



**NIAGARA COUNTY
WORKFORCE DEVELOPMENT BOARD**

*Joel Feuerman, Chairperson
Bonnie Rice, Executive Director*

1001 Eleventh Street
Niagara Falls, NY 14301-1201
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Meeting Minutes – January 28, 2020
Niagara County Center for Economic Development/IDA
6311 Inducon Corporate Drive
Sanborn, NY 14132

Members Present: Carolyn Bright, William Carroll, Joel Feuerman, Kathleen Granchelli, John Lang, Cathy Lattanzio, Tim Lederhaus, Michael Martin, Dennis Martinez, Kevin McCabe, Kory Schuler, Joseph Steinmetz, Shawn Williams, Todd Zyra

Members Excused: Paul Brown, Michael Casale

Members Absent: John Helak, James Pane, Jerald Wolfgang

WDB Staff: Helen Demler, Joanne Klemer, Bonnie Rice

Guests/Staff Present: Colleen Casali of Native American Community Services, Don Jablonski, Kathryn Krebs

I. Call to Order

The meeting was called to order by Chairman Feuerman at 8:01 a.m. at the Niagara County Center for Economic Development/IDA, 6311 Inducon Corporate Drive, Sanborn, NY. Chairman Feuerman noted that a **quorum was present**. The agenda and informational materials were distributed as members signed in for the meeting.

Announcements: Chairman Feuerman started with announcements. He thanked Tom Jaccarino of DSS (retiring in February), Susan Gouthro of GM Component Holdings and Michael Capizzi of Michael's Restaurant for their service, as they have resigned from the Board. Chairman Feuerman welcomed and introduced Todd Zyra of Silipos to the Board as a new member. Chairman Feuerman then introduced and welcomed Helen Demler as the new Account Clerical II, reporting to Bonnie Rice, to the Board. Chairman Feuerman then thanked Kathryn Krebs for her many years of service to the One-Stop business and job-seeking customers, the operation of the Niagara Falls One-Stop Career Center, the successful and well attended job fairs and the many accomplishments of the Business Services Team over the years. Kathryn will be retiring March 27th.

Other Announcements: D. Jablonski announced that Joel Feuerman of Home Depot is to be honored by the Niagara County Legislature as the Business Person of the Year.

II. Old Business

Chairman Feuerman informed the Board that in the past three meetings there has not been a quorum. Those meetings required the Board to break into Executive Committee; the meeting minutes for February 19, 2019, June 4, 2019 and November 19, 2019 needed to be approved by the Board. The Board was encouraged to review the meeting minutes for each month.

- A.** Meeting Minutes for February 19, 2019: Chairman Feuerman opened the floor to questions regarding the minutes as present. None brought forward. Motion to approve the February



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minutes as presented. Motion made by D. Martinez. Second by J. Lang. No abstentions. Unanimous vote in favor of **approval of the February 19, 2019 meeting minutes.**

- B.** Meeting Minutes for June 4, 2019: Chairman Feuerman opened the floor to questions regarding the minutes as presented. None brought forward. Motion to approve the June minutes as presented. Motion made by T. Lederhaus. Second by W. Carroll. No abstentions. Unanimous vote in favor of **approval of the June 4, 2019 meeting minutes.**
- C.** Meeting Minutes for November 11, 2019: Chairman Feuerman opened the floor to questions regarding the minutes as presented. None brought forward. Motion to approve the November minutes as presented by S. Shears. Second by C. Lattanzio. No abstentions. Unanimous vote in favor of **approval of the February 19, 2019 meeting minutes.**

III. WDB Items:

Information regarding each item was distributed to the Board during sign-in. Chairman Feuerman explained to the Board that many of the items had been discussed during previous Board meetings and approved by the Executive Committee. The Board is still required to vote and approve each of the following items: A – K.

- A.** Chairman Feuerman presented to the Board the approval of Executive Director of the Niagara County Workforce Development Board to Bonnie Rice. He explained that B. Rice has the years of experience and commitment needed to further the Workforce Development Board. Chairman Feuerman opened the floor to questions. None brought forward. Chairman Feuerman asked the Board for a motion to approve B. Rice as the Executive Director. Motion made by K. Granchelli. Second by D. Martinez. No abstentions. **Unanimous vote in favor of Bonnie Rice as the Executive Director to the Niagara County Workforce Development Board.**
- B.** B. Rice reviewed the Youth Funding and Contracts for Program Year 2019 with the Board. She explained that proposals had been submitted and were currently in effect from July 1, 2019 to June 30, 2020. A committee had previously reviewed the contracts and the Executive Committee had given approval for NCCC and Niagara County Employment and Training to be funded. There were four applicants. For each applicant, the executive summaries, past program performance, and past fiscal performance information can be found on pages 11-23 of the informational material. B. Rice also brought the full proposals for review if needed. Chairman Feuerman opened the floor to questions. None brought forward. Chairman Feuerman asked the Board for a motion to approve the Youth Funding and Contracts for Program Year 2019. Motion made by S. Williams. Second by J. Lang. **Unanimous vote in favor of the approval of the Youth Funding and Contracts for Program Year 2019.**
- C.** B. Rice presented the Board with background information regarding the One-Stop System Operator. The One-Stop System Operator has been meeting goals, ensuring service and coordination of partners and customers. Pages 33-39 of the informational materials given to the Board show that the current Operator is exceeding and meeting goals. Approval is needed from the Board to extend the One-Stop System Operator for Program Year 2019. Chairman Feuerman opened the floor to questions. None brought forward. Chairman Feuerman asked the Board for a motion to approve the extension of the One-Stop System Operator for Program Year 2019. Motion made by S. Shears. Second by K. Schuler. No



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abstentions. **Unanimous vote in favor of the approval of the Extension of One-Stop System Operator for Program Year 2019.**

- D.** J. Klemer informed the Board that the Executive Committee had approved the transfer of DW to Adult funds of up to \$100,000 from PY18 (7/1/18-6/30/19). Transferring these unutilized funds would help to further assist customers who qualify as Adult. Chairman Feuerman opened the floor to questions. None brought forward. Chairman Feuerman asked the Board for a motion to approve the DW to Adult Transfer for PY18 as presented. Motion made by T. Zyra. Second by W. Carroll. No abstentions. **Unanimous vote in favor of the approval of the DW to Adult Transfer up to \$100,000 – PY18 (7/1/18-6/30/19).**
- E.** J. Klemer informed the Board that the Executive Committee had approved the transfer of re is aDW to Adult funds of up to \$300,000 from PY19 (7/1/19-6/30/20). Transferring these unutilized funds would help to further assist customers who qualify as Adult. Chairman Feuerman opened the floor to questions. None brought forward. Chairman Feuerman asked the Board for a motion to approve the DW to Adult Transfer for PY19 as presented. Motion made by S. Williams. Second by C. Bright. No abstentions. **Unanimous vote in favor of the approval of the DW to Adult Transfer up to \$300,000 – PY19 (7/1/19-6/30/20).**
- F.** B. Rice informed the Board that the Executive Committee had approved the PY18 Budget Amendments of the following: Increase Adult ITA/CRT funding from \$140K to \$170k; Increase Adult OJT funding from \$80K to \$85K; Increase DW ITA/CRT funding from \$20K to \$60K; and Increase DW OJT funding from \$20K to \$30K. B. Rice informed the Board that in serving Niagara County customers the budget had been overspent. J. Klemer noted that increasing the budget would further assist more Niagara County residents and lead to future successful training completion within Niagara County. Chairman Feuerman mentioned that he was proud to see the need to increase the budget and greater assist Niagara County residents than anticipated. Chairman Feuerman opened the floor to questions. None brought forward. Chairman Feuerman asked the Board for a motion to approve the PY18 Budget Amendments as presented. Motion made by T. Lederhaus. Second by J. Lang. No abstentions. **Unanimous vote in favor of the approval of the PY18 Budget Amendments.**
- G.** J. Klemer informed the Board that the Executive Committee had approved the PY19 Adult, DW, Youth, and Administration Budgets. Pages 25-31 of the informational materials given to the Board show the Budget Report as presented to the Executive Committee. J. Klemer informed the Board that the funding lasts for two years, which is why the Board has the ability to carry- in funds from one year to the next. She also informed the Board that within the first year 80% of the funds need to be expended. Chairman Feuerman opened the floor to questions. W. Carroll questioned how staff costs with regard to travel and fringe were determined. J. Klemer responded that costs were based on allocations from the previous year. No further questions were brought forward. Chairman Feuerman asked the Board for a motion to approve the Approve PY19 Adult, DW, Youth, and Administration Budgets as presented. Motion made by K. Granchelli. Second by S. Williams. No abstentions. **Unanimous vote in favor of the approval of the PY19 Adult, DW, Youth, and Administration Budgets.**



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- H.** B. Rice presented new business regarding an amendment to the PY19 Budget. Erie County has approached the WDB for assistance with Adult funding. Erie County is out of funding and is looking for assistance. B. Rice is requesting Board approval to transfer up to \$100K in Adult ITA Funds to Erie County, upon written agreement between Erie and Niagara County. Chairman Feuerman opened the floor to questions and a discussion followed. The following was discussed amongst the Board and is an overview of that discussion. Niagara County is currently underspent and this transfer of funds will not affect Niagara County customers. Niagara County does not have the staff to accommodate the number of possible Erie County residents that would need assistance. Transferring the funds does not have a negative effect on Niagara County; in fact, doing so would help with the current underspending issue. Not spending 80% of funds allocated can negatively affect future WIOA allocations. Transferring these funds would provide Erie County the funds to further assist its residents. Allocations for each county are unchangeable for the current program year and Erie County, or any county, has no means for an increase in WIOA funding for the current program year. Transferring the funds would be an innovative approach to regional cooperation. No further questions were brought forward. Chairman Feuerman asked the Board for a motion to approve the amendment to PY19 Budget as presented. Motion made by W. Carroll. Second by S. Williams. M. Martin abstains. **Unanimous vote in favor of the approval of the Amendment to PY19 Budget with the ability to transfer up to \$100,000 in Adult ITA funds to Erie County, upon written agreement between Erie and Niagara County.**
- I.** B. Rice presented new business to authorize an RFP for a Youth Event Planner who would conceptualize, plan, manage, and execute events within Niagara County that will encourage and engage young adults, to take advantage of the WIOA Young Adult programs offered through Niagara County Employment and Training and Niagara County Community College. The Youth Event Planner would create events that will encourage attendance of Young Adults ages 16-24 who are not working and not attending school, who are part of the Gaming Culture; i.e., those who spend a large percentage of their time playing online games. B. Rice sees this as an untapped area of Youth that are not engaging with WIOA Youth programs currently. Chairman Feuerman opened the floor to questions and a discussion followed. K. Granchelli questioned what we would be able to offer this specific demographic of Youth, what employment types would we direct them to. D. Jablonski noted that although we would be advertising to youth associated with the gamer market, these youth may be interested in IT positions or other career areas instead of gaming exclusively. The gaming aspect would get them in the door of the event, and the goal would be to inform them of the services and options available through the Youth programs NCET and NCCC offer. No further questions were brought forward. Chairman Feuerman asked the Board for a motion to approve the authorization of the RFP for Youth Event Planner and allocate \$88K in WDB-Level Funds for this purpose. Motion made by D. Martinez. Second by K. Schuler. No abstentions. **Unanimous vote in favor of the approval for the authorization of the RFP for Youth Event Planner in the amount of \$88,000 in WDB Level Funds.**
- J.** B. Rice requested the Board authorize an RFP for One-Stop System Operator for Program Year 2020. Chairman Feuerman opened the floor to questions. No questions brought



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forward. Chairman Feuerman asked the Board for a motion to approve the authorization of the RFP One-Stop System Operator for Program Year 2020 as presented. Motion made by S. Shears. Second by S. Williams. No abstentions. **Unanimous vote in favor of the approval for the authorization of the RFP for One-Stop System Operator for Program Year 2020.**

- K.** K. Krebs reviewed the Supportive Services policy amendment included in the informational materials, starting on page 41. The amendment allows supportive services in regard to transportation to be provided to individuals accessing training through a regional collaboration with Erie County and Niagara Global Tourism Institute with funding provided by the TET-NDWG grant. Bus passes would be provided for transportation to training, off-site excursions and work experience. Chairman Feuerman opened the floor to questions. No questions brought forward. Chairman Feuerman asked the Board for a motion to approve the Supportive Services Policy amendment to include TET-NDWG as presented. Motion made by C. Bright. Second by K. Granchelli. No abstentions. **Unanimous vote in favor of the approval for the authorization of Supportive Services Policy – Amendment to include TET-NDWG.**

Informational:

- L.** B. Rice informed the Board that an RFP for Youth Advertising had been released with a deadline for responses of 2/4/2020 at 2 p.m. The RFP was included in the PY19 budget approved by the Board. The RFP was released to obtain bidders with advertising and promotional backgrounds, to promote the WIOA Young Adult programs offered by both Niagara County Employment and Training and Niagara County Community College. Once all bids are collected, a review team will review the information and make funding recommendations. Board members are encouraged to volunteer for the review team.
- M.** B. Rice informed the Board that the Local Plan Modification Form had been submitted. Modifications can be made at the two-year mark of the four-year plan. No modifications were made. The Regional Plan is in process of review as well. Both plans will be available on the WDB website, www.niagarawdb.com.

IV. Policy Items

Chairman Feuerman informed the Board that they would be making a slate vote of WDB policies for Agenda item IV A: Approval of Action Items Previously Approved by WDB Executive Committee at 6/4/19 meeting.

- A.** Chairman Feuerman opened the floor to questions. None brought forward. Chairman Feuerman asked the Board for a motion to approve action items A-K as presented. Motion made by K. Schuler. Second by S. Shears. No abstentions. **Unanimous vote in favor of the approval of Action Items Previously Approved by WDB Executive Committee at 6/4/19 Meeting: A-K**

Chairman Feuerman informed the Board that they would be making a slate vote of WDB policies for Agenda item IV B: Approval of Action Items Previously Approved by WDB Executive Committee at 11/19/19 meeting.

- B.** Chairman Feuerman opened the floor to questions. None brought forward. Chairman Feuerman asked the Board for a motion to approve action items A-D as presented. Motion made by S. Williams. Second by T. Lederhaus. No abstentions. **Unanimous vote in favor**



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**of the approval of Action Items Previously Approved by WDB Executive Committee
at 11/19/19 Meeting: A-D**

V. Other Announcements:

Chairman Feuerman opened the floor for further announcements by the Board.

Chairman Feuerman shared a story with the Board. He explained that K. Granchelli has been involved with the Lockport High School students and career opportunities within the Lockport High School. He recently attended a mock interview day, and met with a student who was interested in business and expressed a desire to further her education in the field. During the mock interview Chairman Feuerman identified skills, ability and passion in the student and arranged an interview with Home Depot. The student accepted a part-time position and has been very successful as a cashier. The student will be offered a full-time position soon. The student has chosen to further her education at NCCC and while employed with Home Depot will be given tuition reimbursement. Chairman Feuerman shared this story with the Board to encourage them to attend meetings and network so that NC WDB can assist Youth to achieve more.

Chairman Feuerman expressed hope that in future meetings the Board will evaluate programs, hear more about successful individuals and see the growth and difference the NC WDB makes.

K. Krebs informed the Board of a current Soft Skills Training program that was recently started after the need for such training was identified in another committee. NCET started a six-week training course open to the public that helps individuals develop their soft skills. A seventh session in which businesses will attend and interview the trainees is set for February 7th. K. Krebs encouraged Board members who are interested to contact her if they would like to interview the trainees.

K. Krebs informed the Board that the Spring Career Fair will be held at the Four Points by Sheraton in Niagara Falls on March 25th. She informed the Board that this was a great recruiting event and that registration would be opening this week.

No further announcements were brought forward.

VI. Next WDB Meeting: April 21, 2020 at 8 a.m

Chairman Feuerman reminded the Board that the **next meeting will be April 21, 2020** at the Niagara County Center for Economic Development/IDA, 6311 Inducon Corporate Drive, Sanborn, NY at 8 a.m.

VII. Adjournment

Chairman Feuerman thanked the members in attendance for their time. Chairman Feuerman asked the Board for a motion to adjourn the WDB Meeting. Motion made by W. Carroll. Second by T. Lederhaus. Meeting **adjourned at 8:59 a.m.**

Respectfully submitted,
Helen Demler