



**NIAGARA COUNTY
WORKFORCE DEVELOPMENT BOARD**

Joel Feuerman, Chairperson
Bonnie Rice, Executive Director

Trott Career Center
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Executive Committee
Meeting Minutes – December 1, 2021
ZOOM Conference: Video and Audio Conference

Members Present: Joel Feuerman, Dennis Martinez, Kory Schuler, Suzanne Shears

Members Excused: Jerald Wolfgang

WDB Staff: Helen Dennis, Joanne Klemer, Bonnie Rice

I. Call to Order

The meeting was organized and led by B. Rice at 2:00 p.m. through Zoom Audio/Visual conference platform. H. Dennis took attendance. Attendance outcomes are listed above. S. Shears was able to attend the meeting by video but was unable to communicate due to audio issues. Materials for the meeting were emailed to Committee members in advance to review.

II. New Business

- A.** B. Rice informed for the Committee that an update to the current ITA policy was needed regarding County Residency. NCET has local college students interested in training and adjustments to the ITA are needed to define the determination of residency. The ITA policy defines students who reside in a dormitory or on-campus housing such as an apartment on campus to be considered as Non-County residents. Non-County residents will need to apply for funding in their home county; if the home county is unable to fund the customer, the ITA Denial Letter attached to the policy will need to be completed by the home county. Students who reside off campus, e.g., in a rental apartment, will be considered as County residents. B. Rice opened the floor for further questions. None brought forward. B. Rice asked the Committee for a motion to approve the Revised ITA for Classroom Training Policy. Motion made by J. Feuerman. Second by D. Martinez. All in favor. No abstentions. **Unanimous vote for the approval of the Revised ITA for Classroom Training Policy.**
- B.** B. Rice asked J. Klemer to provide the Committee with further detail regarding item B. J. Klemer stated that there is a need for flexibility within the budgets as needed to further serve NCET staffing and customers who are interested in various services. Per Technical Advisory 17-6 (Funds Transfer Request), up to one hundred percent (100%) of the Administration budget can be transferred back to the originating program funds in all three programs (Adult, Dislocated Worker and Youth). The amount cannot exceed the original ten percent (10%) designated as Administration funds. J. Klemer opened the floor for questions. None brought forward. B. Rice asked the Committee for a motion to approve the ability to transfer up to 100% of Administration funds back to the originating program funds, with the amount not exceeding the original 10% designated as Administration. Motion made by K. Schuler. Second by D. Martinez. All in favor. No abstentions. **Unanimous vote for the approval of the ability to transfer up to 100% (one hundred percent) of Administration funds back to the originating program funds in all three programs (Adult, Dislocated Worker and**



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Youth), the amount cannot exceed the original 10% (ten percent) designated as Administration.

- C. * Items C-F. will be voted on as a slate. B. Rice asked J. Klemer to provide the Committee with further details regarding Item C – F. J. Klemer informed the Committee that items C (the Adult budget revisions) and D (the Dislocated Worker (DW) budget revisions) are related. The Adult budget was voted on in June for a budgeted amount of up to \$800,000. J. Klemer is proposing to reduce the budget in an amount of up to \$757,000 with \$10,000 of the reduced funds being moved into the Adult training line. She is also proposing that the DW budget transfer to Adult budget be revised from \$135,000 in the current budget be revised to \$100,000. This revision would keep \$35,000 in the Dislocated Worker budget. J. Feuerman asked if these budget changes were COVID driven. J. Klemer stated that they are, as staff is spending more time with DW customers. B. Rice added that the DW definition by WIOA has been expanded to include job closing due to COVID. This expanded definition has allowed for more job seekers to be served, which results in more staff time dedicated to serving DW customers. No further questions brought forward.
- D. J. Klemer proceeded with the revisions requested for the DW budget. In June the budget was approved for \$512,500. J. Klemer is proposing an increase of \$87,922. This increase comes from an added \$57,922 from two grants: DR-NDWG and TET-NDWG. The DR-NDWG funds need to be spent by March 31, 2022. As discussed in the previous Adult budget revision section, \$35,000 is to stay in the DW budget and not be transferred to Adult. The total revised budget for DW is \$600,422. J. Klemer explained that the revisions include an increase to staff costs, training and support and a decrease to operational.
- E. J. Klemer informed the Committee that items E (the Youth budget revisions) and F (the Administration budget revisions) are related. J. Klemer proceeded with the revisions requested for the Youth budget. The current Youth budget is \$722,000. J. Klemer is proposing an increase of \$59,000 based on adjustments from PY20 subcontractors of \$26,000 and the transfer of \$33,000 from the Administration budget to the Youth budget. Increase will be to staff costs, training and supportive budgets to further service WIOA Youth. The total revised budget for Youth is \$781,000. B. Rice stated that these numbers are truly amazing and NCET has done great work providing services including training and paid work experience wages to Youth, Adults and Dislocated Workers who come to them for services.
- F. J. Klemer proceeded with the revisions requested for the Administration budget. Currently the Administration budget is set to \$222,000. J. Klemer is proposing a decrease of \$33,000 from staff and operational costs and, as discussed in previous items, this funding will be moved to specific budgets as previously discussed. J. Feuerman asked where the ability to decrease the administration comes from. J. Klemer explained that there have been staff changes and staff time has been less in some areas but more in others. She also explained that when the budget was brought to the Board in June, Niagara County did not know specific fringe rates. The June budget was based on historical data. Since June, specifics have been released and in some areas expected increases in fringe rates were not made. She also added that within NCET there have been retirements, staff changes, and new hires which cause the need for adjustments.

B. Rice opened the floor for questions regarding items C – F. None brought forward. B. Rice asked for a motion to approve Budget Items C – F as presented. Motion made by J. Feuerman.



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Second by K. Schuler. All in favor. No abstentions. **Unanimous vote to approve the budget revision for Adult to \$757,000, the budget revision for Dislocated Worker to \$600,422, the budget revision for Youth to \$781,000 and the budget revision for Administration to \$189,000.**

B. Rice informed the Committee that there was no other business and opened the floor for Committee members to share. Nothing brought forward. The Workforce Development Board Executive Committee meeting was adjourned at 2:14 p.m.

Respectfully submitted,
Helen Dennis