

WIB Meeting Minutes

DATE: October 17, 2018, 9 a.m.

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

ATTENDEES: Julius Gregg Adams, Fred Boeheim, Carolyn Bright, Andrew Federick, Katherine Grace, Brian Manley, Michael Martin, Brenda McDuffie, Oswaldo Mestre, Jr., Elizabeth Miller, Scott Pallotta, Patricia Riegle, Bridget Russo, April Sanders, David Sullivan, Steven Weathers and, Myrna Young.

EXCUSED
ABSENT/

Mary Margaret Aprile, Tracy Cardwell, Peter DeJesus, D. Sylvester Dihaan, Silvia Fakler, Joseph Hanna, Cory Haqq, L. Nathan Hare, Charles G. Jones, Jr., Robert Mootry, William Paladino, Douglas Parks, and Ralph Salerno.

STAFF
ATTENDEES:

Mark Cosgrove, Heather Gresham, David Kaczor, Christina Lopez, Francine Nicholas, Barbara Schaus, Russell Sferlazza and Demone Smith, Lavon Stephens.

GUESTS: Jomo Akono, Lisa Casper, Cheryl Fisher-Magavern, Magavern & Grimm, and Amy Mazur.

TOPIC	DISCUSSION	ACTION
Call to Order	Mr. Jones was unable to attend the meeting. Ms. McDuffie chaired the meeting and called the meeting to order at 9:10 a.m. Ms. McDuffie asked Ms. Gresham to begin with her Executive Director's report while the group waits for a quorum. At 9:25 a.m. a quorum was present.	
<p>I. Executive Director's Report</p> <p>Action Items</p> <p>a) Minutes from the June 2018, 2018 WIB meeting</p>	<p>Ms. Gresham introduced two of the three new WIB members. The new members attending today's meeting were: Bridget Russo, Human Resources Vice President, Talent Management with Catholic Health, and Katherine Grace, Senior Vocational Rehab Counselor with ACCES-VR. Douglas Parks, Senior Vice President/Chief Human Resource Officer with HealthNow, New York, Inc. the third new appointee, was unable to attend today's meeting. Ms. Gresham stated a Board Member Orientation will be held in November, information will follow. Ms. Gresham stated a doodle poll will be issued to determine the best days and times to hold WIB meetings going forward. Sjunseeagnn Foxx has resigned as our One Stop Operator. The One Stop System Coordinator is a required role under WIOA. The procurement process for that position will begin shortly. Ms. Gresham stated a lease assessment workgroup will be convened in November to review commercial real estate options for the organization. The Exchange Street lease will expire in October 2019. Board members will be invited to participate in the Lease Assessment Workgroup to view and evaluate real estate space. Tomorrow, October 11, 2018 a Job Fair will be held at 810 Sheridan Drive to assist Tonawanda Coke individuals who lost their jobs. Ten businesses will be participating in the Job Fair. United Way will provide support services. Blue Cross Blue Shield will discuss health coverage. Ms. Bright stated NYSDOL deployed DOL staff on Sunday, October 8th, to Tonawanda Coke, to assist employees with filing for unemployment. Ms. Bright stated DOL will also participate in the October 11th Job Fair. Ms. Gresham stated a Certified Production Technician training program through Erie 1 BOCES, began October 15, 2018 for Spanish speakers.</p>	<p>Motion to approve the minutes from the June 20, 2018 meeting was made by Mr. Boeheim, seconded by Dr. Adams. All were in favor. Motion carried.</p>

<p>b) Local WIB Policy Bulletin 13-18, Protection of Personally Identifiable Information (PII) and Personal, Private and Sensitive Information (PPSI)-REVISED</p> <p>c) Nominating Committee-Election of Officers</p> <p>II. Reports</p> <ul style="list-style-type: none"> • Budget <p>III. Other Business</p> <ul style="list-style-type: none"> • 2019 Conflict of Interest Disclosure Statement • Certified Production Technician Training-for Spanish Speakers 	<p>Ms. Nicholas explained the revision of this policy replaces and updates Local WIB Policy Bulletin 7-15. Ms. Nicholas stated the WIB is committed to ensuring that its WIOA Title I service providers and non-federally funded partners protect the Personally Identifiable Information and other sensitive information as may be obtained and recorded in the course of determining WIOA eligibility, and in providing services, including follow up services. Similarly, minimum record retention requirements are established as part of an effective internal and external control program to ensure the WIOA produced documents can be provided when requested by any federal and state agencies within the statutes of limitations. Ms. Nicholas stated Anthony Scello is the local area's OSOS Security Coordinator. Confidentiality Agreements and written acknowledgements will be forwarded to Mr. Scello for processing.</p> <p>Myrna Young, Chair of the WIB's Nominating committee, stated after contacting the current officers, they graciously agreed to continue to serve as officers on the WIB board. Ms. McDuffie opened up nominations from the floor. Hearing none, presented for a vote with the current slate of sitting officers. Ms. Young thanked the officers for their service. Ms. McDuffie thanked and congratulated the officers for their continued service.</p> <p>Mr. Sferlazza, Director of Finance, reported on the first quarter budget. Mr. Sferlazza stated 22% of the budget has been expended as expected. When closing out PY 18 the adjusted carryout shows a shortfall of \$78,371, however, there is unrestricted revenue of \$324,982 remaining. The ITA report shows an unobligated balances of \$203,331 in WIOA Adults and \$95,282 in WIOA Dislocated Worker. The total amount allocated for ITAs was \$388,230. Directions have been shared with the One Stop Centers to begin issuing ITAs. Mr. Sferlazza will continue to monitor the ITAs. Mr. Sferlazza reviewed the Statement of Revenues and Expenditures for General Management & Oversight for the period 7/1/7-6/30/18. The total expended under General Management & Oversight is 89.28%.The total One Stop Core & Intensive expended is 95.07%. The total expended under Program Activity is 56.62% (including ITAs). The total Program Activity expended is 90.13%. Mr. Sferlazza stated 90% of the WIOA budget was spent in PY 17.</p> <p>Ms. Gresham reminded the board members to complete and hand in the 2019 Conflict of Interest Statement.</p> <p>Ms. Riegle of Erie 1 BOCES stated the Spanish Speaking Certified Production Technician training program began today and will have an ESL teacher included in the classroom. Ms. Lopez stated 16 qualified students have been recruited with the assistance of Carolyn Bright and the DOL staff.</p> <p>Demone Smith, Executive Director at BETC, stated intake at BETC remains the same, with usage declining. Staff are going into the community to make up the gap in Center traffic. Mr. Smith stated there has been an increase in the 18-24 age group. Mr. Smith stated BETC continues to have a Reentry program and Job Fairs. The THRIVE program will begin soon. Denise Raymond, SUNY Erie Dean of Employment and</p>	<p>Motion to ratify WIB Policy Bulletin 13-18, Protection of Personally Identifiable Information (PII) and Personal, Private and Sensitive Information (PPSI)-REVISED was made by Mr. Weathers, seconded by Ms. Miller. All were in favor. Motion carried.</p> <p>Motion to approve the slate of officers as follows: Charles G. Jones, Jr.-Chairman, Mary Margaret Aprile-First Vice Chair, Brenda McDuffie-Second Vice Chair, L. Nathan Hare-Treasurer and Patricia Riegle-Secretary, was made by Ms. Young, seconded by Mr. Weathers. Ms. McDuffie and Ms. Riegle abstained. All were in favor. Motion carried.</p>
--	---	--

	<p>Training, discussed her handout <i>Placement Statistics for the Erie Community College Career Center</i>. Ms. Raymond stated NYSDOL provided the data that between April 2017 and March 2018 SUNY Erie had 1,480 placements. The median average salary for the placements was \$28,142 and the average annual salary was \$33,641. Ms. Raymond stated the SUNY Erie One Stop Center is in discussions with the Food Bank of WNY regarding a satellite office.</p> <p>Mr. Cosgrove distributed the HPOG Achievement Report, October 2018. HPOG prepares TANF recipients and low income individuals with the skills and credentials needed to gain employment and advance in the healthcare field. Staff also work closely with healthcare employers to understand the skills they require to fill available jobs. Ms. McDuffie stated health careers are in high demand. The WIB has been awarded two separate cycles of this National Competitive Grant. Ms. McDuffie applauded the staff for their vision and success in implementing the program.</p>	
Adjournment	The meeting adjourned at 9:45 a.m.	Motion to adjourn was made by Mr. Weathers, the group unanimously approved the motion. Motion carried.

APPROVED: _____
Patricia Riegle, Secretary Date