



**NIAGARA COUNTY
WORKFORCE DEVELOPMENT BOARD**

Joel Feuerman, Chairperson
Bonnie Rice, Executive Director

Trott Career Center
1001 Eleventh Street
Niagara Falls, NY 14301-1201
Phone: (716) 278-8251
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Meeting Minutes – October 20, 2020
ZOOM Conference: Video and Audio Conference

Members Present: Carolyn Bright, William Carroll, Michael Casale, Joel Feuerman, Kathleen Granchelli, John Hartwell, Cathy Lattanzio, Tim Lederhaus, Michael Martin, Dennis Martinez, Kory Schuler, Suzanne Shears, Joseph Steinmetz, Todd Zyra

Members Excused: John Lang, Jerald Wolfgang

Members Absent: Paul Brown, Kevin McCabe, Shawn Williams

WDB Staff: Helen Demler, Joanne Klemer, Bonnie Rice

Guests/Staff Present: Donald Jablonski

I. Call to Order

Due to the nature of Zoom and recorded meetings, Executive Director Bonnie Rice conducted the meeting with Chair Joel Feuerman's permission. The meeting was called to order by B. Rice at 8:02 a.m. through video and audio-conferencing using ZOOM. The meeting was recorded, and notes were taken to later be available on the Niagara WDB website. B. Rice noted that due to the COVID-19 Pandemic, the Sunshine Laws for New York State had been waived. Advertisements for the meeting were placed in local newspapers and online so that the public would be able to attend. B. Rice noted that no requests were made by the public to attend today. B. Rice took attendance. Attendance is listed above. Quorum was present. The agenda and informational materials were distributed to members through email prior to the meeting.

Chair Feuerman took a moment to thank Carolyn Bright for her years on the Board as she will be retiring from NYSDOL. Carolyn was a great partner and her assistance will be missed.

II. Old Business

B. Rice reviewed the agenda items section by section:

- A. Meeting minutes for June 23, 2020: Board Members received the meeting minutes in the informational materials emailed prior to the meeting. B. Rice asked the Board for a motion to approve the June minutes as presented. Motion made by W. Carroll. Second by J. Steinmetz.
Unanimous vote in favor of approval of the June 23, 2020 meeting minutes.
- B. July 7, 2020 Executive Committee Meeting were presented as a matter of record to the Board. No vote was necessary.

III. WDB Items

Information regarding each item was distributed to the Board members through email. The following items needed to be reviewed and voted on by the Board.

- A. B. Rice informed the Board that a Request for Proposal was made on June 4 for Payroll Services for Temporary Work Experience. Three bids were received and a Review Committee was established to review each proposal. The Review Committee unanimously recommended



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fully funding TES Staffing. On July 7, the Executive Committee met to review the recommendation made by the Review Committee. The Executive Committee unanimously approved TES Staffing to be awarded the contract for Temporary Payroll Services. B. Rice asked for a motion to approve TES Staffing to be awarded the contract for Temporary Payroll Services. Motion was made by D. Martinez. Second by K. Granchelli. B. Rice opened the floor for question. J. Steinmetz asked who the provider for previous years had been. B. Rice explained that in past the Board had placed Request for Proposals for a Temporary Payroll Services but obtained no valuable proposals. B. Rice noted that in past the County had provided payroll services but the timeframe for getting participants on payroll, the background check and drug testing process took up to 30 days before a participant could begin working. TES Staffing has greatly reduced that time frame to two to three days in most cases. B. Rice noted that staff working with TES Staffing have mentioned that they are easy to work with and the majority of past issues have been alleviated. No further questions brought forward. B. Rice asked for vote from the full Board. All in favor. No abstentions. **Unanimous vote in the approval of TES Staffing to be awarded the contract for Temporary Payroll Services.**

IV. Policy Items

- A. B. Rice asked for J. Klemer to explain the WDB Budget policy to the Board. J. Klemer explained that a policy (included in the Board informational materials) had been created per NYS Department of Labor regarding the WDB budget. J. Klemer explained that the policy would provide guidance for establishing procedures, modifications and other budget related issues. B. Rice opened the floor for questions. None brought forward. B. Rice requested a motion to approve the policy "WDB Budget". Motion made by T. Zyra. Second by J. Feuerman. No abstentions. **Unanimous vote in favor of the approval of the policy "WDB Budget".**
- B. B. Rice informed the Board that the policy "ITA's During COVID-19" has a sunset date of October 20, 2020. B. Rice asked the Board to remove the end date within the policy to cover the entire COVID period in order to further provide Online and Hybrid learning to participants. To date, the policy has assisted many participants and allowed them to continue their education during the pandemic. B. Rice opened the floor for question. None brought forward. B. Rice requested a motion to approve the policy ITA's During COVID-19. Motion made by C. Bright. Second by C. Lattanzio. No abstentions. **Unanimous vote in favor of the approval for the update to ITA's During COVID 19 policy.**
- C. B. Rice informed the Board that with guidance from NYS DOL a WIOA Youth Supportive Services Policy was created to further address the needs of WIOA Youth (included in the Board informational materials). The policy outlines Transportation Assistance, Child Care, Hygiene Packs, as well as Attire and Tools. B. Rice requested a motion to approve the WIOA Youth Supportive Services Policy. Motion made by K. Schuler. Second by J. Hartwell. B. Rice opened the floor for questions. J. Feuerman asked if the "apply for eight jobs" incentive in connection with the interview attire was a realistic and attainable outcome. B. Rice noted that historically participants had obtained the incentive. B. Rice also mentioned that connecting the interview attire to a purposeful outcome was needed in order for NYS DOL to agree to the policy. No further question where brought forward. B. Rice motioned for a vote



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from the full Board. No abstentions. **Unanimous vote in favor of the approval for the WIOA Youth Supportive Services Policy.**

- B. Rice took a moment to thank the Board members for their continued assistance and time. B. Rice noted that without the Board members, policies and procedures could not be put into effect to assist and benefit those in Niagara County who benefit greatly from decisions made by the Board. B. Rice also mentioned that through networking with other Boards, policies and procedures have been shared to help not only Niagara County residents, but others across the State.

V. Informational Items

- A. B. Rice provided the Board with the meeting schedule for 2021 (included in the Board informational materials). B. Rice noted that H. Demler would be sending out calendar invitations for the meeting.
- B. B. Rice provided the Board with WIOA Youth Performance based on the information received from the Quarterly Progress Reports. For Quarter One, Niagara County Employment and Training (NCET) reported 36 participants, NCCC reported 26 participants, and ONBOCES reported 0 as their program got off to a late start this year. For Quarter Two, NCET anticipates enrolling 16 more participants, NCCC anticipates enrolling 4 more participants, and ONBOCES anticipates enrolling 19 participants. B. Rice informed the Board that there will be no financial update at this time as today is the due date for the financial information.
- C. B. Rice asked D. Jablonski to provide the Board with a One-Stop Operator Update. D. Jablonski informed the Board that on July 30 a One-Stop Partner meeting was held. 13 of 15 partners participated and a basic discussion was conducted. Partners have been participating in the One-Stop Career Center, but due to COVID, customers and partners have been limited. The next meeting is to be scheduled for November, prior to the holidays. D. Jablonski noted that the MOU is still in process, currently the partners are waiting for guidance from the State to proceed further.
- D. D. Jablonski updated the Board on the recent Career Fairs that have been offered. A Walk-Up Career Fair was held in front of the Trott Building on September 24. Ten businesses attended and over 50 job seekers attended. Seven job seekers were hired, one was hired on the spot. The majority of job seekers that attended were local Niagara Falls residents. D. Jablonski added that on October 15, an Outdoor Career Fair was held in Oppenheim Park. Despite the weather conditions, 27 business attended and over 150 job seekers attended. Once further data from the businesses is collected, D. Jablonski will provide an update to the Board.
- E. B. Rice informed the Board of some of the outcomes from the Niagara Falls Social Justice Committee and WNYREDC Talent Attraction Work Group. B. Rice and D. Jablonski were members of these groups. B. Rice thanked M. Casale for including the Board in the future planning involving WNY and Niagara County.
- F. Announcements: B. Rice opened the floor to announcements from Board Members: M. Martin shared that several administration positions were available to job seekers at Native American Services. If Board members knew of anyone with qualifications for those positions, please refer them to him. J. Steinmetz shared that ONBOCES location in Niagara Falls and two locations in Lockport had opened for in-person classes. Welding, Machining, and



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Construction programs were available. ONBOCES has also partnered with Empire State and NCCC to provide these programs. J. Steinmetz also informed the Board that ONBOCES was also looking to hire. B. Rice referred those with job openings to the One-Stop Career Center for no-cost job postings and advertising. No further announcements were presented by Board Members.

IV. Adjournment

B. Rice again congratulated Carolyn Bright and thanked her for her years of service on the Board. B. Rice thanked the members in attendance for their time and requested a motion to adjourn. Motion made by W. Carroll. Second by T. Lederhaus. Unanimous vote in favor of adjournment. The Workforce Development Board meeting was **adjourned at 8:35 a.m. The next board meeting is scheduled for March 9, 2021.**

Respectfully submitted,
Helen Demler