

**Niagara County Workforce Development Board  
Meeting Minutes – June 4, 2019**

**Members Present:** Carolyn Bright, Michael Casale, Joel Feuerman, Thomas Jaccarino, John Lang, Cathy Lattanzio, , Michael Martin, Dennis Martinez, Kory Schuler, Joseph Steinmetz

**Members Excused/Absent:** Paul Brown, Michael Capizzi, Michael Carney, William Carroll, Susan Gouthro, Kathleen Granchelli, John Helak, Timothy Lederhaus, Kevin McCabe, Kevin Roth, Suzanne Shears, Shawn Williams, Jerald Wolfgang

**WDB Staff:** Joanne Klemer

**Guests/Staff Present:** Don Jablonski, Kathy Krebs, Bonnie Rice

### **I. Call to Order**

The meeting was called to order by Chairman Feuerman at 8:04 a.m. at the Niagara County Center for Economic Development, 6311 Inducon Corporate Drive, Sanborn, NY. Chairman Feuerman noted that a **quorum was not present**.

### **II. Agenda Review**

Agenda was previously mailed to all WDB members and briefly reviewed. However, due to the lack of quorum, items listed were not put to a general membership vote.

### **III. Open Discussion and News**

Members and guests were invited to share any updates or news.

- A. J. Steinmetz – ON BOCES open house being held on June 19<sup>th</sup>. ON BOCES is also looking to hire a project manager
- B. K. Krebs – NCET will be holding a career fair in Lockport on June 19<sup>th</sup>, 1-3pm. She recognized and thanked ON BOCES for partnering with them and covering the cost of the food for this event.
- C. M. Casale – Economic Development will be holding a free business workshop on June 19<sup>th</sup>, 9:30am at the Town of Lockport IDA.
- D. Next WDB meeting – September 24<sup>th</sup>, 8:00am, same location

### **IV. Adjournment**

Chairman Feuerman thanked the members in attendance for their time. He announced that an Executive Committee would immediately follow, all were welcome to attend. The general membership meeting was adjourned at 8:20am.

Respectfully submitted,  
Joanne Klemer

**Niagara County Workforce Development Board  
Executive Committee Meeting Minutes – June 4, 2019**

**Members Present:** Joel Feuerman, Thomas Jaccarino, Kory Schuler

**Members Excused/Absent:** Suzanne Shears, Gerald Wolfgang

**WDB Staff:** Joanne Klemer

**Other/Guests Present:** Carolyn Bright, Michael Casale, Don Jablonski, Kathy Krebs, Bonnie Rice

**I. Call to Order**

The Executive Committee meeting was called to order by Chairman Feuerman at 8:26 a.m. at the Niagara County Center for Economic Development, 6311 Inducon Corporate Drive, Sanborn, NY. Chairman Feuerman noted that Executive Committee **quorum was present**.

(Note: All agenda items requiring a vote were mailed to board members prior to the meeting)

**II. Old Business - Vote**

Chairman Feuerman called for approval of the 02/19/19 WDB meeting minutes – motion to approve by T. Jaccarino, seconded by K. Schuler, all in favor, none opposed, minutes approved.

**III. Policies for Approval - Vote**

Chairman Feuermann called for a slate approval of the following policies:

- A. On-the-Job Training Policy – Amend to remove Niagara County residency
- B. CRT Demand Occupation List – Amend to remove Niagara County residency and 6 months' employment experience
- C. Sub-recipient Monitoring – Amend to 10% of Records
- D. Grievance and EEO Policy
- E. Individual Training Account (ITA) Policy
- F. Priority of Service and Veterans' Priority of Service Policy
- G. Self Sufficiency Policy
- H. Supportive Services Policy
- I. Basic Skills Deficiency Policy
- J. Youth Program Incentives Policy
- K. Youth ITA Policy
- L. Youth Work Experience Policy
- M. Youth Follow-up Policy
- N. Youth Individual Service Strategy

Motion to approve by T. Jaccarino, seconded by K. Schuler, all in favor, none opposed, all policies approved.

**IV. Fiscal Items – Vote**

Chairman Feuerman called for approval on the following fiscal items:

- A. Approve DW to Adult Transfer up to \$100,000 – motion to approve by T. Jaccarino, seconded by K. Schuler, all in favor, none opposed, transfer of funds approved.

- B. Approve PY18 Budget Amendments
  - a. Increase Adult ITA/CRT funding from \$140K to \$170K- motion by K. Schuller, seconded by T. Jaccarino, all in favor, none opposed, approved
  - b. Increase Adult OJT funding from \$80K to \$85K - motion by T. Jaccarino, seconded by K. Schuler, all in favor, none opposed, approved
  - c. Increase DW ITA/CRT funding from \$20K to \$60K motion by T. Jaccarino, seconded by K. Schuler, all in favor, none opposed, approved
  - d. Increase DW OJT funding from \$20K to \$30K - motion by K. Schuller, seconded by T. Jaccarino, all in favor, none opposed, approved
- C. Approve PY19 Adult, DW, Youth and Admin Budgets- motion to approve by K. Schuler, seconded by T. Jaccarino, all in favor, none opposed PY19 budgets approved.

**V. Review PY2019 Youth RFP Submissions and Determine Awards – Vote**

*Prior to discussions, all parties involved with submitted RFPs were kindly asked to leave the room.* Vice-Chairman Schuler, a member of the Youth Review Committee, summarized that a total of four proposals had been submitted in response to the advertised Youth RFP. They were: Catholic Charities, Niagara County Community College (NCCC), Niagara County Employment & Training (NCET), and People Inc. He stated that per the issued RFP, the total amount to be awarded may not exceed \$800,000. The four proposals and the youth review committee recommendations were discussed. Ms. Klemer added fiscal comparisons amongst the four proposals.

The following award amounts were proposed:

Fully fund NCET:	\$477,065
Fully Fund NCCC:	\$234,410
Do not fund Catholic Charities	\$0
Do not fund People Inc.	\$0

Chairman Feuerman called for approval on fully funding NCET and NCCC, and not funding Catholic Charities or People Inc. Motion to approve by T. Jaccarino, seconded by K. Schuler, all in favor, none opposed, youth awards approved as listed above.

M. Casale inquired if notifications would be sent to the above providers. Chairman Feuerman replied that each party would receive a letter. C. Bright recommended that NCET reach out to People Inc. in a good faith effort to service the population targeted in their youth proposal. Chairman Feuerman agreed and said he would request this of the NCET staff after the meeting.

**VI. Next WDB Meeting:**

September 24, 2019 at 8 a.m. at NC Center for Economic Development, 6311 Inducon Corporate Drive in Sanborn

**VII. Adjournment**

Chairman Feuerman called for motion to adjourn, motion made by T. Jaccarino, seconded by K. Schuler, all in favor, none opposed, meeting adjourned at 9:01am.

Respectfully submitted,  
Joanne Klemer