



NIAGARA COUNTY
WORKFORCE DEVELOPMENT BOARD

Joel Feuerman, Chairperson
Bonnie Rice, Executive Director

Trott Career Center
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Executive Committee
Meeting Minutes – June 4, 2024
Niagara County Center for Economic Development/IDA
6311 Inducon Corporate Drive in Sanborn, NY

Members Present: Lindsay Collins, Joel Feuerman, Kory Schuler, Suzanne Shears

Members Excused: Dennis Martinez

WDB Staff: Bonnie Rice, Helen Dennis, Joanne Klemer

I. Call to Order

As quorum was not established for the WDB Meeting, only informational items were present. Agenda items II Old Business A-B, item III New Business A – F have been moved to Executive Committee. Attendance is recorded above. B. Rice led the meeting noting that quorum for the Executive Committee was established. B. Rice shared with the Executive Committee members that advertisements for the meeting were placed in local newspapers and online so that the public would be able to attend.

II. Old Business

B. Rice reviewed the agenda items section by section. All information regarding each item was distributed to the Executive Committee members through email prior to the meeting.

- A.** Meeting Minutes for March 5, 2024: Executive Committee members received the meeting minutes in the information materials emailed prior to the meeting. B. Rice asked the Executive Committee for a motion to approve the minutes as presented. Motion made by K. Schuler. Second by L. Collins. **Unanimous vote in favor of the approval of the March 5, 2024 Meeting Minutes.**
- B.** B. Rice noted that the Executive Committee Meeting Minutes for May 20, 2024 were included in the packet. No vote was needed as the Executive Committee had already voted on the item discussed in the meeting minutes. A full Board vote will be required when a quorum is present.

III. New Business

All updates to items listed below were noted in the Agenda Packet sent to Board members prior to the meeting.

To provide context to the items in A – D, B. Rice shared the following fiscal information with the Executive Committee. She informed the Board that Niagara's allocation of WIOA funds is based on New York State's (NYS) unemployment rate against the nation. NYS did well with unemployment this year and based on the statewide information, the federal allocation to NYS decreased. NYS then looks at the unemployment rates across the 33 regions and those whose unemployment rates are higher at that time, receive higher funding. For Niagara, this meant a cut in funding of about 11% for the upcoming Program Year (PY) 2024. B. Rice added that during the current Program Year (PY2023) and the prior Program Year (PY2022), D. Jablonski's NCET team had succeeded in meeting all performance measures set by NYSDOL. Due to Niagara succeeding in performance measures and J. Klemer assisting in Niagara meeting the 80% obligation rate for PY 2022, NYS has awarded additional



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funds to the 12 of 33 areas. Niagara is one of the 12 areas receiving this incentive funding. B. Rice explained that while the incentive money helps, it does not completely cover the 11% decrease.

- A. B. Rice turned the floor over to J. Klemer to review the PY23 budget adjustments. J. Klemer noted that a print out of the budget adjustments was handed to Board Members when they signed in. J. Klemer reviewed the previous transfers that had been approved by the Board over the last Program Year within the Adult, Dislocated Worker, Youth, and Administration budgets. She noted that there were no adjustments to the Youth or Administration budgets. J. Klemer asked the Executive Committee to approve the PY23 budget adjustment for Adult from \$1,080,000 to \$1,130,000, and to approve the PY23 budget adjustment for Dislocated Worker from \$463,000 to \$443,000. B. Rice opened the floor for questions. None brought forward. B. Rice asked for a motion to approve the Adult PY23 budget adjustments as presented. Motion made by J. Feuerman. Second by L. Collins. **Unanimous vote in favor of the approval to the Adult budget adjustments to PY23.** B. Rice asked for a motion to approve the Dislocated Worker PY23 budget adjustments as presented. Motion made by L. Collins. Second by K. Schuler. **Unanimous vote in favor of the approval to the Dislocated Worker budget adjustments to PY23.**
- B. B. Rice again turned the floor over to J. Klemer to review the PY24 budget. J. Klemer noted that a print out of the PY24 budget was handed to Board Members when they signed in. J. Klemer shared with the Executive Committee that the PY24 will start on July 1, 2024 and end June 30, 2025. J. Klemer reviewed the budget pages with the Executive Committee. She explained that the top portion of each budget illustrates the funding source, available amount, expenditure rate, and budget amount for each source. The second half of the budget further breaks down and illustrates the proposed budget categories and lines showing total amounts. S. Shears questioned the Carry-over line within the budgets. J. Klemer explained that each program year carries in funds from the previous year. Each program year requires the budget to obligate 80% of the funds, the remaining 20% potentially carrying into the next program year helps in the event the incoming year funds are delayed. J. Klemer added that typically the incoming program year funds are not the entire amount, a small portion is received in July and then the remaining funds are received around October or November. J. Klemer further reviewed the budget information with the Executive Committee. Budget for Adult is \$1,179,000, Dislocated Worker is \$462,000, Youth is \$750,000 and Administration is \$212,000. J. Klemer noted that should the Executive Committee members or Board members in attendance wish to further discuss the budget she'd be happy to review the information with them. J. Klemer opened the floor for further questions. None brought forward. B. Rice asked for a motion to approve the PY24 budget as presented. Motion made by S. Shears. Second by L. Collins. **Unanimous vote in favor of the approval of all four PY24 Adult, Dislocated Worker, Youth, and Administration budgets as presented.**
- C. B. Rice again turned the floor over to J. Klemer to review and explain the Blanket Transfer Request from Program Year 2024 (PY24) Dislocated Worker (DW) to PY24 Adult funding. J. Klemer explained that throughout the program year, the Board is asked to approve transfers between funding streams. Based on Technical Advisory 17-6, NYS allows up to 100% of Dislocated Worker funds to be transferred to the Adult budget. J. Klemer explained that typically she asks for transfers throughout the year as needed, as reviewed and noted on the PY23 adjusted budget. Instead of asking for amounts throughout the program year, NYS allows for a blanket transfer to transfer up to 100% of funds from DW to Adult funding without



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needing to repeatedly ask the Board for small amounts over time. Instead of estimating or adjusting the amounts throughout the year, J. Klemer stated that she is seeking blanket approval from the Executive Committee to transfer up to the maximum amount allowable for transfers between the Dislocated Worker and Adult funding streams as allowed by NYS through the Technical Advisory for transfers. B. Rice added that this information comes as advice from NYS. J. Klemer added that the amounts transferred would only be exact amounts as needed, and that the Board would still be provided with the amounts transferred as the Budget is provided to them twice per year. J. Klemer opened the floor for further questions. None brought forward. B. Rice asked for a motion to approve the blanket transfer of funds from Dislocated Worker to Adult in an amount of up to 100% of DW funds. Motion made by J. Feuerman. Second by K. Schuler. **Unanimous vote in favor of the approval for blanket transfer of up to 100% of funds from PY24 Dislocated Worker to PY24 Adult funding.**

- D. B. Rice again turned the floor over to J. Klemer to review and explain the Blanket Transfer Request from PY24 Administration to PY24 Program funding. J. Klemer explained that Technical Advisory 17-6 also allows for a Blanket Transfer from Administration back to the specific program's funding (Adult, Dislocated Worker, or Youth). She noted that the 10% from each budget that is set aside for Administration could be transferred back to the original budget (Adult/Dislocated Worker/Youth) if needed. Instead of estimating or adjusting the amounts throughout the year, J. Klemer stated that she is seeking blanket approval from the Executive Committee to transfer up to the maximum allowable amount from Administration to its originating program as allowed by NYS through the Technical Advisory for transfers. B. Rice asked for a motion to approve the blanket transfer to move up to 100% of PY24 Administration funds, up to 10%, back to the originating PY24 program fund (Adult, Dislocated Worker or Youth). Motion made by L. Collins. Second by J. Feuerman. **Unanimous vote in favor of the approval for blanket transfer of up to 10% of each program, or 100% of the Administration transfer funds, from the PY24 Administration back to the originating PY24 program fund (Adult, Dislocated Worker or Youth).**
- E. B. Rice noted that J. Brown Miller of JBM Consulting Inc., was not in the room for the discussion of the second contract extension for the One Stop System Operator contract renewal. B. Rice shared that J. Brown Miller has performed her One-Stop Operator role very well. She has been encouraging greater collaboration among the partner agencies and has made new community connections for the partners. B. Rice added that she is very much in favor of renewing JBM Consulting's contract for a second year. This would be the second and final extension of her contract. The contractual amount will remain the same. B. Rice opened the floor for further questions. None brought forward. B. Rice asked for a motion to approve the second and final contract extension for JBM Consulting. Motion made by S. Shears. Second by J. Feuerman. **Unanimous vote in favor of the approval of a second contract extension to JBM Consulting for PY24 in the amount of \$10,000 for the year.**
- F. B. Rice reviewed with the Executive Committee the changes and updates being made for the Youth Supportive Services Policy. B. Rice noted that changes are being made to the Transportation and Drivers Education Training portions of the policy. Within the transportation assistance section, changes are being made to better define what is and is not allowable using WIOA funds and to ensure the proper documents are being collected when providing youth with these services. Within the Drivers Education section, changes and updates have been made based on issues encountered by youth and counselors. A signature



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sheet has been added to ensure youth are aware of their responsibilities when receiving Driver Education training. B. Rice opened the floor for further questions. None brought forward. B. Rice asked for a motion to approve the Youth Supportive Services Policy updates as presented. Motion made by K. Schuler. Second by L. Collins. **Unanimous vote in favor of the approval of the Youth Supportive Services Policy updates as presented.**

V. Motion to adjourn.

B. Rice thanked the Executive Committee and those in attendance for their time and requested a motion to adjourn. Motion by J. Feuerman. Second by K. Schuler. All in favor. **Unanimous vote in favor of adjournment.** The WDB Executive Committee Meeting adjourned at 9:07 a.m. The next WDB Meeting is scheduled for September 10, 2024 at 8:00 a.m. at the Niagara County Center for Economic Development.

Respectfully submitted,

Helen Dennis