



**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 – November 15, 2022

Niagara County IDA - 311 Inducon Corporate Drive Suite One, Sanborn, NY

Members Present: Nasreen Akhtar, Maureen Bartlett, Michael Casale, Lindsay Collins, Joel Feuerman, John Lang, Cathy Lattanzio, Michael Martin, David Miller, John Scherrer, Kory Schuler, Suzanne Shears, Michele Taylor

Members Excused: Jeanne Battaglia, Kathleen Granchelli, Tom Grzebinski, John Hartwell, Timothy Lederhaus, Dennis Martinez, Divya Tandon

Members Absent: Paul Brown, William Carroll, Bob Palka, Tom Seaman, Shawn Williams, Jerald Wolfgang, Todd Zyra

WDB Staff: Helen Dennis, Joanne Klemer, Bonnie Rice

Guests/Staff Present: Donald Jablonski – NCET, Jeannine Brown Miller – JBM Consulting, OSSO

I. Call to Order

The meeting was called to order by J. Feuerman at 8:06 a.m. J. Feuerman thanked the members in attendance for their continued participation and time commitment. J. Feuerman turned the floor over to B. Rice. B. Rice shared with the Board that 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 noted that quorum was not established. Voting agenda items will be moved to the Executive Committee for vote after the Board Meeting.

II. Old Business

B. Rice reviewed the agenda items section by section:

- a) Meeting minutes for September 13, 2022: 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 September minutes as presented. Motion made by M. Casale. Second by J. Feuerman. **Unanimous vote in favor of approval of the September 13, 2022 meeting minutes. Item is moved to the Executive Committee Agenda as quorum was not established.**

III. New Business

- a) B. Rice shared details regarding the proposed TES Staffing Payroll Services one-year contract extension from January 1, 2023 – December 31, 2023 in an amount of up to \$600,000. B. Rice informed the Board that due to the terms of the original TES contract, the Board has the option to extend the contract for a third year. B. Rice shared that TES has provided a great service to Niagara County Employment and Training (NCET). TES has allowed NCET staff to focus on the students while TES provides payroll and worksite orientations to youth participants. The contract has also removed the liability burden originally incurred by Niagara County. B. Rice



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asked the Board for a motion to approve the contract extension. Motion made by M. Bartlett. Second by K. Schuler. B. Rice opened the floor for questions. None brought forward.

Unanimous vote in favor of approval of a one-year contract extension to TES Staffing Payroll Services of January 1, 2023 to December 31, 2023 in an amount up to \$600,000. Item is moved to the Executive Committee Agenda as quorum was not established.

- b) B. Rice provided background information regarding the Ticket-to-Work ITA Policy. B. Rice shared that the Ticket-to-Work (TTW) program allows individuals with a disability to work with the NCET Disability Resource Coordinator to gain services related to job search, training, and employment. The policy is based on the WIOA Classroom Training ITA policy for Adults and Youth with adaptation to the TTW program. B. Rice asked for a motion to approve the policy. Motion made by D. Miller. Second by J. Lang. B. Rice opened the floor for questions. None brought forward. **Unanimous vote in favor to approve the Ticket-to-Work ITA Policy as presented. Item is moved to the Executive Committee Agenda as quorum was not established.**
- c) B. Rice provided background information regarding the Ticket-to-Work Supportive Services Policy. Similar to the TTW ITA Policy, the Supportive Services policy is based on the WIOA Supportive Services policy for Adults and Youth with adaptation to the TTW program. The TTW Supportive Services Policy connects participants with linkages to community services, transportation assistance, work attire and tools, books, school supplies, exam fees, as well as payments and fees for employment related and training related applications, tests and certificates. B. Rice asked for a motion to approve the policy. Motion made by D. Miller. Second by J. Lang. B. Rice opened the floor for questions. M. Bartlett asked if these were services that are already offered by ACCES-VR. B. Rice shared that the Disability Resource Coordinator serves the population that comes into the One-Stop Center for services and who are 18 and older. The Disability Coordinator reviews program information with the participant and, where appropriate, refers the participant to ACCES-VR for dual enrollment or sole enrollment, whichever is of best service and benefit to the participant. No further questions brought forward. **Unanimous vote in favor to approve the Ticket-to-Work Supportive Services Policy as presented. Item is moved to the Executive Committee Agenda as quorum was not established.**
- d) B. Rice reviewed the New York State Gun Violence Prevention (NYSGVP) ITA and Supportive Services Policy. B. Rice shared that the policy is based on the WIOA Youth ITA and Supportive Services policies with adaptation to the NYSGVP program. The policy allows youth enrolled in the NYSGVP grant to attend approved training courses with eligible training providers, and allows for up to \$2,000 in Supportive Services reimbursements. B. Rice asked for a motion to approve the text in the policy. Motion made by S. Shears. Second by N. Akhtar. B. Rice opened the floor for questions. None brought forward. **Unanimous vote in favor to approve the NYSGVP ITA and Supportive Services Policy. Item is moved to the Executive Committee Agenda as quorum was not established.**
- e) B. Rice informed the Board that there was one nominee each for the WDB Chair and Vice Chair positions. The nominee for WDB Chair is Joel Feuerman. The nominee for WDB Vice Chair is Kory Schuler. B. Rice opened the floor for further nominations. None brought forward. B. Rice asked for a motion to approve Joel Feuerman as WDB Chair. Motioned made by S. Shears. Second by J. Lang. All in favor. J. Feuerman abstains. **Unanimous vote for the**



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approval of J. Feuerman as the WDB Chair. J. Feuerman thanked the Board for the opportunity to continue to chair the WDB. B. Rice informed the Board that Kory Schuler was the only nominee for Vice Chair. B. Rice opened the floor for further nominations. None brought forward. B. Rice asked for a motion to approve Kory Schuler as WDB Vice Chair. Motion made by M. Casale. Second by J. Scherrer. All in favor. K. Schuler abstains.

Unanimous vote for the approval of K. Schuler as the WDB Vice Chair. K. Schuler also thanked the Board for the opportunity to further chair the WDB. **The approval of J. Feuerman as WDB Chair and K. Schuler as Vice Chair is moved to the Executive Committee Agenda as quorum was not established.**

IV. Informational Items

- a) B. Rice reviewed the 2023 meeting dates for the WDB, included in the WDB packet. She noted that the next meeting will be hosted by N. Akhtar at the NAZ716 Business and Cultural Center. B. Rice thanked N. Akhtar for offering to host the upcoming meeting.
- b) B. Rice turned the floor over to J. Klemer. J. Klemer reviewed the budget and provided background information. She explained that there are four programs which are funded: Adult, Dislocated Worker, Youth and Administration. The fiscal and program years run from July 1st of the current year to June 30th of the following year. Prior to each new program year, 80% of the budget needs to be obligated; funding can be carried forward two years from award year. J. Klemer explained the budget pages in the Meeting Packet on pages 14-17. She explained that the top area, above the gray line, shows the source, funding amounts, carry-over and current allocations. Below the gray line illustrates line by line spending budget, accruals and remaining balance. J. Klemer opened the floor for questions. None brought forward. B. Rice shared that at this point in the year spending is at a good pace. J. Klemer added the robust dollar amounts funds for ITA's and OJT's are being spent at a steady pace and appropriately. Questions and discussion occurred regarding other programs and grants that are not WIOA funded but run by NCET. J. Klemer will provide grant information and totals at the next meeting for Board Members to better understand the additional grant services that NCET provides to Niagara County residents.
- c) B. Rice gave an update on the WIOA Youth Program. She shared with Board Members that the Youth Team has a goal of enrolling 90 youth into the program this Program Year (PY). From July 1, 2022 – October 31, 2022 (PY22 Quarter 1) NCET has 10 new youth enrolled and 87 Carry-in (participants from previous program year) youth participants.
- d) B. Rice gave an update on the New York State Gun Violence Prevention (NYSGVP) Youth Program. The NYSGVP grant allows Youth who live in zip codes affected by gun violence the opportunity to gain employment through work experiences, on-the-job training (employers are reimbursed 90% of the youth wages during training) and supportive services. Currently, a total of 36 youth are being served: 19 youth have been hired directly by employers and are working full time as part of NYSGVP OJTs, 11 youth have been hired in subsidized work experiences, and 6 additional youth are receiving supportive services other than work related.
- e) B. Rice turned the floor over to J. Brown Miller for a One-Stop System Operator Report. J. Brown Miller reviewed the PY22 Quarter 1 (Q1) data as presented in the agenda packet. J. Brown Miller thanked B. Rice for covering the youth portion of the report (Item c) and moved on to Classroom Training (CRT) report. 85 participants were enrolled at the end of Q1, 58



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participants are Carry-in from PY21 and 27 are newly enrolled. Participants are enrolled with 10 local training providers in 22 courses. 14 participants completed training successfully during Q1 and 70 are in progress of training. The training providers and courses utilized by participants are listed in the report included in the agenda packet. J. Brown Miller moved onto the On-the-Job (OJT) training report. 10 participants were enrolled at the end of Q1, one participant is carry-in from PY21 and nine are new enrollments. Three participants have completed training successfully during Q1 and seven are in progress of training. J. Brown Miller opened the floor for questions. None brought forward. J. Brown Miller thanked the Board Members for their time.

- f) B. Rice shared the WDB Inclusion Committee update. This past year the Inclusion Committee offered two free trainings to local businesses. The first was with Microsoft in a Virtual online training that covered several of Microsoft's computer programs (Word, Excel, Office, etc.) and showed participants the accessibility options built into the programs. The second was with Niagara Pride and presenter Ron Piaseczny (President of Niagara Pride) offered a free virtual training that focused on LGBTQ+ diversity, sharing with participant's the history, disparities, and best practices to develop an inclusive workforce. B. Rice shared that the Inclusion committee is planning another virtual training in March with a business person who will discuss the challenges and successes they experienced when implementing a diversity and inclusion program in their workplace. J. Feuerman shared that Home Depot is using technology to further assist hearing impaired employees with phones that connect to a Bluetooth earpiece that is worn by the employee. When receiving a call on the phone, the employee is able to read the conversation on the screen and can better hear the call being taken. M. Bartlett shared that ONBOCES teaches all of their students how to use voice type to give students another tool for note taking.
- g) B. Rice gave an update regarding the recent Career Fair held by NCET at the Niagara Riverside Resort in Niagara Falls. B. Rice shared that 61 employers had tables at the event and 181 job seekers attended. J. Feuerman shared that he attended the event and it was nice to be back inside again. He shared that the outdoor events during COVID were great, but that it was nice to see businesses and job seekers in person and network again. He shared that the event was well organized and he was happy to see that there were no empty tables at the event (all businesses who planned to attend, attended).
- h) B. Rice opened the floor to Board Members for announcements.
J. Feuerman thanked the members in attendance for their time and commitment to the WDB. He shared that the Board was one attendee away from quorum today. He encouraged the Board Members to reach out to members who had not attended and encourage them to attend. A discussion regarding hybrid meeting options, meeting dates and times, attendance history and the importance of attending commenced. No further announcements were brought forward.

The WDB meeting was adjourned at 8:45 am and the Executive Committee will meet to vote on agenda items. Please see the Executive Committee Meeting minutes for November 15, 2022.

Respectfully submitted,
Helen Dennis