



**NIAGARA COUNTY
WORKFORCE DEVELOPMENT BOARD**

Joel Feuerman, Chairperson
Bonnie Rice, Executive Director

Trott Career Center
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Executive Committee
Meeting Minutes – February 9, 2021
ZOOM Audio/Visual Conference

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

WDB Staff: Helen Dennis, Joanne Klemer, Bonnie Rice

I. Call to Order and Meeting Information

The meeting was organized and led by B. Rice at 10:01 a.m. through Zoom Audio/Visual conference platform. H. Dennis took attendance. S. Shears attended the meeting but was unable to contribute due to audio issues. She was able to listen to the meeting.

A. Recapture of unspent WIOA Youth funds

B. Rice reminded the Executive Committee that during the RFP and contract process for the PY20 WIOA Youth Subrecipients NYS DOL recommended a recapture clause. Six months after contract date, the WDB could review the provider's fiscal information and determine based on invoicing and payments what funding, if any, could be recaptured. After a review, it was found that NCCC would have \$60,000 of its contracted award unspent and ONBOCES would have \$150,000 of its contracted award unspent. Both Subrecipients were notified and given five days to review and negotiate. ONBOCES agreed to the full recapture of funds. NCCC negotiated to \$50,000 recaptured. B. Rice opened the floor for questions. None brought forward. B. Rice asked for a motion for the Committee to approve the recapture of unspent funds. Motion made by D. Martinez. Second by J. Feuerman. Unanimous approval of the Committee. J. Wolfgang abstains from the vote. S. Shears has audio issues and is unable to vote. Unanimous approval of **recapture of unspent WIOA Youth funds.**

- 1) B. Rice asked for a vote for the recapture of unspent WIOA Youth funds in the amount of \$50,000 from NCCC. Unanimous approval of the Committee. No abstentions. S. Shears has audio issues and is unable to vote.
- 2) B. Rice asked for a vote for the recapture of unspent WIOA Youth funds in the amount of \$150,000 from ONBOCES. Unanimous approval of the Committee. No abstentions. S. Shears has audio issues and is unable to vote.

B. Reallocating of recaptured WIOA Youth funds for WIOA Youth Advertising

B. Rice asked the Committee to vote to reallocate \$150,000 of the recaptured WIOA Youth funds for Youth Advertising. B. Rice asked for a motion for the Committee to approve the reallocation of funds. Motion made by J. Feuerman. Second by D. Martinez. Unanimous approval of the Committee. S. Shears has audio issues and is unable to vote. No abstentions. Unanimous approval of **reallocation of \$150,000 to Youth Advertising.**

C. Release of RFP for WIOA Youth Advertising

B. Rice asked the Committee to vote to release an RFP for WIOA Youth Advertising to focus on social media and traditional advertising to promote the current WIOA Youth programs. B. Rice opened the floor for further questions. K. Schuler asked if bidders would have a choice of media to



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advertise. B. Rice responded that bidders will have the option to bid on either a social media focus, traditional focus or both. No other questions brought forward. B. Rice asked for a motion for the Committee to approve releasing an RFP for Youth Advertising. Motion made by J. Wolfgang. Second by J. Feuerman. Unanimous approval of the Committee. S. Shears has audio issues and is unable to vote. No abstentions. Unanimous approval for **release of an RFP for Youth Advertising of up to \$150,000.**

D. Reallocating of recaptured WIOA Youth funds to increase WIOA Youth Work Experience budget

B. Rice asked the Committee to consider reallocating the recaptured WIOA Youth funds to the WIOA Youth Work Experience budget. This budget increase will further serve current and incoming Youth that qualify for work experience within the WIOA Youth Program. B. Rice opened the floor for further questions. None brought forward. B. Rice asked for a motion for the Committee to approve the reallocation of funds. Motion made by D. Martinez. Second by K. Schuler. Unanimous approval of the Committee. S. Shears has audio issues and is unable to vote. No abstentions. Unanimous approval for **reallocating up to \$50,000 of recaptured WIOA Youth funds to increase WIOA Youth Work Experience budget from \$77,000 to \$127,000.**

E. Release of RFP for PY21 WIOA Youth Subrecipients

B. Rice presented the Committee with background information regarding the WIOA Youth Programs. B. Rice requested authorization from the Committee to place an RFP for WIOA Youth Programs in the amount of \$400,000 in order to obtain providers. B. Rice opened the floor for further questions. None brought forward. B. Rice asked the Committee for a motion to approve the authorization of an RFP for WIOA Youth Programs in the amount of up to \$400,000. Motion made by K. Schuler. Second by D. Martinez. No abstentions. Unanimous approval of the Committee. S. Shears has audio issues and is unable to vote. Unanimous approval for **release of an RFP for PY21 WIOA Youth Subrecipients in an amount of up to \$400,000.**

F. Increase DW OJT training budget

B. Rice thanked the Committee for all previous work this past year. The Committee and Board's swift actions to policy and procedure changes has assisted staff, providers and customers in receiving the funding and assistance needed during these difficult times. B. Rice turned the floor over to Fiscal Manager J. Klemer. J. Klemer asked the Committee to increase the DW OJT training budget by \$10,000, from \$10,000 to \$20,000. She explained that this increase would provide for two additional contracts for the next six months for DW OJT customers. B. Rice opened the floor for further questions. None brought forward. B. Rice asked the Committee for approval to increase the DW OJT training budget. Motion made by J. Wolfgang. Seconded by J. Feuerman. No abstentions. Unanimous approval of the Committee. S. Shears has audio issues and is unable to vote. Unanimous approval for **increase of DW OJT training budget by \$10,000, from \$10,000 to \$20,000.**

G. Increase DW ITA training budget

B. Rice turned the floor over to Fiscal Manager J. Klemer. J. Klemer asked the Committee to increase the DW ITA training budget by \$25,000. This amount is based on her projections to get



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through to the end of the program year. B. Rice opened the floor for further questions. None brought forward. B. Rice asked the Committee for approval to increase the DW ITA training budget by \$25,000, from \$60,000 to \$85,000. Motion made by J. Wolfgang. Seconded by J. Feuerman. No abstentions. Unanimous approval of the Committee. S. Shears has audio issues and is unable to vote. Unanimous approval for **increase of DW ITA training budget by \$25,000, from \$60,000 to \$85,000.**

H. Volunteers for RFP Committees

B. Rice informed the Committee that with each approved RFP there would be a Review Committee Team created to review the bids. She ask Committee members to reach out to her if they are interested in being a part of either Review Committees for the WIOA Youth Advertising RFP or WIOA Youth Subrecipient RFP.

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 10:16 a.m.

Respectfully submitted,
Helen Dennis