

**Niagara County Workforce Development Board
Meeting Minutes – May 23, 2018**

Members Present: Carolyn Bright, Michael Carney, Michael Casale, Joel Feuerman, Susan Gouthro, Kathleen Granchelli, John Helak, Thomas Jaccarino, John Lang, Tim Leaderhaus, Christine Luly, Kory Schuler, Suzanne Shears, Joseph Steinmetz, Jerald Wolfgang

Members Excused/Absent: Paul Brown, Michael Capizzi, Michael Martin, Kevin McCabe, Kevin Roth, Shawn Williams

WDB Staff: John Accardo, Joanne Klemer

Guests/Staff Present: Thomas Mormile, Donald Jablonski, Bonnie Rice, Kathy Krebs

I. Call to Order

The meeting was called to order by Chairman Feuerman at 8:13 a.m. at the Niagara County Center for Economic Development, 6311 Inducon Corporate Drive, Sanborn, NY. Chairman Feuerman noted that a **quorum was present**.

II. Introductions

Executive Director John Accardo welcomed the new board members: Carolyn Bright, Michael Casale, John Lang and Timothy Lederhaus. Mr. Accardo also recognized the exemplary service and unfortunate passing of esteemed board members Samuel Ferraro and James Ward. Previous WDB Executive Director David See was also acknowledged for his efforts in creating board policy and procedures. This was followed by attendee introductions.

III. Approval of Meeting Minutes

The following meeting minutes were distributed to board members for review by Mr. Accardo prior to the meeting. Mr. Accardo explained that all items contained in the minutes would be approved, unless any member had an issue, at which point that item could be tabled, and then revisited if necessary. The following minutes were put to a vote:

- A. February 21, 2017 – motion to approve by K. Granchelli, seconded by M. Carney, all in favor, none opposed, minutes passed
- B. June 27, 2017 Executive Committee meeting – motion to approve by C. Luly, seconded by J. Helak, all in favor, none opposed, minutes passed
- C. September 26, 2017 Executive Committee meeting – motion to approve by M. Carney, seconded by C. Luly, all in favor, none opposed, minutes passed
- D. December 5, 2017 Executive Committee meeting – motion to approve by M. Carney, seconded by K. Granchelli, all in favor, none opposed, minutes passed
- E. February 14, 2018 Executive Committee meeting – motion to approve by M. Carney, seconded by S. Shears, all in favor, none opposed, minutes passed
- F. April 10, 2018 Executive Committee meeting – motion to approve by T. Jaccarino, seconded by M. Carney, all in favor, none opposed, minutes passed

IV. Open Issues

- A. Add New Members to the Executive Committee – Chairman Feuerman stated that Suzanne Shears and Thomas Jaccarino were candidates for the WDB Executive Committee. They were kindly asked to leave the room. After their departure, an open discussion was held in which all comments regarding their candidacy were positive and supportive. Chairman Feuerman also noted that the current Executive Committee consisted of four members – Ms. Luly, Mr. Schuler, Mr. Wolfgang, and himself. However, Ms. Luly would be retiring in the fall, so the addition of two new members would eventually bring the committee to five members, a favorably number. Mr. Carney inquired if this size Executive Committee was in line with our current by-laws, and both Vice-Chairman Schuler and Mr. Accardo responded that it was. The new appointments were called to a vote by Chairman Feuerman.

Motion to approve Suzanne Shears as an Executive Committee member was made by K. Granchelli, seconded by M. Casale, all in favor, none opposed, appointment passed.

Motion to approve Thomas Jaccarino as an Executive Committee member was made by J. Wolfgang, seconded by M. Carney, all in favor, none opposed, appointment passed.

Ms. Shears and Mr. Jaccarino were invited back into the meeting and congratulated on their appointments.

V. New Business

- A. Approve Follow-up Services for Adult and Dislocated Workers Policy – Mr. Accardo called on Ms. Rice to explain this policy. Ms. Rice informed the board that this was a new policy required by WIOA regulations. She further summarized its content and purpose for the board members. The policy was available to the members at the meeting. Motion to approve made by J. Helak, seconded by C. Luly, all in favor, none opposed, policy approved.
- B. Transfer of PY2017 Funds from Dislocated Worker to Adult up to \$120,000 – Mr. Accardo called on Ms. Klemer to explain this transfer. Ms. Klemer informed the board that this transfer would be necessary to ensure that both the Adult and Dislocated Worker programs met the 80% obligation of funds threshold required by WIOA for the first year of program spending. Ms. Klemer also noted that this type of transfer has been necessary for the past several years. Mr. Carney inquired if the transfer would be set at \$120,000. Ms. Klemer responded that only the amount needed to ensure the 80% requirement as of June 30, 2018 would be transferred, and would not exceed the \$120,000. Motion to approve made by M. Carney, seconded by M. Casale, all in favor, none opposed, transfer of funds approved.
- C. Approve Niagara County LWDB Oversight and Monitoring Policy - Mr. Accardo called on Ms. Klemer to review this policy. Ms. Klemer stated this policy summarizes the oversight and monitoring conducted by the WDB of its sub-recipients and programs. Only minor changes were made to this policy, which included updating the Executive Director's name and adding an appendix to the policy which identifies Youth Program sub-recipients by program year. The policy was available to the members at the meeting. Motion to approve made by C. Luly, seconded by T. Jaccarino, all in favor, none opposed, policy approved.

- D. Increase Customized Training Thresholds – Mr. Accardo called on Ms. Rice to review the requested Customized Training changes. Ms. Rice informed the board that the current Customized Training thresholds were set at \$3,000 per person, or a maximum of \$12,000 per training project. In efforts to align this type of training with other training contract funding levels, it is being requested that the CT funding levels be raised to \$5,000 per person or a maximum of \$20,000 per training project. Ms. Rice also advised that trainees must earn \$1 per hour above NYS standard minimum wage. Motion to approve increased CT funding levels from \$3,000/\$12,000 to \$5,000/\$20,000 made by J. Wolfgang, seconded by M. Casale, all in favor, none opposed, CT funding thresholds increased.
- E. Review PY2018 Youth RFP Submissions and Determine Award Amounts – *prior to discussions, all parties involved with submitted RFPs were kindly asked to leave the room.* Vice-Chairman Schuler, a member of the Youth Review Committee, advised the board that a total of three proposals had been submitted in response to the advertised Youth Request for Proposal (RFP). They were: Catholic Charities, Niagara County Employment & Training, and Orleans Niagara BOCES. He stated that per the issued RFP, the total amount to be awarded may not exceed \$700,000. Further details were then provided by Vice-Chairman Schuler summarizing the financial and program parameters of each proposal. Ms. Klemer added fiscal comparisons amongst the three proposals. Based upon the review committee's recommendations, the following award amounts were proposed:

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| Fully fund Orleans Niagara BOCES: | \$240,834 |
| Fully fund Niagara County E&T: | \$320,749 |
| Partially fund Catholic Charities: | <u>\$138,417</u> (remainder of available RFP amount) |
| Total Youth RFP Awards: | \$700,000 |

Mr. Carney inquired if award letters and further explanation, if needed, would be sent to the above providers. Mr. Accardo replied that he would notify each party by letter.

Motion to approve PY 2018 Youth Award amounts as listed above, and if needed initiate a second-round of Youth RFP funding in upcoming months, made by J. Helak, seconded by C. Luly, all in favor, none opposed, youth awards approved as listed above; issuance of a second-round Youth RFP in upcoming months approved if needed.

(excused parties were invited back into the meeting room)

V. Open Discussion and News

- A. Success Story – Ms. Krebs shared with the Board the following success story:
 Jessica, a cancer survivor and Marine Corp. Veteran connected with our Disability Resource Coordinator (DRC) when she was given a clean bill of health to pursue employment. Jessica began by receiving SSI benefits advisement from our DRC, and was then approved for our WIOA Tuition Assistance and completed coursework as a Medical Secretary. Jessica was hired by Veterans Hospital in Buffalo as a full time Medical Office Secretary at a self-sufficient wage of \$40,000/year. She was earning so much at her job that she no longer needed SSI cash benefits and continued with her health care coverage. Jessica celebrated 2 years with the Veterans Hospital in September of 2017. During these past 2 years she has gotten married, purchased a reliable vehicle, saved for her own home and has had two promotions. She continues to work with our DRC for work incentives and benefits advisement, but is well on her way to a completely financially independent future.

- B. Mentors for New Board Members – Chairman Feuerman shared that he would like to start a Mentoring Program for newly appointed members. Ms. Luly has volunteered to be a mentor. Anyone else interested in being a mentor should contact Chairman Feuerman.
- C. Next Meeting – August 8, 2018 at 8:00am at this same location

ADJOURNMENT

Chairman Feuerman called for a motion to adjourn, motion made by T. Jaccarino, seconded by C. Luly, all in favor, none opposed, meeting adjourned at 9:17 a.m.

Respectfully submitted,

Joanne Klemer