

Niagara County Workforce Development Board

Meeting Minutes – January 12, 2017

**Next Meeting: April 13, 2017 at 7:30 AM - Niagara County Center for Economic Development**

**Members Present:** John Accardo, Susan Gouthro, Kathleen Granchelli, John Halek, Christine Luly, Kory Schuler, Suzanne Shears, Joe Steinmetz

**Members Excused:** Frank Budwey, Sam Ferraro, Paul Brown, Joel Feuerman, Tim Miller, Shawn Williams, James Ward

**Members Absent:** Tom Austen, Cesar Cabrera, Mary Lynn Candella, Michael Carney, James Pane, Joseph Naccarato, Jerald Wolfgang

WDB Staff: David See, WDB Director; Will Nemi, WDB Counselor

Others Present: Don Jablonski, Director of NCET; Staci Henry, E&T Staff; Kathy Krebs, E&T Staff; Carolyn Bright, NYSDOL; Michael Casale, Deputy Commissioner of Business Development

**I. CALL TO ORDER**

The Meeting was called to order at 7:36 AM at the Niagara County Department of Economic Development, 6311 Inducon Corporate Drive, Sanborn NY. David See called the meeting to order and there were not enough members present for a quorum at that time.

**II. Old Business – Approval of past meeting minutes.**

Minutes were not read or discussed. They were not able to be voted on to pass because there was no quorum.

**III. New Business**

**A. Election of WDB Chair and Vice Chair.**

Kathleen Grancelli brought up the idea of accepting call-in votes from board members who could not attend. Joe Steinmetz suggested the possibility of email voting. Question of these methods to be used for not only Election selections, but voting on any new business in the future, especially if quorum will not be reached. David stated the regulations allowed videoconferencing if available to the public, but his understanding was that voice call in was not meeting quorum. He has contacted all members for nominations and interest, and will finalize that with another email, and then likely proceed with an email vote as work needs to be accomplished.

**B. By-Laws**

Suzanne Shears brought up board composition. David See explained that the makeup of the board is in compliance with the set criteria of New York State. Christine Luly asked about priority of service and barriers not being mentioned in the bi-laws. David stated this is probably not necessary given that they are a requirement to be followed in accordance to the policies under WIOA. Tenure of board members was discussed,

stating members can sit on board in 1-3 year terms, and the chair/executive committee will review attendance and recommend replacement of member due to attendance or other related matters. New members added to replace vacancies will be appointed by the Legislature.

Proxy voting and alternates/voting was discussed. Michael Casale mentioned under WIA by-laws, alternates were allowed to vote. David stated that membership was through specific appointment but the CLEO under WIOA, his understanding was communicated to include appointed Members only, that are present in quorum count and the right to cast a vote. There are strict rules for proxy voting too by definition. His understanding was though signed ballots for absent members on a specific motion are available, the point is likely moot in this case because it would not count towards quorum.

Christine Luly brought up the discussion of committees. She suggested the idea to expand committee for barriers. She stated that it should not just include the disabled, but new Americans and the special population as a whole. That will be the focus of that committee.

David See called for an **unofficial vote** on the by-laws. Christine Luly motioned and Kory Schuler seconded. All were in favor, none opposed.

**C. Policy Update – On the Job Training**

OJT rates, reimbursement limit, and minimum OJT wage was discussed last meeting, just briefly re-visited.

Unofficial vote – John Helak motioned and Suzanne Shears seconded. All were in favor, none opposed.

**D. PY2015 BUDGET**

PY2015 Budget was discussed. Budget was not able to be approved due to the Board transition under WIOA and lack of an October quorum. Financial report (June 30, 2016) shows proposed PY2015 budget, and actual spending. David proposed approving the Budget and the actual as a modified budget. Unofficial Vote to approve 2015 budget. Motioned by Kathleen Granchelli and seconded by Joe Steinmetz. All were in favor, none opposed.

**E. PY2016 BUDGET**

PY2016 budget was discussed. Customized Training, ITA's, and On the Job Training funding were as well. One way of meeting PY2016 training goals could be better accomplished with the proposal to change OJT policy, including increasing OJT reimbursement cap from 3000 to 5000 based on company size, but that will need quorum.

**F. Demand Occupations addition – HHA, Certified Production Technician**

Discussed additions to demand occupations list. Kathleen Granchelli brought up phone call center training in customer service. YWCA is currently operating a pilot program

funded by Yahoo and we will consider the possibility of funding to continue after other funded training concludes.

**G. One Stop Operator RFI/RFP**

David spoke of RFI/RFQ and having the WIOA One Stop Operator's role more defined. It's the Board's responsibility to select the One Stop Operator. The OSOp will coordinate all partner's services and communications. The role of the One-Stop Operator as it will be defined in the RFI/RFP will be: The One-Stop Operator must coordinate the service delivery system to meet the needs of the local area, access labor market data, information sharing, partner and customer surveying and business engagement coordination. Other duties may be added. Christine Luly asked who's responsible for accessibility, would it be included? David commented he felt the responsibility lies with the individual operators as they offer their specific services and programs, for example as E&T has had conversations regarding increasing accessibility at their site. Don Jablonski added that they are working with building and grounds to try and have a ramp poured at Trott to provide better accessibility to individuals with disabilities. Kathy Krebs also said they wanted to continue updating the worksource1.com website for better accessibility to ADA readers.

**H. Member Discussion and News**

Members discussed meeting times and thoughts for a more successful turnout. A survey will be sent out. Also the next meeting will be scheduled for April 13<sup>th</sup>, but it would be ideal to have a meeting before then given the lack of quorum and pressing business that needs to be voted on, such as a budgets.

**IV. Adjournment**

Meeting adjourned at 8:30 AM.

Respectfully Submitted,

William Nemi