



NIAGARA COUNTY
WORKFORCE DEVELOPMENT BOARD

Joel Feuerman, Chairperson
Bonnie Rice, Executive Director

Trott Career Center
1001 Eleventh Street
Niagara Falls, NY 14301-1201
Phone: (716) 278-8251
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Executive Committee
Meeting Minutes – March 25, 2025, 1:00 pm
ZOOM Audio/Visual Conference

Members Present: Lindsay Collins, Joel Feuerman, Dennis Martinez, Suzanne Shears, Katie Thompson

Members Absent/Excused: N/A

WDB Staff: Helen Dennis, Bonnie Rice

I. Call to Order and Meeting Information

The meeting was organized and led by B. Rice at 1:00 p.m. through the Zoom Audio/Visual conference platform. Attendance outcomes are listed above, quorum was achieved. B. Rice welcomed the Committee members to the meeting and thanked them for their time.

II. New Business

- A. B. Rice informed the Committee that a policy for the Renewable Energy Training Initiative (RETI) grant was needed to provide incentives to grant participants. B. Rice explained that RETI participants can receive incentive payments to help encourage participation in training. The policy outlines the documentation and invoice requirements for the incentives. A copy of the policy was distributed to the Executive Committee members for review, prior to the meeting. B. Rice opened the floor for questions. None brought forward. B. Rice then requested a motion to approve the RETI Incentive policy. Motion made by D. Martinez. Second by L. Collins. All in favor. None opposed. **Unanimous approval of the RETI Grant Incentives policy.**
- B. B. Rice informed the Committee that a policy for the Renewable Energy Training Initiative (RETI) grant was needed to provide supportive services to participants of the grant. B. Rice explained that RETI participants can receive supportive services based on their needs documented in their case file and OSOS. The policy outlines the services available, the maximum stipend amount for certain services and the Self-Sufficiency Matrix the counselor and participant can complete to help identify supportive service needs. A copy of the policy was distributed to the Executive Committee members for review, prior to the meeting. B. Rice opened the floor for questions. None brought forward. B. Rice then requested a motion to approve the RETI Supportive Services policy. Motion made by L. Collins. Second by J. Feuerman. All in favor. None opposed. **Unanimous approval of the RETI Grant Supportive Services policy.**
- C. B. Rice requested from the Executive Committee the ability to release a Request for Proposals (RFP) for the One-Stop System Operator for Program Year 2025 (July 1, 2025 – June 30, 2026) in an amount of up to \$5,000 with the potential to serve in the role for up to four years (with annual renewals). WIOA requires a request for proposal at the end of the contract for the One-Stop System Operator. B. Rice explained that this year, due to the lack of funding in the current program year and the anticipated 10-11% decrease in funding for the upcoming program year, the dollar amount for the contract has gone from \$10,000 down to \$5,000. B. Rice opened the floor for questions. None brought forward. B. Rice then requested a motion to approve the release of an RFP for the One-Stop System Operator.



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Motion made by K. Thompson. Second by J. Feuerman. All in favor. None opposed. **Unanimous approval for the release of the One-Stop System Operator Request for Proposal for Program Year 2025 (July 1, 2025 – June 30, 2026) in an amount of up to \$5,000 with the potential to serve in this role for up to four years (with annual renewals).**

III. Motion to adjourn

B. Rice thanked the Committee members for their time and requested a motion to adjourn the meeting. Motion made by D. Martinez. Second by J. Feuerman. **Unanimous vote in favor of adjournment.** The Workforce Development Board Executive Committee meeting adjourned at 1:07 p.m. **These items will be moved to the June 3, 2025 WDB Meeting Agenda.**

Respectfully submitted,

Helen Dennis