



**NIAGARA COUNTY  
WORKFORCE DEVELOPMENT BOARD**

Joel Feuerman, Chairperson  
Bonnie Rice, Executive Director

Trott Career Center  
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**Executive Committee**  
**Meeting Minutes – March 24, 2020**  
**Gotomeeting.com Audio/Visual Conference**

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

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

**I. Call to Order and Meeting Information (Event Planning and Site Management of Youth Events (RFP 2020-10))**

The meeting was organized and led by B. Rice at 2:02 p.m. through the gotomeeting.com website. The purpose of this Executive Committee meeting is for the review of the Proposal Review Committee recommendation for the RFP for Event Planning and Site Management of Youth Events (RFP 2020-10) from date of contract execution to June 30, 2020. The meeting was recorded. The recorded meeting will be placed on the Workforce Development Board Website. Prior to the meeting the Executive Committee members received a copy of the Event Planning and Site Management of Youth Events RFP as well as a summary from the Event Planning and Site Management of Youth Events Proposal Review Committee.

B. Rice informed the committee that the Proposal Review had met and unanimously recommend Ealy and Associates Consulting, LLC up to \$88,000 in WIOA youth funds as the Event Planners and Site Managers of Youth Events for the contract execution to June 30, 2020. B. Rice informed the Committee that she could read the summary and provide further background information. D. Martinez motioned to waive the reading of the summaries. Second by J. Feuerman. No abstentions. **Unanimous approval to waive the reading of the summaries.**

B. Rice opened the floor to questions and concerns from the Committee. None brought forward.

J. Feuerman motioned for the Committee to vote to approve Ealy and Associates Consulting, LLC as the awardees for Event Planning and Site Management of Youth Events (RFP 2020-10) up to \$88,000 in WIOA youth funds from date of contract execution to June 30, 2020. Second by K. Schuler. No abstentions. **Unanimous approval to award Ealy and Associates Consulting, LLC as the awardees for Event Planning and Site Management of Youth Events (RFP 2020-10) up to \$88,000 in WIOA youth funds from date of contract execution to June 30, 2020.**

B. Rice informed the Committee that due to the current global issues of the COVID-19 virus, the need for virtual events may be needed. The time period of the award may need to be extended. B. Rice has been in contact with NYS DOL regarding the issue and concerns. NYS DOL agrees with the concern and needs, the situation is a work in progress. B. Rice will keep the Committee and Board updated as more information becomes available.

**II. Announcement/Updates**

B. Rice gave an update at the request of J. Feuerman regarding the Career and One Stop centers in Niagara Falls and Lockport. Both sites are closed to the public but staff and counselors are still working. They are in contact with local business and customers in order to provide assistance and



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support during this time. Staff is being cycled in and out of the office to comply with mandates. Staff is also working remotely from home when not in the office.

B. Rice also informed the Committee that the OSOS Operator Request for Proposal was released today. The RFP can be found on the Niagara County website. If the Committee is interested in volunteering to review the proposals, after they have been collected, to contact B. Rice in order to join the review team.

B. Rice opened the floor for other questions. None brought forward.

B. Rice informed the Committee that there was no other business and requested a motion to adjourn. K. Schuler made the motion to adjourn. Second by J. Feuerman. No abstentions. The Workforce Development Board Executive Committee meeting was adjourned at 2:10 p.m.

Respectfully submitted,  
Helen Demler