



**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 – June 23, 2020**  
**ZOOM Conference: Video and Audio Conference**

**Members Present:** Carolyn Bright, Paul Brown, Michael Casale, Joel Feuerman, Kathleen Granchelli, John Hartwell, John Lang, Cathy Lattanzio, Michael Martin, Dennis Martinez, Kory Schuler, Suzanne Shears, Joseph Steinmetz, Todd Zyra

**Members Excused:** Kevin McCabe, Shawn Williams

**Members Absent:** William Carroll, Tim Lederhaus, Jerald Wolfgang

**WDB Staff:** Helen Demler, Joanne Klemer, Bonnie Rice

**Guests/Staff Present:**

**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 8:08 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 COVID-19 Pandemic the Sunshine Laws for New York State had been waived, however 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 requested H. Demler take 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 welcome and introduce John Hartwell to the Board as a new member.

**II. Old Business**

B. Rice reviewed the agenda items section by section:

- A. Meeting minutes for April 21, 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 April minutes as presented. Motion made by T. Zyra. Second by J. Feuerman. Abstained by J. Hartwell. **Unanimous vote in favor of approval of the April 21, 2020 meeting minutes.**
- B. May 18, 2020 Executive Committee Meeting where 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 the WDB Chair and WDB Vice Chair positions were open for election. Nominations for the positions had been made over the last few weeks by the Board



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Members. There was one nomination for WDB Chair: Joel Feuerman and one nomination for WDB Vice Chair: Kory Schuler. Both nominees hold the current appointed positions and have led the Board well during their time. B. Rice opened the floor for further nominations. None brought forward. B. Rice asked for a motion to approve Joel Feuerman to continue as WDB Chair. Motion was made by K. Schuler. Second by K. Granchelli. Abstained by J. Feuerman. **Unanimous vote in the approval of Joel Feuerman as the WDB Chairperson.** B. Rice asked for a motion to approve Kory Schuler to continue as WDB Vice Chair. Motion was made by M. Casale. Second by D. Martinez. Abstained by K. Schuler. **Unanimous vote in the approval of Kory Schuler as the WDB Vice Chairperson.**

- B.** B. Rice informed the Board that Ealy and Associates Consulting, LLC, (EAC), the award recipient for the WIOA Youth Event Planner and Site Management, had needed a contract amendment due to COVID-19. Due to the COVID-19 pandemic, there will be no opportunity to hold in-person events during the contract time frame. EAC will continue its efforts to attract youth to the WIOA Youth programs within Niagara County by hosting Virtual events. The expenses related to the in-person events will be revised to reflect the actual costs of the Virtual events. On May 18<sup>th</sup> the Executive Committee voted to adjust the award amount total for EAC as \$76,040 and approved the use of virtual events. B. Rice opened the floor to questions. None brought forward. B. Rice asked the Board for a motion to approve contract Amendment #1 for Ealy and Associates Consulting, LLC with a budget of up to \$76,040. Motion made by C. Lattanzio. Second by K. Granchelli. No abstentions. **Unanimous vote in favor of the approval of contract Amendment #1 for Ealy and Associates Consulting, LLC in the amount of up to \$76,040.**
- C.** B. Rice reviewed the process for the award of every RFP (included in Board informational materials). For the One-Stop System Operator RFP the Review Committee voted to recommend Niagara County Employment and Training in the amount of \$12,000. The Review Committee information was included in the Board informational materials for the members to review prior to the meeting. Three bidders had submitted proposals. B. Rice reviewed with the Board the information reviewed by the Review Committee. B. Rice opened the floor for questions. None brought forward. B. Rice requested a motion to approve Niagara County Employment and Training in the amount of \$12,000 as the One-Stop System Operator. Motion made by J. Feuerman. Second by J. Steinmetz. No abstentions. **Unanimous vote in favor of the approval of Niagara County Employment and Training in the amount of \$12,000 as the One-Stop System Operator.**
- D.** B. Rice reviewed the process for the award of every RFP (included in Board informational materials). For the Youth Adult and Youth Services RFP the Review Committee voted to recommend Niagara County Community College (NCCC) in the amount of \$363,045 and Orleans Niagara BOCES (BOCES) in the amount of \$403,955 with the proviso that Work Experience Component is added to the BOCES contract. The Review Committee information was included in the Board informational materials for the members to review prior to the meeting. NCCC and BOCES were the only bidders who submitted proposals. B. Rice reviewed with the Board the information reviewed by the Review Committee. B. Rice opened the floor for questions. J. Hartwell asked if there was any overlap of services within the two proposals where the Board would be paying for services more than once. B. Rice answered that there would be some overlap within the 14 Program Elements due to the services offered,



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but there is no interaction between the two bidders in services. J. Hartwell asked how many youth would be served. B. Rice noted that NCCC's proposal has a goal of serving 60 youth and BOCES's proposal has a goal of 105 youth. No further questions were brought forward. B. Rice requested a motion to approve NCCC in the amount of \$363,045 and BOCES in the amount of \$403,955 as the awardees of the Young Adult and Youth Services RFP. Motion made by M. Casale. Second by P. Brown. Abstained by J. Steinmetz. **Unanimous vote in favor of the approval of Niagara County Community College in the amount of \$363,045 and Orleans Niagara BOCES in the amount of \$403,955 as the awardees of the Young Adult and Youth Services Recipients.**

- E. J. Klemer the WDB Fiscal Manager presented the Board with the PY20 budget for approval. The budget information was included in the Board informational materials for review by Board Members prior to the meeting. J. Klemer noted that the budgets for Adult, Dislocated Workers, Youth, and Administration were structured the same. Each budget shows where the money is coming from. The budget is based on previous years funding as well as the current funding. J. Klemer asked the Board if there were any questions regarding the budget. M. Casale asked if, because of COVID-19, there was any thought to moving amounts to Dislocated Worker OJT funding if additional funding was needed. J. Klemer answered that the \$10,000 budget was based on this past year's budget. If further funding is needed, it is possible to move more money into that area. J. Hartwell asked where the funding comes from. J. Klemer answered that the funding is from the Federal Government. No further questions were brought forward. B. Rice requested a motion to approve the PY20 budget as presented. Motion made by K. Schuler. Second by J. Lang. No abstentions. **Unanimous vote in favor of the approval of the PY20 Budget as presented.**

#### **IV. Policy Items**

- A. B. Rice explained to the Board that a policy (included in the Board informational materials) had been created per NYS Department of Labor that in the event a funded provider was no longer funded by the WDB for a future year, that any Youth enrolled with that provider would be transitioned to Niagara County Employment and Training (NCET) so that they would not miss opportunities previously available to them. B. Rice opened the floor for questions. None brought forward. B. Rice requested a motion to approve the policy "Transitioning WIOA Enrolled Youth to a New Provider". Motion made by J. Feuerman. Second by M. Casale. No abstentions. **Unanimous vote in favor of the approval of the policy "Transitioning WIOA Enrolled Youth to a New Provider".**
- B. B. Rice informed the Board that the current OJT policy (included in the Board informational materials) had been updated to include language regarding Commission Pay. B. Rice explained to the Board that WIOA OJT funds could only be paid to a business based on the participant's hourly wage rate. After requesting guidance from NYS DOL, the OJT policy has been updated to include that commission, tips, and bonuses could not be included in payment of WIOA funds to an employer. B. Rice opened the floor for questions. None brought forward. B. Rice requested a motion to approve the update to the OJT Policy regarding commission pay. Motion made by C. Bright. Second by J. Lang. No abstentions. **Unanimous vote in favor of the approval for the change to the OJT Policy regarding commission pay.**



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- C. B. Rice informed the Board that the current OJT policy specifically created for the COVID-19 pandemic (included in the Board informational materials) needed to be updated. During COVID-19 many businesses are unable to offer full-time hours to their OJT participant employees. Through guidance with NYS DOL the change to the OJT During COVID policy allows participants to continue their OJT training work part time at a minimum of 20 hours per week. This allows participants to gain the training they need, and businesses to continue to get the reimbursement for those hours. B. Rice opened the floor for questions. None brought forward. Motion made by D. Martinez. Second by J. Feuerman. No abstentions. **Unanimous vote in favor of the approval for the changes to the OJT During COVID policy.**

#### V. Informational Items

- A. B. Rice gave the Board an update on the performance of the current WIOA Youth providers, NCET and NCCC. B. Rice updated the Board with the following information: Niagara County Employment & Training Department: 66 Youth enrolled, 34 Work Experiences, 6 obtained High School Diploma or equivalent, 7 obtained a WIOA recognized training certificate, 3 enrolled in military or college and 20 were hired by local employers. Niagara County Community College: 42 Youth enrolled, 3 Work Experiences, 10 enrolled, 5 completed Pharmacy Tech training, 7 enrolled in Intro to Hospitality Management training, 6 enrolled in Supply Chain Management training, 3 enrolled in Medical Billing training, 2 enrolled in Google IT Network Support training, and 0 were hired by local employers. B. Rice opened the floor to Joanne Klemer to give a financial update on the NCET and NCCC youth programs. J. Klemer informed the Board that NCCC's total Youth contract was awarded at \$234,000. To date, through March 31<sup>st</sup>, they reported expenditures of approximately \$77,000. This reflects approximately 33% of their contract. J. Klemer informed the Board that NCET's total Youth contract was awarded at \$477,000. To date, through May 31<sup>st</sup>, they reported expenditures of approximately \$353,000, which is approximately 75% of their contract. B. Rice opened the floor for questions. None brought forward. More updates will be brought forward at the next Board Meeting.
- B. B. Rice reminded the Board that the RFP for Payroll Services is currently open until 2:15 PM today. B. Rice noted that Board Members still had time to join the Review Committee. Any interested Board Members are encouraged to contact her.
- C. B. Rice thank M. Casale and K. Schuler for organizing the "Restart Niagara" meeting. There have been great strides to keep Niagara County moving forward so that businesses are aligned for the next phases as they have progressed with reopening. M. Casale noted that there was a lot of involvement from "Restart Niagara" members and he thanked those involved for all their help. K. Schuler added that he appreciated how much it has helped the business community and thanked everyone for their involvement. J. Hartwell added that the networking and information sharing has been a great way to connect and he hopes the committee will continue to meet.
- D. B. Rice informed the Board of statistics available online from NYS DOL. C. Bright gave an update and overview on what has been happening with NYS Department of Labor and the steps they are taking to help affected individuals in NY. The information can be found online at <https://www.labor.ny.gov/stats/> with weekly updates on unemployment claims and labor



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statistics. There is also useful information about the types of businesses being affected by the current unemployment claims. B. Rice also noted that the Niagara Falls WorksourceOne Career center was open by appointment only.

- E. Announcements: B. Rice opened the floor to announcements from Board Members: M. Martin shared that he sits on a Community Advisory Group for the NY Federal Reserve Bank and he invited WDB members to attend a virtual event on the Covid-19 impact on housing on June 24, 2020. The event, entitled “Economic Inequality Policy Series: An Update from the Experts on COVID-19’s Impact on Housing,” will highlight current research on the housing market and will include conversations with researchers and policy-influencers on the impact of the COVID-19 pandemic on homeowners and renters. The forum will also address the impact of the COVID-19 crisis on housing security, wealth building and models for an equitable recovery. Additional details can be found:

[https://www.newyorkfed.org/newsevents/events/regional\\_outreach/2020/0625-2020](https://www.newyorkfed.org/newsevents/events/regional_outreach/2020/0625-2020)

No further announcements were brought forward.

#### **IV. Adjournment**

B. Rice thanked the members in attendance for their time and requested a motion to adjourn. Motion made by D. Martinez. Second by J. Hartwell. Unanimous vote in favor of adjournment. The Workforce Development Board meeting was **adjourned at 8:52 a.m.**

Respectfully submitted,  
Helen Demler