

WIB Meeting Minutes

DATE: October 19, 2017

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

ATTENDEES: Mary Margaret Aprile, Fred Boenheim, Carolyn Bright, Tracy Cardwell, Jack Connors, Andrew Federic, Joseph Hanna, Cory Haqq, L. Nathan Hare, Glorianne Holbrook, Charles G. Jones, Jr., Brian Manley, Michael Martin, Brenda McDuffie, Elizabeth Miller, Robert Mootry, William Paladino, Patricia Riegler, Arthur Ruska, April Sanders, Steven Weathers, and Myrna Young.

EXCUSED
ABSENT/ Julius Adams, Peter DeJesus, D. Sylvester Dihaan, Silvia Fakler, Oswaldo Mestre, Jr., Ralph Salerno, and David Sullivan.

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-NYSDOL, and SheMisa Ali.

TOPIC	DISCUSSION	ACTION
Call to Order	Mr. Jones called the meeting to order at 9:15 a.m. and thanked the group for attending.	
<p>I. Executive Director's Report</p> <p><u>Ratification Items from June 15, 2017 meeting</u></p> <ol style="list-style-type: none"> 1. Minutes from April 20, 2017 and Special Meeting on May 18, 2017 2. PY 17 Draft Budget 3. WNY Networks, Inc. Contract Resolution 4. Eligible Training Provider Policy updates 5. ITA Policy updates 6. ECC One Stop Resolution <p><u>Ratification Items for October 19, 2017 meeting</u></p> <ol style="list-style-type: none"> 1. Minutes from the June 15, 2017 WIB meeting 2. Local WIB Policy Bulletin 5-17, WIOA Youth Incentive Policy 3. PY 18 WIOA Youth Service Procurement 	<p>Ms. Gresham stated because of the large size of the meeting packet, it is also available on the screen in front of the room. Ms. Gresham stated our LWDA has no allocation information for 2018. Ms. Gresham stated unemployment is low, however service continues to be great. Individuals continue to look for employment and many are among the hardest to serve. The need remains.</p> <p>Mr. Scello stated NYSDOL requires that each local area have their own youth incentive policy. Mr. Scello stated the purpose of WIB Policy Bulletin 5-17 is to standardize youth incentives across youth providers. Mr. Scello stated the Policy Bulletin was approved by the Executive Committee on October 12, 2017.</p> <p>Mr. Scello stated the Youth Standing work group met to discuss the feasibility and effectiveness of providing WIOA Youth Services (In-School & Out-of-School) either directly or competitively procured. The WIOA</p>	<p>Motion to ratify June 15, 2017 items listed below, that were approved by the Executive Committee at the June 15, 2017 WIB meeting. Motion was made by Mr. Hanna, seconded by Mr. Ruska. All were in favor. Motion carried.</p> <ol style="list-style-type: none"> 1. Minutes from April 20, 2017 and Special Meeting on May 18, 2017 2. PY 17 Draft Budget 3. WNY Networks, Inc. Contract Resolution 4. Eligible Training Provider Policy updates 5. ITA Policy updates 6. ECC One Stop Resolution <p>Motion to approve and ratify the minutes from June 15, 2017 made by Mr. Hare, seconded by Ms. McDuffie. All were in favor. Motion carried.</p> <p>Motion to ratify Local WIB Policy Bulletin 5-17, WIOA Youth Incentive Policy made by Mr. Hare, seconded by Mr. Federick. All were in favor. Motion carried.</p> <p>Motion to ratify PY 18 WIOA Youth Service Procurement made by Mr. Hare, seconded by Ms. Young. All were in favor. Motion carried.</p>

	<p>interim rules compelled the WIB/WDC to dismantle the internal youth services structure. The work group and later the Youth Standing committee considered the benefits and challenges for each method of service procurement. Because of the lack of staff, lack of program design/structure, no available payroll of record and very limited financial resources, a September 14, 2017 Youth Standing Committee meeting recommended: Procurement of In-School and Out-of-School Youth services through a competitive process to select youth subcontractors for Program Year 2018.</p>	
<p>4. Local WIB Policy Bulletin 9-17, Priority of Service under Title 1 for Adult Funded Career and Training</p>	<p>Mr. Nicholas stated the new policy for low-income eligibility for Adult funded ITAs no longer is capped at 200% of the annual Federal Poverty Income Guidelines. WIOA states low income, for purposes of determining Adult income eligibility, may not exceed the higher of (1) the poverty line, or (2) 70% of the lower living standard income level (LLSIL). Low-income eligibility for supportive services to all ITA participants may not exceed the higher of the poverty line and 70% of the LLSIL. The modified LWIB Policy Bulletin also defines Basic Skills Deficient and Career Services. The policy goes on to say if a waiting list for the formation of training class, priority of service requires an individual in a priority group to go to the top of the list. However, priority of services for training services applies only up to the point at which an individual is both approved for funding and accepted or enrolled into the training program.</p>	<p>Motion to ratify Local WIB Policy Bulletin 9-17, Priority of Service under Title 1 for Adult Funded Career and Training Services made by Ms. McDuffie, seconded by Mr. Federick. All were in favor. Motion carried.</p>
<p>5. Resolution Regional Sector Partnership Consultant, Advanced Manufacturing</p>	<p>Ms. Nicholas stated a Request for Proposal (RFP) was issued on September 8, 2017 in search of a Regional Sector Partnership Consultant to coordinate the development of sector partnerships and career pathways in Advanced Manufacturing. The Consultant also would plan, convene and facilitate the regional sector partnership meetings for Advanced Manufacturing in Western New York. One proposal was received from Strategy Solutions, Inc. The review team reviewed and evaluated the proposal and felt Strategy Solutions was well qualified to serve as the consultant.</p>	<p>Motion to ratify the Regional Sector Partnership Consultant Resolution for Advanced Manufacturing made by Ms. McDuffie, seconded by Mr. Hare. The resolution authorizes the Buffalo & Erie County Workforce Development Consortium (WDC) to enter into a contract with Strategy Solutions of Erie Pennsylvania in an amount not to exceed \$9,907, for the express purpose of providing consulting services in support of BECWIB's SP-NEG funded regional sector partnership grant in Advanced Manufacturing. The contract period is 12/1/17-6/30/18. All were in favor. Motion carried.</p>
<p>6. ECC Budget Transfer</p>	<p>Ms. Gresham stated there was a decrease in staffing costs at ECC. To make the best use of the available funding, because of the staffing reduction and to assist in covering the shortfall in training, it is recommended to transfer \$56,172 from One Stop Career Services to One Stop System Support. The Executive Committee approved the transfer at their meeting last week.</p>	<p>Motion to ratify the ECC Budget transfer request to transfer \$56,172 from One Stop Career Services to One Stop System Support, made by Mr. Hare, seconded by Mr. Mootry. All were in favor. Motion carried.</p>
<p>II. Reports</p> <ul style="list-style-type: none"> • Budget 	<p>Mr. Sferlazza, the Director of Finance, reviewed the budget. Mr. Sferlazza stated as of June 30 the fiscal year was closed out and the actual carryout was determined. The adjusted revenue decreased. Some unplanned funds have been identified to</p>	

<ul style="list-style-type: none"> • Business Services • Nominating Committee III. Other Business • Foxx Business Consulting-Sjunseeagn Foxx 	<p>assist with the shortfall. The first quarter expenditures are lower than expected. Mr. Sferlazza stated part of the reason is training is under expended. HPOG spending is at 20% and on target. TAA is on target at 25%. The ITA report shows the appropriation amount WIOA Adult as \$288,230 and WIOA Dislocated Worker appropriated at \$100,000. The total appropriation for ITAs is \$388,230, 8% lower than last year. Last year's total ITA amount was \$423,200. There is an unobligated balance in WIOA Adult and WIOA Dislocated Worker of \$269,722 and \$97,436 respectively. Ms. Gresham stated our local area has not received any concrete information from New York State, or the federal government, regarding funding for next year. Ms. Gresham stated we are always looking at different ways to partner and leverage resources. Ms. Gresham stated unemployment is low in our community, but the need for service continues to be great. The individuals still looking for employment are among the hardest to serve.</p> <p>Christina Lopez updated the group on Business Services activities. Ms. Lopez stated Business Services assisted the WIB and Ms. Gresham, in a presentation of our Career Pathways program at the NYATEP meeting in Syracuse. Ms. Gresham stated our Career Pathways model was shared at the NYATEP conference to a standing room only crowd. Ms. McDuffie stated NYATEP conferences include local WIA's in New York State and workforce experts from all over the country. Ms. McDuffie commended the Career Pathways program and Business Services staff for being present at NYATEP and being a leader in New York State.</p> <p>Myrna Young, Chair of the WIB's Nominating Committee updated the group on the committee's recent meeting on August 9. Ms. Young stated the group reviewed WIB member attendance. The committee also discussed maintaining a business majority on the WIB as required by WIOA. Ms. Young also stated the importance of achieving a quorum at all meetings, so doing business does not become jeopardized. Ms. Young asked the group to consider the commitment each member has made to be on the WIB. Ms. Young also expressed her appreciation for all members' participation.</p> <p>Ms. Gresham introduced Sjunseeagn Foxx, the new One Stop Business Consultant, who will be working with all of our partners to ensure our System aligns with WIOA. Ms. Foxx expressed her excitement in joining the team. Ms. Foxx stated she was the Director of Employment & Training at CAO for 5 years and was employed at Fed Ex for 7 years as a Marketing Consultant. Ms. McDuffie applauded the WDC for aligning with the WNY Regional Strategy and hiring a consultant to assist.</p>	
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<ul style="list-style-type: none"> • 2018 Conflict of Disclosure Statement • WNY Training Center <p>IV. Acuta Digital</p>	<p>Ms. Gresham asked the group to please complete, sign and return the 2018 Conflict of Interest Statement included in their meeting packet.</p> <p>Mr. Steven Tucker, President & CEO of the new Western New York Workforce Training Center at Northland, addressed the WIB. Mr. Tucker stated he was Vice President of Urban Development in Cincinnati and is industry driven and employment focused. Mr. Tucker said the Training Center at Northland would offer for-credit training with educational partners including Erie Community College.</p> <p>Ms. McDuffie encouraged the group to attend a panel discussion at the Federal Reserve on October 23, regarding Integration of Workforce Development Into Community Development. Ms. McDuffie stated Ms. Gresham was a panelist.</p> <p>Ms. Bright announced Solar City would be hiring beginning (contingent on drug testing results) on November 27. Recruitment for production workers, \$14/hour to start and no experience necessary, will be at BETC. Ms. Bright stated Panasonic has already hired 60 individuals.</p> <p>Dominic Ebanks, President of Acuta Digital, presented a detailed walk through of the new Workforce Buffalo website. The new site combines all the organizational websites into one comprehensive site.</p> <p>Mr. Jones thanked all for their attendance.</p>	
Adjournment	The meeting adjourned at 10:05 a.m.	

APPROVED: _____
Patricia Riegle, Secretary Date