crystal Peoples-Stokes. The implementation phase put the planning elements into place. Mr. Weiner stated two key stakeholders are the working poor and the chronically unemployed. Career Advisors/Career Navigators will assist the stakeholders, identify their interests and guide and support them through the process. THRIVE will allow a case management approach to employment. Participants will receive workforce development information, financial education and financial products and services. Ms. Gresham stated BETC staff will work with the THRIVE coordinator to ensure goals are met. Because the unemployment rate is very low it, staff will do outreach into the community to bring individuals into the program. Mr. Weiner said the hours at BETC will now include evenings and weekend like Northland Workforce Training Center. Ms. Gresham stated the Buffalo Niagara Partnership's role will be to address employers to insure individuals receive a working wage. Mr. Federick asked if participants will receive supplemental income as they lose working hours to training. He stated the working poor cannot afford to miss one work shift. Mr. Weiner stated THRIVE may provide an interim plan to help support wage reimbursement. Mr. Weiner stated the first phase of the project will focus on City of Buffalo residents and hopefully expand to the rest of Erie County.</p>	

<p>II. Action Items</p> <ul style="list-style-type: none"> • Minutes from the April 18, 2018 WIB meeting • PY 18 Draft Budget • SUNY Erie Career Center Resolution • WNY Networks IT Resolution 	<p>Mr. Sferlazza, Director of Finance, reported on the PY 18 draft budget. Mr. Sferlazza stated the total WIOA PY 18 allocation received was \$6,118,046. The breakdown is WIOA Administration \$611,805, WIOA Adult \$1,958,831, WIOA Dislocated Worker \$1,466,965, WIOA Youth \$2,080,445. The WIOA PY 18 allocation was a 4.9% (\$288,284) increase, with 70% of the increase going to Youth. Overall the estimated WIOA availability is down -0.8% or -\$56,281. The estimated PY 17 WIOA carry in is \$554,221. The Health Professions Opportunity Grant (HPOG) will be in its fourth year of funding in September 2018. The PY 18 amount for HPOG is estimated at \$1,600,885. Expenses in the PY 18 budget include: a 3% Cost of Living Adjustment (COLA) assigned to WDC staff. The budget includes funding SUNY Erie's proposed PY 28 contract wage increase of 2% to 7.5%. Three open vacancies will be funded in Fiscal, Business Services and BETC. One WIB staff position will be reduced from full time to part time. Funds will be reimbursed to Erie County for the WIB Executive Director and Special Assistant. Funds will also be reimbursed to the City of Buffalo for BETC's Executive Director. WDC health premium cost will include a 15% increase (75% of the increase to employer, 25% to employee). The WDC fringe rate will be 38%, including a 10% retirement contribution for calendar year 2018 and 2019. The total number of staff positions budgeted in PY 18 is 55, down from 57 last year. The line items under operating costs have been updated and are based on prior year expenditures or adjusted to reflect any reductions or increases. There are no projections included for co-located partner infrastructure costs contributions but once in place, resources will be leveraged. Individual Training Accounts (ITAs) are at the same level as PY 17, which includes ITAs for Youth at \$30,000. Participant support costs are budgeted at PY 17 levels. The WIOA In-School and out-of-school youth contracts will be awarded at a level of \$1,489,815 (4 contracts will be awarded). Overall, the proposed PY 18 budget is increased by \$53,943 or .8% from PY 17. A net overall WIOA shortfall of \$139,386 is included in the budget. Applying the WDC's reserve balance of \$403,353 to the shortfall results in a fund balance of \$263,967.</p> <p>Mark Cosgrove stated the resolution allows for the continued operation of the SUNY Erie Career Centers. The Centers are located at SUNY Erie North Campus in Gleasner Hall, 6205 Main Street, Williamsville, NY, and a satellite at the SUNY Erie South Campus.</p> <p>Ms. Gresham stated that our agreement with WNY IT Networks allows for option to extend the WNY IT Networks agreement for up to three, one-year extensions based on continued satisfactory performance. After a formal staff review it was determined WNY Networks has continued to provide a high level of quality based service. Ms. Gresham stated in 2019 a new RFP will be issued.</p>	<p>Motion to approve the minutes from the April 18, 2018 meeting was made by Ms. McDuffie, seconded by Mr. Boeheim. All were in favor. Motion carried.</p> <p>Motion to ratify the PY 18 draft budget was made by Mr. Weathers, seconded by Mr. Boeheim. All were in favor. Motion carried.</p> <p>Motion to ratify the Resolution to authorize the WIB and WDC to enter into memorandum of understanding and financial agreement with SUNY Erie in an amount not to exceed \$605,705.88. The motion was made by Mr. Weathers and seconded by Ms. McDuffie. All were in favor. Motion carried.</p> <p>Motion to ratify the Resolution to extend the WNY IT Networks agreement for the period 7/1/18-6/30/19 to provide 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 \$85,100. Motion was made by Mr.</p>
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