

Niagara County Workforce Development Board

Meeting Minutes—February 21, 2017

Next Meeting: April 13, 2017 at 800 AM – Niagara County Center for Economic Development

Members Present: John Accardo, Michael Capizzi, Joel Feuerman, Kathleen Granchelli, John Helak, Christine Luly, Michael Martin, Kevin McCabe, Kevin Roth, Kory Schuler, Suzanne Shears, Joe Steinmetz, James Ward, Jerald Wolfgang

Members Excused: Frank Budwey, Mary Lynn Candella, Susan Gouthro, Sam Ferraro

Members Absent: Tom Austen, Paul Brown, Cesar Cabrera, Michael Carney, Thomas Jaccarino, Tim Miller, James Pane, Shawn Williams

W.D.B. Staff: David See, WDB Executive Director; Will Nemi, WDB Counselor; Joanne Klemer, WDB Fiscal Manager

Others Present: Don Jablonski, Director of Employment & Training (E&T); Staci Henry E&T Staff; Kathy Krebs, E&T Staff; Carolyn Bright, NYSDOL Center Manager; Michael Casale, Deputy Commissioner of Business Development, NCEED; Tom Mormile, NYSDOL State Representative

I. **Call To Order**

The Meeting was called to order at 8:05 AM at the Niagara County Department of Economic Development, 6311 Inducon Corporate Drive, Sanborn NY. Joel Feuerman called the meeting to order. There were enough members present for a quorum. New members and current members were introduced.

II. **Old Business** - Approval of past meetings minutes.

Motion to approve Minutes for 6/23/16 made by J. Steinmetz and seconded by C. Luly. All were in favor and the minutes passed.

Motion to approve Minutes for 6/30/16 made by J. Helak and seconded by J. Wolfgang. All were in favor and the minutes passed.

Motion to approve Minutes for 10/20/16 made by J. Steinmetz and seconded by K. Granchelli. All were in favor and the minutes passed.

Motion to approve Minutes for 1/12/17 made by S. Shears and seconded by C. Luly. All were in favor and the minutes passed.

III. **New Business**

A. Election of WDB Chair and Vice Chair.

David See presided over this portion of the meeting. He stated through numerous email solicitations and phone calls for participation, Joel Feuerman was nominated and voted Chairman via email. Kory Schuler was nominated and voted Vice Chairman via email. Motion for in meeting official nomination of J. Feuerman was made by C. Luly and seconded by S. Shears. All members were in favor to vote Joel Feuerman as Chair of the WDB. J. Wolfgang officially nominated K. Schuler and motion was seconded by J. Ward. All members were in favor of voting Kory Schuler to be Vice Chair of the WDB.

B. By-Laws

David See discussed some changes in language made to the By-Laws. Information of an executive committee was established. The committee would be utilized in emergency situations where a decision needed to be made on behalf of the board in which a full meeting could not be timely scheduled, or quorum was not be reached. K. Granchelli brought up availability for members to be able to call in to the meeting. Call in participation/ voting is not allowed via WIOA, but the use of video conferencing is. Motion to approve the By-Laws by C. Luly and seconded by J. Helak. All members were in favor to pass the approval of the By-Laws.

C. Policy Update - On The Job Training

OJT rates, reimbursement limit, and minimum OJT wage was discussed. The board proposed changing the OJT reimbursement limit from \$3,000 to \$5,000 and rate from 50 to 75 percent depending on business size. Small to medium businesses (1-250) would be eligible for up to 75% reimbursement. Larger businesses (250+) would still be eligible up to 50%. J. Wolfgang asked if there were certain job types listed that would be preferred as OJT's. Any business that meets the criteria is eligible and there are no specific occupations necessary. However, we do have the Demand Occupation list as a preference and for classroom training. These contracts are set up to be complete and designed to be permanent full time jobs, not part-time. Businesses establish training plans in consultation with business team staff. K. Krebs remarked that staff market OJT opportunities to both customers and businesses and the wage must be at least \$1.00 above prevailing minimum wage. Some outreach includes job fairs, email notice, promoting speakers, etc. Motion to approve OJT policy was made by K. Roth and seconded C.Luly. All in favor, none opposed.

D. PY 2015 BUDGET

PY 2015 Budget was discussed. Niagara County has sufficient population for an independent WDB – smaller counties may join together under one WDB for those counties. Goal for spending is 80% of federal allocation or more spent within first year.

Motion to approve 2015 budget made by S. Shears and seconded by J. Helak. All were in favor, none opposed.

E. PY 2016 BUDGET

PY 2016 budget was discussed. The fiscal report presented was the spending for the 1st half of PY 2016 (July 2016 to June 2017). C. Luly brought up the expenditure rate, which is 96% - clarified that 96% is the year end planned expenditures, not for current level. Motion to pass PY 2016 Budget made by J. Helak and seconded by C. Luly. All were in favor, none opposed.

F. Allocation for 07/1/2017

Discussed estimates for next program year. Niagara is faring better than NYS as a whole and better than most local WDBs. Niagara's overall allocation is down 0.10%, NYS is -8.4%.

G. Demand Occupations addition - HHA, Certified Production Technician

Discussed possible additions to the demand occupations list. D. See mentioned adding Certified Production Technician and Home Health Aide (HHA) to the Demand Occupations list. J. Feuerman added that there is opportunity for care progression. K. Granchelli motioned to add HHA and Certified Production Tech to the List. S Shears seconded the motion. All who voted were in favor, none opposed. J Steinmetz abstained from voting due to conflict of interest.

H. One Stop Operator Request for Proposal

Discussed new role to make sure partners are in communication. The one stop operator is not a function of the workforce development board (not involved in policy or budgets or voting). The Operator will provide high level oversight to the system. This is the 1st year under WIOA and the RFP is going out soon. C. Luly brought up the One Stop Operator and service provider can be combined. Motion to approve One Stop Operator request for proposal made by J. Wolfgang and seconded by M. Martin. All were in favor, none opposed.

I. Transfer Dislocated Worker Funds to Adult

There are more Adult customers than D.W. customers. The board would like the ability to transfer up to \$72,000 of Dislocated Worker PY 2016 funds to Adult (PY 2016) funds. Generally, more funding is needed for Adults than Dislocated Workers (DW are a specific subset of Adults). We will utilize D.W. funds up until near the end of the program year and ensure that no eligible DW is denied service, and transfer an appropriate amount as needed to Adult. This will also ensure that the funds in each category are spent at a minimum 80% level and will be maintained. A motion to approve

the ability to transfer up to \$72,000 of Dislocated Worker PY 2016 funds to Adult PY 2016 funds was made by J. Wolfgang and seconded by J. Helak. All were in favor, none opposed.

J. Attendance and Meeting Schedule

The next meeting scheduled will be for Thursday April 13, at 8:00 AM. It was discussed that Tuesdays and Thursdays were the best days for meetings. Also there was low interest to have afternoon meetings from survey results.

K. Committees

The administration/planning committee will compile attendance and get results out to members.

L. Members Discussion and News

NYS DOL is partnering with the NF Housing Authority to have a Hospitality Job Fair March 9, 11AM-2PM (corrected date). The Workforce Development Group with WorksourceOne (Employment and Training) will be having a Job Fair on Wednesday 3/29.

IV. Adjournment

Motion for adjournment was made at 9:12 AM by M. Martin and seconded by J. Helak. All in favor, none opposed.

Respectfully Submitted,

William Nemi